



ENROLMENT POLICY

Address – 57 Southgate Road, Langford, WA 6147

Postal Address - PO Box 289 Thornlie WA 6988

Tel 08 9458 5206

Email – admin@alameencollege.wa.edu.au

Website - www.alameencollege.wa.edu.au

ENROLMENT POLICY

1.1 Purpose

As a comprehensive West Australian Independent school, Al-Ameen College is proud to be leading the way in its educational pursuits while holding strong to its Islamic traditions. With our vibrant and welcoming environment, we aim to develop a life-long love for learning, empowering students to work with excellence, be confident and resilient, setting goals and being a positive part of the wider global community.

1.2 Scope

This policy applies to all prospective students and current students of Al-Ameen College.

1.3 Policy

- 1.3.1 All new enrolments to the College, including Kindergarten must be in attendance in Week 1, Term 1, failure to do so will result in immediate cancellation of the enrolment.
- 1.3.2 All new students applying to the college will be required to attend a pre-enrolment interview prior to acceptance
- 1.3.3 Kindergarten enrolments are processed upon appropriate immunisation. documentation provided or are within the exemption categories set out in the Public Health Act and Public Regulations 2017 (WA).
- 1.3.4 Parents are expected to disclose any known health or learning support issues fully and accurately. This disclosure is essential to ensure that appropriate support and accommodations can be planned for and provided by the school to meet the student's individual needs. Failure to disclose such information may result in the enrolment being cancelled.
- 1.3.5 Parents are required to pay the College tuition fees, levies, building levies and any other charges within the stated date on the invoice. The College may withhold student reports, suspending students and/or cancellation of enrolment if payment/fees have fallen behind by more than two terms (without exemption from the College). The College reserves the right to engage a fee collection agency to recover the outstanding fees.
- 1.3.6 The College reserves its right to revise its tuition fees on an annual basis to cover for rising costs.
- 1.3.7 Written notice of at least one school term in advance is required should a student be withdrawn by the parents/guardians from the College. In default of such notice, an amount equal to one school terms fees is payable.

- 1.3.8 Students should not leave school for extended periods and must maintain a 90% attendance rate as per requirements by the Education department. Parents wishing to take their children out of school for holiday leave must put in an application for approval by the Principal.
- 1.3.9 A student who is absent from school for 12 weeks or more will have their enrolment revoked.
- 1.3.10 During the **School Census** periods of February and August, extended leave will not be permitted unless there are family emergencies. Evidence of return tickets will need to be presented for approval by the principal or school enrolment and placement may be jeopardised.
- 1.3.11 Parents of current students must complete a re-enrolment form at the end of every school year to confirm placement the following year. A deposit of \$200 is payable for each student at the time of re-enrolment. The \$200 deposit is offset against the next years fees and is non-refundable.
- 1.3.12 The College reserves the right, at the Principal's discretion, to decline any application for enrolment or to decline to make an offer of a place, provided that the decisions are lawful, particularly where the presence of the child represents a threat to the safety, well-being and happiness of other students or the parents of the child have indicated an unwillingness to observe the conditions of enrolment.
- 1.3.13 The College may terminate the enrolment if the Principal, at the Principal's discretion, determines that the student is making unsatisfactory progress, has not met the required benchmarks in their studies, has an unsatisfactory attitude, has displayed unacceptable behaviour, as per school policy. In that case, the College will not be obliged to refund any fees and charges, Moreover, any fees and charges outstanding at the time of the enrolment termination, will still be payable.
- 1.3.14 At the Principal's discretion, exercised reasonably, the College may terminate enrolment if the relationship between the parents/guardians and the College has deteriorated to the extent that mutual trust and confidence needed for a cooperative and respectful relationship has been irreparably broken, or if there has been a breach in the Parent Code of Conduct Policy.
- 1.3.15 The College will seek medical/dental attention, call an ambulance, or hospitalise students when considered necessary. If an emergency occurs requiring surgery, anesthetic, oxygen, blood transfusion, medication and parents/guardians are unable to be contacted within a reasonable time, the College has the authority to agree to medically recommended treatment by an accredited medical practitioner on behalf of the parents/guardians. The College is indemnified against any claim or litigation arising out of sickness or injury to students.

1.3.16 There will be times when students leave school grounds on properly organised and supervised excursions for educational purposes. The College is indemnified against any claim or litigation arising out of injury or sickness during, or as a result of the excursion.

1.4 Relevant Legislation & Policies

School Education Act 1999 and School Education Regulations 2000

Parent Code of Conduct

Student Code of Conduct

School Fees Policy

Review Date: [August 2024]

Approved by: [Principal]

Next review: [August 2025]