



AL-AMEEN COLLEGE ENROLMENT POLICIES & PROCEDURES

1. PURPOSE

Al-Ameen College is an independent, co-curricular school providing a rich curriculum underpinned by Islamic values. Enrolments are offered from Kindergarten to Year 12. All school-aged students are welcome and are considered for enrolment irrespective of religion, race, or ethnicity. Approval of enrolment will be determined primarily by the availability of seats together with any other circumstances that may be relevant.

Al-Ameen College values the diversity of all students including those with special educational needs, recognises the right of all students to equitable access to the curriculum and offers education programs specific to the educational needs of students with disabilities. This policy aims to provide a transparent and inclusive process of enrolment that satisfies the needs of prospective students and the school within the parameters of the enrolment priorities and guiding criteria.

3. SCOPE

This policy applies to all prospective students who have applied for enrolment at Al-Ameen College

4. POLICY

Al-Ameen College's enrolment policy is to be transparent and ensure that the *Disability Discrimination Act (199)* and the *Disability Standards for Education (2005)* are not breached during the enrolment process. The College's enrolment policy complies with the following legislations and entails the following requirements:

- Equal Opportunity Act 1984 and enrolls students of any religion, race, or ethnicity, providing they are willing and happy to learn in an environment enriched with values and Islamic principles.
- Disability Discrimination Act 1992 and the Equal Opportunity Act 1984 in the enrolment of any student with a disability for whom enrolment is sought, except where their enrolment would impose unjustifiable hardship on the school to support their needs.
- Racial Discrimination Act 1984 and the Equal Opportunity Act 1984 in the enrolment of any student of any race for which enrolment is sought.
- Sex Discrimination Act 1984 and the Equal Opportunity Act 1984 in the enrolment of any student

of either sex for whom enrolment is sought.

- Parents are required to confirm their agreement with the College's Terms and Conditions, Privacy Policy, Parent Code of Conduct and Student Code of Conduct, and pay the confirming fee which then results in parents becoming members of the Foundation when accepting a placement with the College.
- Kindergarten enrolments are processed upon appropriate immunisation documentation provided or are within the exemption categories set out in the Public Health Act and the Public Health Regulations 2017 (WA).
- Parents are required to pay the College tuition fees and any other charges within the stated date on the invoice. The College may withhold student reports if payments/fees have fallen behind by more than 2 Terms (without exemption from the College).
- Written notice of at least one 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 Term's fees is payable.
- Parents are required to comply with the College's drop off and pick up times and agree to follow directions from College staff regarding access to the College, car park, and Kiss and Drive procedures, as well as all applicable laws.
- Parents are required to understand and acknowledge that the College uses video surveillance in classrooms, in addition to premises and facilities, to investigate any issues that may affect College property, student, and staff well-being and safety. The video surveillance operates continuously (24hrs) however, footage is only accessed with approval from the Principal, by delegated staff in response to specific issues.
- 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.
- The College may terminate the enrolment contract if the Principal, at the Principal's discretion, determines that the student is making unsatisfactory progress, has an unsatisfactory attitude or has displayed unacceptable behaviour, or has broken a College rule. 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 contract termination, will still be payable.
- The College may also terminate the contract at the Principal's discretion, exercised reasonably,

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.

5. PROCEDURES

I. PRE-ENROLMENT PROCESS

a. Application Form & Enrolment Information

Information is available from the administration office or on the school website.

Our Enrolment Officer is available to assist with all aspects of the enrolment process for prospective families. You can contact enrolments directly by email at admin@alameencollege.wa.edu.au or by phone on 9458 5206 to obtain an information pack which includes an application form, curriculum overview and a fees and charges schedule.

b. School Tours

Prior to making an application for enrolment, we encourage you to attend a school tour which can be arranged by contacting the school. These are normally held at the beginning of the year.

II. APPLICATION PROCESS

a. Written Application Required

To place your child's name on the school's waiting list, an application will need to be completed, via the *Student Application for Enrolment Form*, and returned to the school together with a prescribed deposit, and the applicable supporting documentation. The school will only progress the application once all conditions of the application process are met and required information received.

b. Particulars to be provided

The following information is essential at the time of enrolment:

- Student's legal name, usual place of residence and date of birth;
- Details of legal provisions for care, welfare and development of the student;
- Country of residence of student and if applicable, the right to reside in Australia;
- Contact information to be used in emergency situations;
- Details of any disability the student is known to have; and
- Any ongoing medical condition the student is known to have and any procedure to

be followed if the condition requires or may require support during the school day.
In this case, a Health Care authorisation must be completed;

- College to advise parents that enrolment records should be kept up to date (e.g. any variations to Family Court Orders; parenting plans registered with the Family Court; and any change to the student's usual place of residence or to the student's medical condition or health care support); and
- College to inform parents of the College's privacy and confidentiality obligations.
- Reports, testimonials, and references if a student is transferring from another school.

c. Required Supporting Documentations

- Copies of your child's two most recent full school reports, including one end of year report.
- Copies of any/all remedial and/or psychological assessments.
- A copy of birth certificate or if born outside Australia a passport and residency / visa / citizenship certificates.
- A recent identifying photograph of your child.

d. Considerations for Determining Enrolment

- Date of application for enrolment;
- Spaces available in the school;
- Spaces available in specific classes;
- Students with siblings enrolled at the school;
- Connection with the school through a school community member;
- The student's and family's past relationship with the school;
- Students whose families believe in the aims and philosophy of Al-Ameen College and who are likely to become actively involved in the school community;
- Students likely to remain at the school for a significant time.

e. Response to Written Applications

If there are no current vacancies in the relevant class, the application will be placed on a waiting list until such time a place becomes available or until you notify us to withdraw the application. If a vacancy exists in the relevant class and the school deems your application meets the needs of the class, the enrolments officer will contact you to discuss your application. The enrolment officer, Principal or Assistant Principal may contact a student to discuss his/her application further and assess for Stage 2 of the process which is an interview.

It is important to keep the school informed of any changes in contact details. The school reserves the right to withdraw an application from the waiting list if the contact details are incorrect and we are unable to contact you.

f. Interview (if required)

Interviews for a place in the school are offered by date of application and pre-assessment taking into consideration the following criteria:

- Special needs or circumstances that may be apparent;
- Children of staff of Al-Ameen College;
- Siblings of students already enrolled and have attended the school for a minimum of one year with no outstanding fees;
- Children of former students of Al-Ameen College.

g. Other Guiding Criteria:

- The school may decide if significant imbalances exist, that priority of access is directed to address gender balance within a class to support class dynamics and viability. Where there is potential for school financial hardship or the school ethos may be compromised by a history of significant behavior or discipline matters, then the school retains the right to refuse enrolment.
- Invitations to an interview will be made following the assessment process above. The interview will be conducted by the Principal / Assistant Principal and Coordinator in early childhood, primary school, or high school. A form requesting biographical information will be sent out in advance of the interview for Kindergarten children. In high school, the interview will be conducted by the Principal and/or Assistant Principal and High School Coordinator. Prospective students will be required to attend the interview together with their parent/s. The purpose of the interview is to ensure that parents understand the aims and objectives of Al-Ameen College and discuss any special needs their child may have.
- Relevant school policies and procedures will be discussed and will be provided to parents (for example media policy, behaviour policy). Parents are reminded that they will be agreeing to support and comply with these policies and procedures and will support the school in educating their child if they are offered a place and sign a contract of registration.
- Following the interview, parents will be advised, in writing, whether they have been successful in placing their child/children at Al-Ameen College. This will be within five working days.

III. OFFER AND ACCEPTANCE OF ENROLMENT

- Once the school is completely satisfied that it has all the information it requires and the applicant(s) understand their commitments, a letter of acceptance is provided offering a place. The offer is subject to one school term's probation.
 - Acceptance is to be acknowledged by parent(s) with the completion of a student registration form and payment of a non-refundable enrolment fee. The person responsible for the payment of fees should also sign the registration form
- Parents will be informed by letter if an application is not successful. Follow-up questions may be directed to the High School or Primary School coordinators.

The final decision regarding enrolments and acceptances lies with the Principal.

IV. UNSUCCESSFUL APPLICATIONS

- The Principal is to advise all parents in writing if their enrolment application is not approved, explaining the reasons, as soon as practicable (in most cases within two working days).
- Principal will also advise parents that they may submit an appeal against the decision, to the Chairman of the School Board.

V. ENROLMENT REGISTER TO BE KEPT

The Principal is to ensure that an enrolment register (capable of being made available in hard copy format) is kept showing:

- the details of each enrolled student;
- any immunisation status of each enrolled student given in accordance with the Public Health Act;
- if relevant, the Medicare number of the enrolled student; and
- where applicable, the date on which enrolment ceases.

These records are retained for seven years from the date enrolment ceases and, thereafter, must not be destroyed without the authority of the Department of Education's Director General.

The College is to manage the currency of student's enrolment information by requesting that parents/guardians communicate all updates to their child's enrolment information as they become aware of changes.

Confidentiality and privacy are to be maintained of students' personal information

VI. STUDENTS WITH SIGNIFICANT SUPPORT NEEDS

- Parents of students with special needs should contact the school to discuss these needs and the appropriateness of a placement in Al-Ameen College prior to lodging an application to enrol. It is important that these issues and the school's ability to meet these needs are discussed and potential problems highlighted.
- Staff are to continually monitor students' progress. Where there is cause for concern academically, emotionally and/or socially, reviews are to be conducted to identify the possible cause(s) and strategies/programs to address the area of need. Parents are asked to contact the appropriate Coordinator as soon as possible if they are aware of a problem with their child. Early identification is always vital, particularly where students are diagnosed with a learning difficulty or disability. Parents are to ensure full disclosure.

VII. ENROLMENT FOR STUDENTS WITH DISABILITIES

The College will, within the limits of available resources, assist the full participation of students with disabilities by:

- Accepting an application for enrolment from parents of a child with a disability;
- Valuing all students as individuals and identifying and responding to their needs;
- Consulting with the student and parent to make well-informed decisions about the education program to be developed for each student with a disability;
- Seeking any documentation that provides confirmation or details of any disability that the child is known to have;
- Collaborating with parents and others to make a thorough assessment of the child's needs;
- Ensuring parents are aware of all options available to them;
- Identifying and addressing barriers that limit students' opportunities, participation and benefits from schooling;
- Providing appropriate level of resources, while operating within realistic financial limitations, in order to reasonably accommodate the needs of students with disabilities;
- Making reasonable adjustments in modifying, substituting or supplementing curricula, course work requirements, timetables, teaching methods and materials, and assessment procedures to meet the needs of students with disabilities;
- Providing physical environments that are accessible, stimulating, safe and welcoming;
- Respecting the rights of people with disabilities to privacy and confidentiality;
- Fostering and encouraging among staff and students, positive, informed and unprejudiced attitudes towards people with disabilities;

- Supporting and assisting students to make alternative satisfactory educational arrangements, if required; and
- Advising parents in writing as soon as practicable when the adjustments and appropriate support will be in place to enable the child to begin attending the school or, if it is decided that reasonable adjustments cannot be made.

VIII. CANCELLING ENROLMENTS

The College may terminate a student's enrolment at any time if the Principal determines that the student is making unsatisfactory progress, has an unsatisfactory attitude, has displayed unacceptable behavior, or has broken the College's rules. If the College does so, parents will not be entitled to any refund of fees or charges by the College and if parents are at the time liable to pay fees and charges but have not done so, they will not be relieved from any liability to pay those fees and charges.

IX. RESPONSIBILITIES

Governing Body

- Monitor and revise the Enrolment Policy and Enrolment Guidelines & Procedures as required.

Principal/Assistant Principal

- Meet with prospective families.
- Determine whether a place is available for the prospective student and to determine whether a place will be offered.
- Ensure the new family has all the information they need about the school and the school's expectations and determine any special needs the student or family may have.
- Ensure appropriate forms are completed and acted upon.

Administration Staff

- Manage enquiries and correspondence to and from prospective families via email, phone, and post.
- Liaise with Principal or Assistant Principal to set appointments for tours.
- Maintain waiting lists.
- Collect enrolment contracts and ensure all paperwork is supplied including birth certificates, immunisation records, allergy information and previous school records.
- Send transfer notes if applicable.
- Invoice enrolment application, enrolment bonds, tuition fees and levies.

- Update all school records to ensure that enrolment registers, evacuation and excursion records, email and contact lists are consistently up to date

Class Teacher and All Staff

- Advise Principal/Assistant Principal of any circumstances which may preclude the offering of a place to students or offering of the full curriculum.
- Speak with prospective families about the school and their needs.
- Link the new students and families with a buddy/existing families.

6. RELEVANT LEGISLATIONS & POLICIES

- School Education Act 1999 (Part 2) and School Education Regulations 2000 (Part 2);
- Curriculum Council Act 1997 and Regulations 2005;
- Equal Opportunity Act 1984;
- Disability Discrimination Act 1992 and the Disability Standards for Education 2005;
- Racial Discrimination Act 1975; and
- Sex Discrimination Act 1984.
- Parent Code of Conduct
- Student Code of Conduct
- School Fees Policy

7. REVIEW

YEAR OF REVIEW	REVIEWED BY	AMENDMENTS/RERVIEW
2011	YI	Originally Released
2013	PR	Revised
2017	NM	New Policy written
2021	PR/ME/NM	Revised