

### **Purpose**

The Education Reform 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 seventeen 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 parent or carer 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/guardians. This ensures that the students and their parents/guardians are treated fairly and equitably.

### **Responsibilities**

The Principal and designated executive staff are responsible for all enrolments at the AICS.

All parents enrolling their child at the AICS must complete the official enrolment form 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 special circumstances should vacancies still exist.

Parents must abide by the provisions specified in the enrolment form. The parent/guardian of the child must be prepared to meet their financial responsibilities for the ongoing enrolment. The parent/guardian 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/guardians of all new students must complete the AICS 'Application for Enrolment' form. Once completed and lodged the parent/guardian will be notified of a date where their child will attend an interview. They may also be required to sit an entrance exam, dependent on student's age.

A non-refundable \$50.00 accompanies the application.

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
- Information regarding asthma and or anaphylaxis and supporting action plans
- Most recent school reports
- NAPLAN results (where applicable)
- Information relating to any special needs, diagnosed disabilities, or gifted / talented
- Relevant court orders (if any)

Upon receiving the above documentation the Principal together with the Deputy Principal will review the prospective students' performance in the interview/entrance exam along with academic and behavioural records from previous schools.

If deemed appropriate the College will distribute an acceptance letter stipulating the conditions of enrolment, which will include a 'probationary period' for the student's enrolment.

The full enrolment procedure is stated within the AICS Enrolment Procedure Timeline documents.

Upon accepting an offer of enrolment, one term's fees are to be paid in advance. This is non-refundable if the parents/guardians 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'.

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

Parents/guardians 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/guardians 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

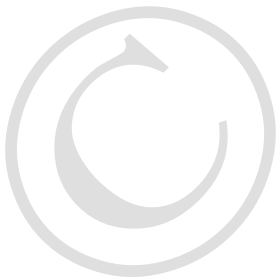
The primary purpose for collecting and sharing information is to meet government requirements such as annual reporting, census, parental background data for NAPLAN and MySchool. Additionally the information provided can enable the college to better meet the learning needs of students.

All information will be filed and stored securely. Parents/guardians 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.

Written: January 2015  
Review Date: September 2016



## Fee Schedule

**Application/Enrolment Fee: ( non-refundable)                      \$50.00**

### **Kindergarten – Year 6**

<b>1<sup>st</sup> Child</b>	<b>\$ 375.00 per term</b>	<b>\$ 1,500.00 per year</b>
<b>2<sup>nd</sup> Child</b>	<b>\$ 315.00 per term</b>	<b>\$ 1,260.00 per year</b>
<b>3<sup>rd</sup> Child</b>	<b>\$ 285.00 per term</b>	<b>\$ 1,140.00 per year</b>
<b>4<sup>th</sup> Child</b>	<b>\$ 255.00 per term</b>	<b>\$ 1,020.00 per year</b>

### **Year Seven – Year Twelve**

<b>1<sup>st</sup> Child</b>	<b>\$ 445.00 per term</b>	<b>\$ 1,780.00 per year</b>
<b>2<sup>nd</sup> Child</b>	<b>\$ 385.00 per term</b>	<b>\$ 1,540.00 per year</b>
<b>3<sup>rd</sup> Child</b>	<b>\$ 355.00 per year</b>	<b>\$ 1,420.00 per year</b>
<b>4<sup>th</sup> Child</b>	<b>\$ 325.00 per year</b>	<b>\$ 1,300.00 per year</b>

**Building Fund:                      \$ 125.00 per child, per year**

**Please Note: Term One fees must be paid in advance**

**School fees (for Terms 2, 3 and 4) are due within the first two weeks of each term.**

**\*Fees may be subject to an annual increase**

## Primary School: Enrolment Procedure and Due Dates

No.	Action	Year level	Due date
1	'Expression of interest'	Kindergarten to Year Six	Kindy: Term 1 – Term 3; Year One to Year Six: Terms 1-3.
2	Submission of Expression of Interest forms by parents.	Kindergarten  Year One – Year Six	<b>Start:</b> Tuesday 21 <sup>st</sup> July 2015 (Week 1 / Term 3) <b>Close:</b> Friday 21 <sup>st</sup> August 2015 (Week 5 / Term 3)  <b>Start:</b> Tuesday 21 <sup>st</sup> July 2015 (Week 1 / Term 3) <b>Close:</b> Friday 9 <sup>th</sup> October 2015 (Week 1 / Term 4)
3	Acknowledgement letter sent to parents along with information about the Interview / Entrance Exams	Kindergarten  Year One – Year Six	Monday 24 <sup>th</sup> August (Week 6 / Term 3)  Monday 12 <sup>th</sup> October 2015 (Week 2 / Term 4)
4	Kindergarten Interviews  Entrance Exams for New Students	Kindergarten (2016 new enrolments)  Year One – Year Six (2016 new enrolments)	<b>Start:</b> Monday 31 <sup>st</sup> August (Week 7/ Term 3) <b>Conclude:</b> Friday 11 <sup>th</sup> September (Week 8 / Term 3)  Wednesday 21 <sup>st</sup> October 2015 (Week 3 / Term 4)
5	Acceptance letter and Orientation Day information sent to successful students  Acceptance letter for new students	Kindergarten  Year One – Year Six (acceptance)	Monday 14 <sup>th</sup> September (Week 9 / Term 3)  Monday 26 <sup>th</sup> October 2015 (Week 4 / Term 4)
6	Regret letter sent to unsuccessful students (where applicable)	Kindergarten  Year One – Year Six	Monday 14 <sup>th</sup> September (Week 9 / Term 3)  Monday 26 <sup>th</sup> October 2015 (Week 4 / Term 4)
7	Kindergarten Orientation Day Years 1-6 Orientation Day	Kindergarten Yrs 1-6	Wednesday 28 <sup>th</sup> October (Week 4 / Term 4) Week 6 term 4

© AICCS

## Secondary School: Enrolment Procedure and Due Dates

---

No.	Action	Year level	Due date
1.	'Expression of interest' forms in the Office for distribution to parents.	Year 7 to Year 11	Throughout the year.
2.	Submission of Expression of Interest forms by parents.	Year 7 to Year 11	Start: 27/07/2015 (Wk2 / Term 3) Close: 28/08/2015 (Wk6 / Term 3)
3.	Acknowledgement letter sent to parents along with information about the Entrance test.	Year 7 to Year 11	Week 8 / Term 3
4.	Entrance test	Year 7 to Year 11	09/10/2015 Friday, Week 1/Term4
5.	Notification letter and Application package sent to successful students. (the application package will have information about the closing date)	Year 7 to Year 11	19/10/2015 Monday, Week 3/Term 4
6.	Regret letter sent to unsuccessful students	Year 7 to Year 11	19/10/2015 Week 3/Term 4
7.	Letter acknowledging the receipt of Application, interview date and Orientation Day information (Year 7) sent to parents.	Year 7 to Year 11	Week 5/Term 4
8.	Interviews followed by official probationary enrolment	Year 7 to Year 11	Tuesday, Wednesday and Thursday - Week 6/Term 4 10 <sup>th</sup> , 11 <sup>th</sup> and 12 <sup>th</sup> November 2015
9.	Orientation Day, Payment of fees and purchase of uniforms	Year 7	19/11/2015 Thursday, Week 7/Term 4
10.	Payment of fees and purchase of uniforms	Year 8 to Year 11	19/11/2015 Thursday, Week 7/Term 4