

Australian Islamic College of Sydney

Enrolment Policy



Australian Islamic College of Sydney policies have a commitment to Australian Islamic ethos and values, and should be read in conjunction with other policies and procedures and with relevant legislation.

POLICY REVIEW

The policy will be reviewed not less frequently than once every two years.

POLICY DATES

Implemented	January 2015	Reviewed	January 2023 January 2025
Next Review Due		January 2027	
POLICY OWNER		POLICY APPROVER	
Mohammed Riaaz Ali PRINCIPAL		AICS Board	

Purpose

The Education Act 1990 outlines the objects of education and the legal requirements for compulsory schooling. In brief, the legislation requires students between the ages of six and school leaving age (Year 10 completion or 17 years) to be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home-schooling. It is the duty of the parents/caregivers of the student to ensure that these obligations are fulfilled.

The Australian Islamic College of Sydney (AICS) aims to offer a holistic education, which takes place in an Islamic environment to all of its enrolled students. The following enrolment procedure strives to promote a clear and consistent practice in the enrolling of prospective new students to their respective parents/caregivers. This ensures that the students and their parents/caregivers are treated fairly and equitably.

Responsibilities

The Principal, enrolment officer and delegated executive staff are responsible for all enrolments at the AICS.

All parents/caregivers enrolling their child at the AICS must complete the official enrolment form online (on the school website) with the associated enrolment application fee. **This does not guarantee enrolment at the College.** Applications received after the specified due date may be considered depending on student's academic performance should vacancies still exist.

Parents/caregivers must abide by the terms and conditions specified in the enrolment form and in this policy. The parents/caregivers of the child must be prepared to meet their financial responsibilities for the ongoing enrolment. The parents/caregivers must advise the Principal of any standing Court Order that may exist, or any that may arise. If matters of custody are in place, documentation must be produced.

Procedures

New Enrolments

- The parents/caregivers of all new students must complete the AICS 'Application for Enrolment' form on the AICS website.
- Upon receiving the application for enrolment, enrolment officer will check the completion of the form and supporting documents and liaise with the parent if any document is missing or additional information is needed.
- The enrolment officer will then notify a date and time when their child will attend an interview and sit for an online entrance test (Year 1 to Year 12).
- In the meantime, the enrolment officer will obtain the student background check from the previous school or pre-enrolment situation where applicable (students aged above 6).
- After the interview and Entrance test, the Principal together with the Heads of school will review the prospective students' performance in the interview/entrance exam along with academic and behavioural records from previous schools.

- Successful candidates (students) parents will be given an offer of enrolment letter. Unsuccessful candidates' parents will be given a decline of enrolment letter. Unavailability of spots will result in issuing waiting list letter.
- Students who receive offer of enrolment letter must pay their acceptance fee and one term fee to confirm and secure their enrolment.

Important Information

A non-refundable \$50.00 (for Kindergarten-Year 6) or \$60 (Year 7 - Year 12) accompanies the application depending on the year level of enrolment.

All fields must be completed accurately and the requested information submitted when lodging the application. Application forms must have the following supporting documents attached:

- Birth certificate
- Citizenship documentation
- Immunisation records
- Information regarding any student allergies / medical conditions.
- Most recent school reports
- NAPLAN results (where applicable)
- Information relating to any special needs, diagnosed disabilities, or gifted / talented
- Relevant court orders (if any)

Children can start Kindergarten at the beginning of the school year if they turn 5 on or before 31st July that year. They must also be toilet trained and have basic communication skills. Orientation is compulsory for Kindergarten applicants. If deemed appropriate the College will offer an acceptance letter stipulating the conditions of enrolment, which will include a 'probationary period' for the student's enrolment on a case by case basis.

The full enrolment procedure is stated within the AICS Enrolment Procedure Timeline document on the AICS website under the Enrolment tab.

Upon accepting an offer of enrolment, a non-refundable acceptance fee of \$100 and one term's fees are to be paid in advance. This is non-refundable if the parents/caregivers withdraw the enrolment thereafter. Fees must be paid before the end of the first week of each term.

Withdrawal from AICS must be accompanied by a 'Withdrawal Form' which can be obtained from the school website under 'useful links' tab. Any student under the age of 17 who withdraws their enrolment must notify their next school destination which will be verified by checking with the school. Students with unknown destination will be reported to the NSW Department of Education.

No student may commence a new term unless the previous term's fee has been paid.

Parents/caregivers and students are expected to abide by all College policies and procedures during the time of enrolment, as agreed to in the 'Enrolment Application'.

Enrolment can be reviewed if deemed necessary and revoked based on the principles of procedural fairness.

Privacy

The Australian Islamic College of Sydney is subject to the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002. The information provided by parents/caregivers will be used to process student application for enrolment. It will only be used or disclosed for the following purposes:

- General student administration relating to the education and welfare of the student
- Communication with students and parents or caregivers
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and national reporting purposes
- For any other purposes required by law

The primary purpose for collecting and sharing information is to meet government requirements such as annual reporting, census, parental background data for NAPLAN and MySchool. Additionally, the information provided can enable the college to better meet the learning needs of students.

All information will be filed and stored securely. Parents/caregivers may access or correct any personal information relating to their children by contacting the school.

The health-related information may be used and disclosed to medical practitioners, health workers, other government departments and or schools in circumstances deemed necessary for the welfare of the student.

We are required by law to ensure the health and safety of students, staff, and visitors on AICS premises. It is important that all enrolment information provided be accurate and complete. Incomplete forms will not be accepted. Giving false or misleading information is a serious offence. In the event that statements made in this application process later prove to be false or misleading, any decision made as a result of this application may be reversed.

Terms and Conditions

1. Submitting an application for enrolment does not mean confirmation or offer of enrolment.
2. Application fee and Acceptance fee is non-refundable.
3. Students and parents must abide by all relevant school policies to maintain enrolment.
4. Non payment of school fees may result in termination of student enrolment.
5. Application due date is 1st of August the year before the year of enrolment.
6. Late applications may not be processed if there are no available spot and will be placed on the waiting list.
7. Applicants (students) must be successful in the interview, entrance test, be of good behavior and availability of spot to gain offer of enrolment.
8. Students must continue to demonstrate good behavior, satisfactory academic performance and attendance to maintain their enrolment and promotion to higher grade.