

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
Next Review Due		January 2024	
POLICY OWNER		POLICY APPROVER	
Mohammed Riaaz Ali PRINCIPAL		AICS Board	

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 fifteen 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 and designated 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 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 in student's special circumstances should vacancies still exist.

Parents/caregivers must abide by the provisions specified in the enrolment form. 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. Once completed and lodged the parents/caregivers 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 age.

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

- 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.

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 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 document on the AICS website.

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'.

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.