



Enrolment Policy & Procedure

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Enrolment Policy

Rationale

Australian Islamic College seeks to provide a learning environment in which each student is able to develop an understanding and respect for his or her own cultural background while integrating into broader Australian society. The College provides an emphasis on Islamic values which is apparent in every facet of the College life.

By focusing on the academic and spiritual qualities, we strive to achieve success and happiness for our students in their future endeavors. Our goal is for our youth to aspire towards excellence.

This policy provides guidelines within which the selection of students to be enrolled in Kindergarten to Year 12 at Australian Islamic College (AIC) may be determined.

Ultimately, the selection of students for entry into the AIC rests with the College and all decisions made as part of the enrolment procedure are the prerogative of the College.

FUNDAMENTAL PRINCIPLES

1. Students who are registered for enrolment are not guaranteed a place, as enrolments at all levels are competitive and depend on an evaluative process.
2. AIC does not discriminate on the basis of religion, ethnicity, race or gender. However all students must abide by the Islamic Ethos of the College.
3. Though AIC endeavors to keep families together it cannot guarantee places for siblings of enrolled students.
4. Students with disability will be considered for enrolment if AIC is confident it can provide adequately for the student's disability needs.
5. As students' peer relationships have an important impact on every student's learning potential, an applicant's character, level of motivation and history of engagement in the learning process are all characteristics to be considered when allocating places.
6. It is assumed that all families wishing to be considered for enrolment have the capacity to pay all fees and charges according to the College's Fee Statement.
7. Scholarships and Bursaries apply only to the tuition fee component of the Fee Statement. All other charges and levies must be paid in full.

GUIDELINES

- The application fee is not refundable whether or not the student succeeds in being awarded a place.
- All enrolments are approved by the Principal.
- Acceptance of enrolment for Years 11 and 12 is subject to assessment and approval of the student's academic history, potential and performance. This assessment is conducted by the Principal and the Deputy Principal.
- In Years K – 12, all students on the Registration Waiting List are considered for any place that becomes vacant.
- The evaluative process allows all students on the Registration Waiting List equal opportunity for selection. Decisions made at the end of the process are final and are not subject to appeal.

THE EVALUATION PROCESS

1. Families on the Registration Waiting List are notified by the Enrolment Officer when a place becomes available in any Year K-12 class, and the time the evaluation process is commencing for enrolment.
2. The evaluation process consists of an evaluation of past performance based on reports.
3. Copies of the student's two previous Semester reports and the student's previous NAPLAN test results must be submitted at time of enrolments.
4. Both parents must attend the interview with the student unless there is a compelling reason why only one can attend.
5. An enrolment is accepted by payment of a term's fees and all the compulsory charges. If this acceptance is not completed within the time nominated by the Enrolment Officer, the offer will lapse and the place will be offered to another student.
6. Students seeking re-enrolment after having withdrawn from the College must go through the same process as new enrolments. An interview with the College will also be required.

DEFERRING, SUSPENDING AND CANCELLING ENROLMENT

- Students may cancel their enrolment at any time by advising the College in writing. Students will be advised that DES will be notified of the cancellation. AIC's withdrawal policies also apply to Full Fee Paying Overseas Students who cancel their enrolment without providing the required notice. Students need to be aware that this cancellation may affect their visa.
- Any student withdrawing is required to arrange an appointment with the Principal. All outstanding fees need to be paid or payment arrangements need to be made. Students need to be aware that school fees need to be paid to receive report cards and graduation certification from the school.
- AIC may only defer or temporarily suspend the enrolment of a student on the grounds of:
 - Compassionate or compelling circumstance, for example illness supported by a medical certificate
 - Misbehaviour by the student
 - Breach of school policies
 - AIC being unable to offer the student a preferred course
 - Non-payment of school fees
- Students may apply for leave of absence from a course only under exceptional circumstance. Students must apply for leave of absence in writing using the 'Short Term Leave' form. The granting of leave of absence is at the complete discretion of AIC. Students are not permitted to take leave of absence without written authorisation from AIC and doing so places the student's enrolment at risk of cancellation.
- Students granted a deferral or suspension of enrolment must report to AIC according to an agreed upon schedule. Failure to report according to the schedule may result in the deferral being cancelled, in which case the student will be required to return to classes immediately or face cancellation of enrolment. If the deferral is requested by the student, it is the student's responsibility to report according to the agreed schedule and not AIC's responsibility to contact the student.
- In the case of Full Fee Paying Overseas Students, if a deferral extends beyond the time necessary to satisfy the course requirements, AIC may accept an adjustment or extension of the course dates. If this extension is beyond the student's visa grant, the change in course duration will be reported via PRISMS under section 19 of the ESOS Act.

- If AIC cancels a student's enrolment because of misbehaviour by the student (or for a reason that lies within its published policies)
 - The student will be notified that they have 20 working days to access AIC's internal complaints and appeals process.
 - The termination of the student's enrolment will not take effect until the internal process is completed unless extenuating circumstances relating to the welfare of the student apply.
 - The termination or cancellation of the student's enrolment will be reported via PRISMS as soon as the appeals process has been completed.
- All records relating to deferment, suspension or cancellation of student enrolment will be retained in the student's file.

EXPECTATIONS OF STUDENTS

- 1) All students are expected to conduct themselves in a manner which is in keeping with the Islamic ethos of the College.
- 2) Students whose behaviour is deemed to be unacceptable or is likely to bring the good name of the College into disrepute may have their enrolment terminated.
- 3) Students whose academic performance is below minimum expectations may have their enrolment terminated.
- 4) In the case of senior students, termination of enrolment with the College will also include the termination of their course enrolments with Curriculum Council.

The Principal and Heads of School will exercise appropriate duty of care to ensure the proper functioning of the school and safety of all students. Failure to respond to the reasonable expectations of behaviour, as outlined in the Student contract may result in appropriate disciplinary measures being taken.

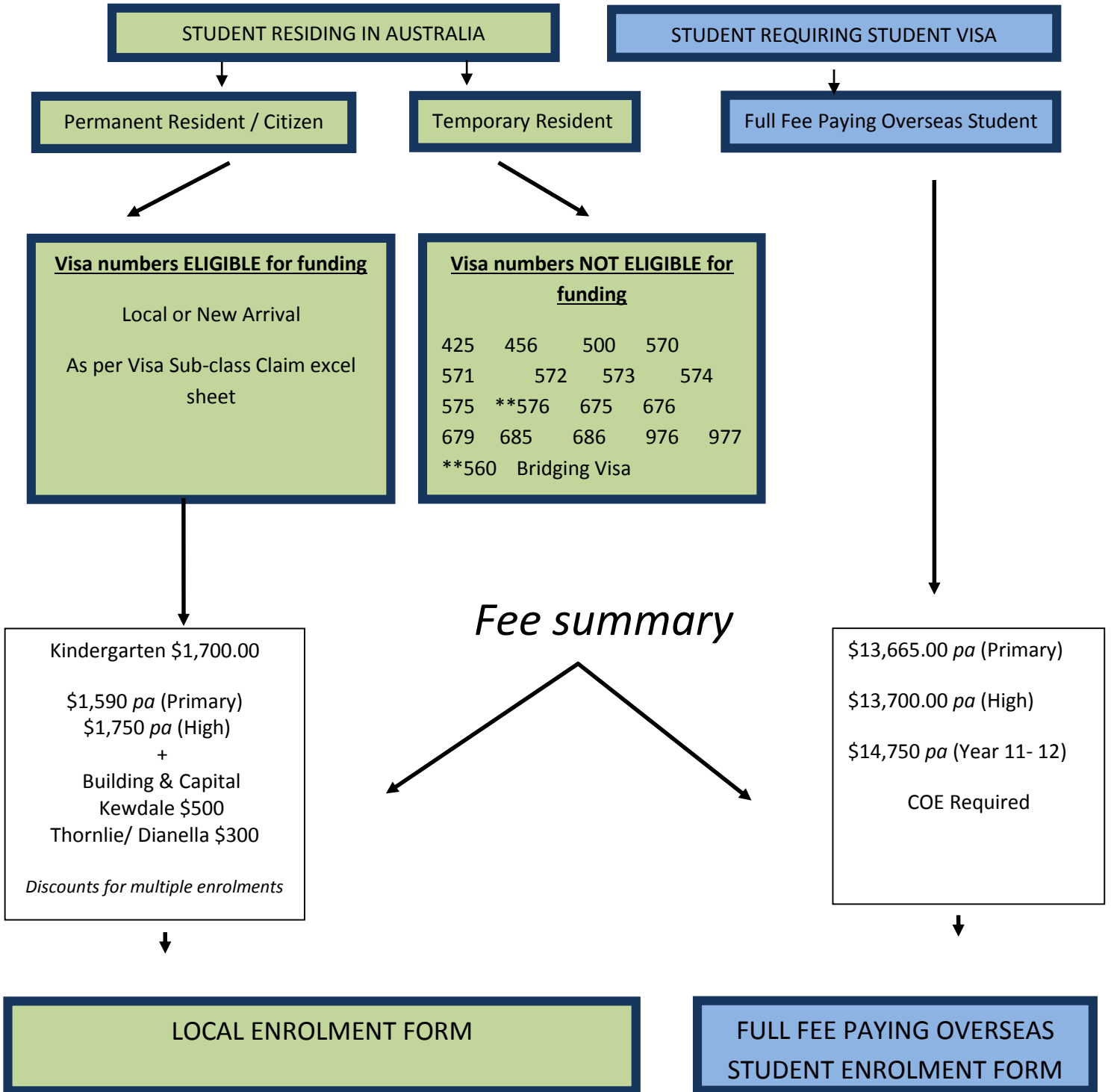
ATTENDANCE

The *School Education Act 1999 and School Education Regulations 2000* requires compulsory aged students to attend school, or participate in an educational program of a school, on the days on which the school is open for instruction, unless a written arrangement has been entered into for the student. Failure to do so constitutes a breach of the Act and is detrimental to the student's learning outcomes and future participation in society.

Students are to participate in school activities when requested and consistently uphold the rules and regulations of the College as outlined in College publications. Please refer to our website for a full list of our policies and procedures. In the case that the schools policies are breached the result may be suspension or cancellation of enrolment.

PRE- ENROLMENT PROCEDURE

Complete Expression of Interest and Application Form



INTERNAL ENROLMENT PROCEDURE

Interview Process

- 1. Welcome the parents & students to the College.
- 2. Seat them in the conference room or other rooms available.
- 3. Complete enrolment form with the parents, ensure that the enrolment form is signed and the fee declaration is filled.
- 4. Ask the parents how they came to know about the college for enrolment.
- 5. Make photocopies of documents supplied (e.g birth certificate, passport, visa, immunisation, academic school report).
- 6. If parent has requested bus service to complete Transport Request Form, Duty of Care Form (if in Kindergarten or Pre-Primary) and Bus Rules Form to be signed.
- 7. If parent has requested discount on school fees to complete Application for Discount Form to be signed.
- 8. Parents/guardian to receive enrolment package;

Assembly Procedure

Bullying Policy

Uniform List

Stationery / Book List

Bus Request Form

Duty of Care Form

Bus Rules Form

School Term Calendar

Student Behaviour

Contract (High School Only)

- 9. Applicant to sit for entrance test (If Required - File located in the front office: **Entrance Tests**).
- 10. Interview with Principal Curriculum (if enrolling in year 11 or 12), with the Principal (if enrolling in high school) & Primary Principal (if enrolling in primary) if required.
- 11. If applicant is enrolling in either Year 11 or Year 12 he/she needs to fill in a subject selection form (located in front office).
- 12. Tour of college (if required).

Paperwork Process

- 1. Make copy of first page of enrolment (with all the details), fee declaration & Visa/birth certificate/passport details.
- 2. Add details to enrolment update sheet for senior management.
- 3. Enter enrolment in database.
- 4. Create student file and distribute to the appropriate areas (Primary Office – Kindergarten to Year 6, Central Office – Year 7 to Year 12).
- 5. Put a copy of the front cover of the students enrolment form in the teachers Pigeonhole if the enrolment is in New Arrival ESL. Inform the respective teacher at least two days before the start date of the new enrolment.
- 6. Acceptance letter for the student to be sent to parents (Allow 2 processing days).
- 7. Finalise bus transport details and advise parent.
- 8. Students files to be requested from previous school. Transfer note to be faxed to previous school. Once faxed file away in the **TRANSFERS** file located in the back office.
- 9. Issue any high school students with a timetable ready for their first day of School.
- 10. Arrange with departments Primary, or High school to have someone welcome the new student to the college on their first day.

- 11. Take photo of student for student id card (if required).
- 12. Post fee statement to parents outlining payments made and balance outstanding.

The following documents must be sited at time of enrolment.

- birth certificate
- immunisation records
- visa / passport
- last school report (if applicable)
- clearance letter from the previous school (in Australia)
- behaviour report from the previous school (in Australia)
- any court order verifying legal custody and/or access
- Enrolment applications will not be processed until all documentary requirements have been completed and upfront payments of school fees have been made. Failure to complete these requirements may delay or affect the acceptance of the application.

LOCAL AND OVERSEAS STUDENT ENROLMENT FORMS

For a copy of the current Local and Full Fee Paying Overseas Student (FFPOS) Enrolment form click on the Enrolments tab on the school website:

www.aic.wa.edu.au

Implementation date: [February 2017]
Approved by: [Executive Principal]
Next review: [February 2018]