Islamic School of Canberra

Enrolment Policy

The mission of ISC is to provide the choice of schooling to all those seeking a quality, inclusive and holistic Australian education in an Islamic environment. ISC strives for strong partnerships with the community it serves. These partnerships will involve the school community and must be demonstrated and strengthened by the enrolment procedure and practice. Those who choose ISC for their children do so on the understanding that they respect and agree to support the ethos of the school and are willing to support its philosophy, values and vision. ISC will not make any distinction, exclusion, restriction or preference based on race, religious grounds, colour, descent or national or ethnic origin. Islamic School of Canberra will not refuse enrolment or discriminate in any way against students, based on a student's gender, sexual orientation, intersex status or students with disability.

Enrolments

Information accompanying the enrolment application will be used as a basis to identify and confirm the eligibility of the student(s) to receive government funding.

At the time of enrolment, the child's proof of age (birth certificate), proof of residency (passport, visa subclass, etc.), proof of address (recent utility bills or tenancy agreement), immunisation forms, previous school reports if enrolling in Years 1 - 10 and other legally required information must be provided with the enrolment form. The school may seek parental/guardian permission to contact a student's previous school to verify documents, and academic progress when assessing eligibility to enrol. If permission is requested and denied from a parent or guardian, enrolment may be delayed until the requested information is verified. Failure to provide this information may delay the enrolment process.
Students will also be asked to do a placement test in English, Maths and Arabic. They should achieve a satisfactory result in each placement test in order for their enrolment application to be approved. Also student may be offered conditional enrolment. The document is to be signed by the students and his/her parents. Students behaviour and academic progress will be reviewed twice after one term and after a semester before they permanently get accepted. If the student fails to meet the conditions, their enrolment will be cancelled.

Enrolment applications received after the notified due date will only be considered if vacancies still exist. Enrolment can be reviewed if necessary and revoked based on the principles of procedural fairness.

Kindergarten Enrolments: Children commencing in kindergarten should be five (5) years of age by 30 April of the year of enrolment.

Enrolment Application Fee

All parents applying for enrolling their children at ISC will complete the official enrolment form and

return the same along with application fee. The application fee is non refundable whether the enrolment is accepted or rejected. However, submitting an enrolment application does not guarantee the acceptance of enrolment in the school. Applications received after the due date (May - August) will only be considered if vacancies still exist.

Parent Responsibilities

Parents must be prepared to comply with the provisions specified in the enrolment form. The parents/guardians must recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the child. In line with element 1.7 of the National Safe Schools Framework, 2010, the child's parents/guardians must advise the Principal or the enrolment officer of any court order(s) that may exist in relation to the child and provide a copy of the order(s) for the child's school file. Parents have the obligation to provide a full medical history, including any reports on learning, physical or cognitive disabilities, in correlation with element 8.1 and 8.2 of the National Safe Schools Framework 2010. Parents are also expected to bear the cost of any additional supports that the school must provide for their child. Parents will inform the school in writing if they are withdrawing their child from the school.

If a high conflict parent is causing school staff continuous distress, bullying them, defaming the school, failing to abide by school policies and procedures, is of an extremely challenging nature, then the school has the right to terminate the enrolment of their child / children.

School Fees

Parents must pay student tuition per term in advance for their child. Term fees must be paid in full prior to the commencement of each school term. Failure to do so will result in cancelling the enrolment at the school. Once term fees have been paid, families will not be refunded the term fee if the student leaves the school at any time throughout the term.

Families who fail to pay school fees will be sent a reminder up to three times after which school reserves the right to refer their case to a debt collector. This applies to families who still have children enrolled in the school and families who already moved their children to another school .

Our Responsibility

The Principal is responsible to take a final decision in respect of the enrolment of any child in line with school policies.

The enrolment officer will process the enrolment application and provide a unique ID number upon enrolment or noted from previous ACT school. This ID number remains the same even when the student changes school. When a student enrols at, or leaves the school, this information will be entered onto the students' transfer register within 10 school days of the student enrolling in or leaving the school or transferring to another school. All student data on the enrolment form will be transferred to student electronic record on our SchoolPro Management System.

The enrolment officer will also create a file for the student, filing all the relevant documents such as birth certificate, medical records, etc. The name of the student on the enrolment form will be the same as appears on the birth certificate unless acceptable legal proof of name change is provided.

Overseas Students

Our school accepts overseas students as per the categories of the visas permitted, however; these students are not funded by the government and therefore the parents are to pay fully for their fees at the beginning of the year as per the school's schedule of fees. If they fail to do so, school reserves

the right to cancel the enrolment of their children.

Privacy

Taking photographs of students can constitute a collection of personal information. Occasionally photographs are taken of individual students and classes of students at school. If parents do not wish to have their child photographed under any circumstances, this should be specified in the enrolment forms.

The school is subject to the Commonwealth Privacy Act 1988. The information provided will be used to process student applications for enrolment. It will only be used or disclosed for the following purposes:

- student matters relating to the education and welfare of the student
- communication with students and parents or caregivers.
- to ensure health, safety and welfare of students, staff and visitors to the school
- state and national reporting purposes
- And for any other purpose required by law

Re-Enrolment

All parents are requested to re-enrol their children in school no later than the end of Term 3. This is very important for the school to plan for the following year in respect of the number of classes / teachers required as this has direct impact on the school budget.

However;

- Re-enrolment fee should be paid per student to secure their spot the following year.
- The re-enrolment fee will be non-refundable if the parents choose not to continue their enrolment the following year.
- The re-enrolment fee will be deducted from the following year's fees for the continuing students.

References

- Commonwealth Privacy ACT 1988
- Education Act 2004
- National Safe Schools Framework
- Related Documents: Suspension, Exclusion and Exclusion Policy approved by School Board.

Version: 20.1	
Approved by Board member/director	Dr. Majharul Talukdar
Signature	
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