



**AUSTRALIAN
ISLAMIC COLLEGE**

ENROLMENT POLICY & PROCEDURE

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1. Rationale

Australian Islamic College values courage, respect and humility. The College is committed to acting with integrity and kindness. We are committed to providing a transparent and inclusive enrolment process that satisfies the needs of prospective students and the school within the parameters of the enrolment criteria, relevant legislation and registration standards for non-government schools. This policy is intended to guide the enrolment process in a way that reflects the College's commitment to fostering a respectful, inclusive and supportive educational environment in alignment with our Islamic values.

2. Student Intake

Australian Islamic College is a coeducational day school with five schools in Perth.

- AIC Kewdale catering for students from Kindergarten to Year 12
- AIC Thornlie catering for primary students from Kindergarten to Year 6
- AIC Dianella catering for students from Kindergarten to Year 10
- AIC Forrestdale catering for students from Kindergarten to Year 9 *
- AIC Henley Brook catering for students from Kindergarten to Year 9 *

* AIC Forrestdale & AIC Henley Brook will increase the student intake by one year each year until they reach Year 12

3. General Guidelines

- The College will exercise its discretion, subject to its legal obligations and availability of places, in relation to the priority given to applications to the College.
- As places at the College are in high demand, families are encouraged to apply for enrolment as early as possible.
- All applications are assigned to the waitlist. The College considers a range of criteria prior to commencing the process of enrolment, when making enrolment offers, and when subsequently accepting a student at the College.
- All students must abide by the Islamic Ethos of the College, the Student Code of Conduct and school policies.

4. Enrolment Procedures

The College considers applications based on a prioritised framework to maintain a balanced and diverse school community. The following enrolment categories guide our decision making process, ensuring transparency and fairness, however enrolments are based on availability and the final decision to grant student entry is at the discretion of the Principal ::

- Siblings of current students
- Children of permanent AIC employees
- Prior academic performance and school reports especially for students seeking entry to the Senior School (Years 10 to 12)
- Number of students in a class and year level and number of classes per year level
- College resourcing, facilities and staffing model
- Date enrolment application finalised

Please note:

- All students are required to attend an interview with the Principal (or delegate). This is to ensure that, as far as possible, the College can provide an appropriate course of study for the student.
- 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 Deputy / Assistant Principal.

5. Enrolment Application Requirements: Domestic (Local Students)

5.1 Domestic (Local) Student Enrolment Online Expression of Interest (EOI)

All applications first require completion of an online Expression of Interest. Copies of the student's two previous Semester reports and previous NAPLAN test results (if applicable), must be attached to the EOI.

An EOI is a prerequisite for a place on the College waitlist but does not guarantee an enrolment. Enrolments at all levels are competitive and depend on the evaluation process. All waitlisted families are notified by the Enrolment Officer when a place becomes available in the year group being requested. If the family wishes to continue a pre-enrolment interview will be arranged.

5.2 Pre-Enrolment Interview

Selected applicants who proceed beyond the waitlist stage may be invited for an interview with the Principal (or their delegate) based on the criteria considered through the application progression process.

The interview is an essential part of the enrolment process, designed to ensure alignment between the student, family and the College's values and mission. During the interview the following will be discussed:

- **Student needs assessment:** Parents should bring to the interview any reports or documentation they have relating to any additional support or medical diagnoses relating to their child. This will assist the College to assess academic, social and emotional needs to determine how the College can best support the prospective student.
- **Commitment to Values:** Parents and students discuss their understanding and willingness to embrace the College's values of faith, knowledge, service, excellence, compassion, courage and resilience as well as a commitment to learning.
- **Understanding of College expectations:** The interview will include an overview of the College's academic and behavioural expectations, ensuring that families are prepared to support these standards. This discussion will also include the contents of the Parent / Carer Code of Conduct and Student Code of Conduct.

Both parents / guardians must attend the interview with the student unless there is a compelling reason for only one to attend.

Further information, meetings and or/external assessments may be requested to support any special needs or additional requirements.

The Principal will carefully assess the available places, school reports, NAPLAN results and pre-enrolment interview. The Enrolment Officer will advise parents the outcome.

5.3 Offer of enrolment

If approved by the Principal, parents will be emailed a link to complete an Online Enrolment Application.

During the online enrolment application, the following documents must be uploaded prior to submission:

- Birth certificate
- Immunisation records from Australian Immunisation Register (must not be older than 2 months at the date of uploading)
- Medicare card
- Visa / Passport / Citizenship certificate
- Photo consent form
- Most recent school report (if applicable)
- Special needs of child including any diagnosis report (if applicable)
- Medical reports (if applicable)
- Any court order verifying legal custody and/or access arrangements currently in place

Enrolment applications cannot be submitted until all documentary requirements have been uploaded. Once the online application has been submitted, the application will be assessed, and the Enrolment Officer will contact the parent to request payment and may request further information if required. Failure to complete these requirements may delay or affect the acceptance of the application. If the enrolment application is not submitted within the time nominated by the Enrolment Officer, the offer will lapse, and the place will be offered to another student.

Students seeking re-enrolment after having previously withdrawn from the College are treated as a new enrolment and must go through the same EOI, interview and enrolment application process.]

Parents and guardians are responsible for providing complete and accurate information throughout the enrolment process. The College requires full disclosure of all relevant information during the application process to ensure we can provide the appropriate support and resources for each student. Failure to disclose essential information, or the deliberate withholding of material information (such as academic, behavioural or health-related information) may result in revocation of enrolment. For instance, if material information is later discovered to have been withheld, the College reserves the right to revoke the student's enrolment.

5.4 Acceptance of enrolment

- To accept an offer of enrolment, one term tuition fee, resource fee, and all compulsory charges, are payable.
- This fee is not transferable, refundable or able to be deferred to a future year level.
- The final decision for assessment and granting entry for students seeking a place in the College is at the discretion of the Principal.

Please note, the College reserves the right to withdraw the offer of enrolment if the above conditions are not met. If the College withdraws the offer of enrolment for any reason, the one term fee will be refunded. In all other circumstances, the fees are not refundable nor transferable to another year level or student.

5.5 Deferring, Suspending and Cancelling Enrolment

- Parent/guardian may cancel their enrolment at any time by advising the College in writing by giving 21 days' notice. All outstanding fees must be paid or a payment plan arranged. (Please refer to the School Fees Policy & Procedure on the College website.)

- The College may defer the enrolment of a student on parent/guardian request due to compassionate or compelling circumstances, i.e., illness supported by a medical certificate.
- The College may suspend or cancel enrolment of a student on the grounds of:
 - Providing false or misleading information at the time of enrolment
 - Breach of student Code of Conduct and/or school policies
 - Major behavioural incidents
 - Immediate safety risks
 - Non-payment of school fees where all avenues have been attempted to obtain payment (See Student Suspension & Termination Policy & Procedure on the College website)
- Where the College is cancelling a student's enrolment, the Principal will:
 - Inform the parent/guardian of the decision in a face-to-face meeting where deemed appropriate and in addition provide a written notice including the effective date of termination.
 - Prior to the decision being made, the Principal will give the parent/guardian the opportunity to show why the student's enrolment should not be cancelled.

All records relating to deferment, suspension or cancellation of student enrolment will be retained in the student's file.

6. Enrolment Application Requirements: International (Full Fee Overseas Students)

6.1 Online Expression of Interest (EOI) – International (Full Fee Overseas Student)

All applications require completion of an online Expression of Interest by selecting Type of Enrolment "International (Full fee paying overseas)".

All applications first require completion of an online Expression of Interest. Copies of the student's two most recent academic reports and proof of the student's English language proficiency must be attached to the EOI.

An EOI is a prerequisite for a place on the College waitlist but does not guarantee an enrolment. Enrolments at all levels are competitive and depend on the evaluation process. All waitlisted families are notified by the Enrolment Officer when a place becomes available in the year group being requested. If the family wishes to continue a pre-enrolment interview will be arranged.

6.2 Pre-Enrolment Interview - International (Full Fee Overseas Student)

Selected applicants who proceed beyond the waitlist stage may be invited for an online or phone interview with the Principal (or their delegate) based on the criteria considered through the application progression process. The Principal may decide not to hold a pre-enrolment interview and instead request the Enrolment Officer to obtain further information to assist the Principal to assess the EOI. The pre-enrolment interview or request for information will include discussions / information relating to:

- Student's English Language Proficiency to assist the College in determining whether or not the student needs to improve their English or sit an English assessment prior to acceptance. The age / year level of the student may influence this decision.
- Student needs assessment to see if there are any specific academic, social and emotional needs the College should be aware of to best support the prospective international student.
- Commitment to Values: The College will need to determine the parents and student's understanding and willingness to embrace the College's values and commitment to learning.
- Ensuring the College's academic and behavioural expectations are understood to ensure families are prepared to support these standards. This discussion will also include the contents of the Parent / Carer Code of Conduct and Student Code of Conduct.

If an interview is held it is the College's preference that both parents / guardians participate unless there is a compelling reason for only one to attend.

Further information, meetings and or/external assessments may be requested to support any special needs or additional requirements.

The Principal will carefully assess the available places (including whether there are already more local student applications than spaces available), English proficiency, school reports and pre-enrolment interview / information provided. The Enrolment Officer will advise parents the outcome.

If approved by the Principal, parents will be emailed a link to complete an Online Enrolment Application. All other relevant documentation for International students will be included in the email such as Full Fee Overseas Student Agreement and Full Fee Overseas Student Policy Handbook.

During the online enrolment application, the following documents must be uploaded prior to submission:

- Birth certificate
- Passport
- Immunisation records translated into English
- Proof of medical insurance
- Photo consent form
- Most recent school reports (in English)
- Most recent academic transcript (in English)
- Sample of English writing
- Proof of English proficiency, especially for high school aged students
- Any documentation relating to existing health conditions and medical plan from a Health Professional (in English)
- Any documentation relating to court orders for access / custody
- Any documentation relating to special needs of the child

Enrolment applications cannot be submitted until all documentary requirements have been uploaded. Once the online application has been submitted, the application will be assessed and the Enrolment Officer will ensure the parent is provided with a Letter of Offer.

6.3 Letter of Offer – International (Full Fee Overseas Students)

If the application is successful, a formal offer of enrolment will be made in writing and may be subject to conditions. These conditions may include satisfactory completion of a College-approved English language preparation or ELICOS course prior to acceptance. The letter will include instructions on how to pay the application fee, tuition fees (minimum of 1 Semester up front) and resource levy (where applicable) and where to email proof of payment. To accept the offer, the tuition fees and other costs outlined in the letter of offer must be paid by the due date and all documentation included in the email signed and returned to confirm the student's enrolment. If payment is not received by the due date, along with signed documentation, the College will not be able to issue a Confirmation of Enrolment (CoE).

6.4 Confirmation of Enrolment – International (Full Fee Overseas Student)

On receipt of the application fee, tuition fees and resource levy, the College will issue a Confirmation of Enrolment (COE). The parent is then able to apply for the student visa.

If a student defers enrolment or is suspended by the College, this may impact upon the student visa end date. The College will review a request to defer, even if that is the result of a delay in the receipt of visa for a student prior to commencement. The College will review the Confirmation of Enrolment and reissue or cancel accordingly.

In the case of Full Fee-Paying Overseas Students, if a deferral extends beyond the time necessary to satisfy the course requirements, the College 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.

6.5 Notice of withdrawal – International (Full Fee Overseas Students)

International students are restricted from transferring to Australian Islamic College from another education provider or from Australian Islamic College to another education provider for a period of six months from commencement. Any such transfer must be managed strictly in accordance with Standard 7 of the National Code.

For a student transferring from Australian Islamic College after this initial six-month period, one full term's notice in writing to the Principal is required, advising the withdrawal of a student from the College, otherwise a charge equivalent to one term's fees will apply and may affect their visa. For year-end leavers, this means that notice is required by the end of Term 3. If the required notice is not received, a fee equivalent to one term's fees will be payable.

6.6 Cancellation of Enrolment – International (Full Fee Overseas Students)

If the College cancels a student's enrolment due to misbehaviour, breach of student Code of Conduct or for any other reason relating to College policies

- The parent/guardian 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 for International students as soon as the appeals process has been completed.

7. Enrolment Register

The College will ensure that the enrolment register contains the following information when enrolling a child:

- Child's name
- Date of birth
- Date of enrolment
- Date on which enrolment will cease (if applicable)
- Immunisation status
- Medicare number

The school maintains a current enrolment register in electronic format which is capable of being reproduced in written format upon request. The College retains enrolment records as per the College's Records Management Policy and Procedures.

When enrolling a student previously enrolled at another school, the College will notify that school.

8. Immunisation

The College requires student immunisation records showing the immunisation status for all students that is no older than 2 months at the time of submitting the enrolment application. The College provides information to the Health Department upon request by the Chief Health Officer.

For Kindergarten students, the College will not enrol a student:

- Whose immunisation status is not up-to-date
- Who does not have a valid immunisation certificate issued or declared by the Chief Health Officer.
- Who is not following an approved catch-up schedule as indicated on the child's AIR Immunisation History Statement
- If the school is not satisfied the child is exempt because of particular family circumstances as provided in the Public Health Act s.141D(2)(e).

9. Leave of Absence

Students may apply for leave of absence from a course only under exceptional circumstances. Students must apply for leave of absence in writing using the Student Leave Application form available from admin staff. The approval of leave of absence is at the discretion of the Principal. Students are not recommended to take extended leave of absence during the school term unless there is an emergency.

10. Expectations of Students

Students are expected to:

- Conduct themselves in a manner that upholds the College's values and reflects its Islamic ethos.
- Follow College rules when on any College campus, attending or representing the College at official College functions, or wearing the College uniform in any setting.
- Always respect the rights of others and refrain from any conduct that brings discredit upon themselves, other students, or the College.
- Accept that behaviour deemed unacceptable, or likely to bring the College into disrepute, may result in enrolment being reviewed and, if necessary, terminated.
- Understand that, as a condition of enrolment, parents/primary carers, on their own behalf and on behalf of the student, must acknowledge the content of the College policies and agree to abide by them.

It is also an expectation of enrolment that parents will follow the College's Parent/Guardian Code of Conduct.

11. Legal Requirement when Ceasing Enrolment

Other than the reasons for ceasing enrolment under section 6 of this Policy, the Principal's authority to remove a student's name from the College's enrolment register is limited to the following circumstances:

- i. The Principal believes on reasonable grounds that the student is enrolled in another school or is no longer residing in WA;
- ii. The student is being home-schooled or has an authorised exemption under S.11 of the School Education Act
- iii. The Director General, as the Minister's delegate, authorises the removal on the grounds that inquiries to establish the child's whereabouts have not been successful.

For information on the process the College will follow in relation to student's whose whereabouts are unknown see the College's Attendance Policy & Procedure.

12. Retention of Records

Each student's enrolment record will be retained by the school for seven years from the day on which the student's enrolment ceases. At the end of that time, or the school closes earlier, the records will be transferred to the Director General for permanent retention. The school's

attendance records for each child will be retained for seven years from the day on which that student's enrolment ceases. Again, if the school closes before that period expires, the attendance records will be transferred to the Director General and may be retained permanently.

13. Tuition Fees and Levies

Fees are set annually by the College. The College's Fee schedule is available from the school office. Any change in fees applies to both new and continuing students.

It is compulsory to pay an application fee, one term deposit of tuition fees per child and resource fee per child at the time of enrolment to ensure each child's enrolment application can be finalised. The application fee is non-refundable. The one term deposit of tuition fees will be applied to the annual tuition fee for the relevant year. Please note this is non-refundable should you decide not to proceed with the enrolment, however, the resource fee is refundable if the enrolment is cancelled before the commencement of the school year (see School Fees Policy & Procedure available on the College website).

14. Relevant Internal References

- Student Code of Conduct
- Parent Code of Conduct
- Handbooks
- Attendance Policy
- Student Suspension & Termination Policy & Procedure
- Student Behaviour & Welfare Policy & Procedure
- Student Lateness & Truancy Policy & Procedure
- Anti-Bullying Policy & Procedure

15. Relevant Legislation

- School Education Act 1999 (WA)
- School Education Regulations 2000
- School Curriculum & Standards Authority Act 1997
- WA Public Health Act 2016
- WA Public Health Regulations 2017

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