



# East Preston Islamic College

## ENROLMENT POLICY



### **3. Aims of the policy**

- 3.1 To ensure admission to the school is fair, transparent, and non-discriminatory.
- 3.2 To explain clearly, the basis on which offers of admission are made.
- 3.3 To specify the information that parents must have when entering an enrolment agreement or contract.
- 3.4 To comply with the requirements of Education and Training Reform Act 2006 (Vic.) and other relevant legislation.
- 3.5 To comply with the requirements of Australian Consumer Law.

### **4. Legal and regulatory basis for compliance**

- 4.1 Education and Training Reform Act 2006 (Vic.)

- ii. detailed information about fees including additional charges, how fees are collected, how fee levels are changed, processes for managing the non-payment of fees, etc.
- iii. educational services provided.
- iv. the grounds on which the agreement may be terminated.

**b. The enrolment agreement could also include information relating to:**

- v. non-discriminatory admissions criteria
- vi. scholarships, bursaries and grants
- vii. action in response to breaches of the contract
- viii. the handling of data and sensitive data under the school's Privacy Policy.

**c. The enrolment agreement is separate from the enrolment policy and from the enrolment application form. As the legal contract between the school and the parent, the enrolment agreement also serves a different function from that of a more general marketing prospectus and parent handbook. Schools are advised to publish these as separate documents.**

5.2 The **enrolment register** is a permanent record of the students admitted to the school. EPIC is required to implement processes and procedures to ensure that the register is up to date. The enrolment register determines those students for whom attendance must be registered and monitored.

5.3 If EPIC is oversubscribed in one or more age groups, we choose to maintain a **waiting list**. The principles of fairness and transparency that apply throughout the enrolment policy also apply to the procedures relating to the management of the waiting list.

5.4 Children of **compulsory school age** (six years and up to the age of seventeen years) resident in Victoria are required to be in full-time attendance at school or be in registered home schooling.

5.5 Within the meaning of the Equal Opportunity Act (Vic.) and the Disability Discrimination Act 1992 (Cth.), schools are not permitted to **discriminate** on the grounds of disability. The legislation permits an exception to be made in relation to sex, race, religious belief, age or age group:

- Schools, amongst other organisations, have a **positive duty** to take reasonable and proportionate measures to eliminate discrimination.
- When enrolling a student with a disability, schools are required to consider what **reasonable adjustments** need to be made to the learning environment or to the delivery of learning to assist that st Q q 0.0000088a 1 142.7 ositive d Schools are st Q



## 6. Scope

- 6.1 The application of the policy is relevant to the governing board, the principal, to school staff and parents.

## 7. Roles and responsibilities

- 7.1 The governing board is responsible for authorising the enrolment policy and for approving the criteria for admission.
- 7.2 The governing board is responsible for approving the terms and conditions contained within the enrolment agreement.
- 7.3 The principal is responsible for ensuring the implementation of the enrolment policy is fair, transparent, and non-discriminatory.
- 7.4 The principal is responsible for ensuring enrolment agreements are publicly available and that they are administered and recorded accurately.
- 7.5 The principal is responsible for ensuring an enrolment register [and waiting list] is accurately maintained.
- 7.6 The principal is responsible for ensuring this policy is implemented in accordance with commonwealth and state privacy legislation.
- 7.7 The principal is responsible for:
- a. ensuring that procedures are implemented so that parents are guided through the enrolment process from enquiry to admissions
  - b. ensuring that procedures are in place to record the basis on which a child does or does not fulfil the admissions criteria together with the school's decision to offer a place or not
  - c. ensuring that procedures are in place for the management, storage and retrieval of enrolment data:
    - ix. proof of the child's identity, specifically date of birth and enrolment name
    - x. immunisation status
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## **8. Links to other policies**

- 8.1 Attendance Policy
- 8.2 Privacy Policy
- 8.3 Record Management Policy (including Archiving Policy)
- 8.4 Marketing Policy
- 8.5 Complaints Policy.

## Appendix A: Admissions criteria

### 1. Religious criteria:

- a. East Preston Islamic College was created to serve Muslim families by providing an Islamic education and will accept an enquiry from students of Islamic faith and require parents and students to accept and support the Islamic values and ethos of East Preston Islamic College.
- b. The ability to accept that all students will adhere to Islamic values.
- c. The ability to agree with and conform to the discipline, uniform and other policies and requirements.

### 2. Age criteria:

- a. East Preston Islamic College sets a minimum age for all students shall be, no less than **5 years old before 30th April**; (if your child is born on the 1st May or later, we cannot enrol them) in the primary school.
- b. East Preston Islamic College sets a maximum age for all students shall be, no





## 9. How the admissions criteria will be applied

The admission will be determined by the date which the Enrolment Office receives the **correctly completed** Enrolment Application Form, application fee and associated paperwork.

To submit an application, families must:

- Complete an enrolment application form.
- Provide a copy of the child's birth certificate and visa information if they are not an Australian citizen.
- The



Should the child attend after a term begins, then the full tuition fee for this term is payable. The College has the right to suspend student/s if tuition payments are not being met. The College has the right to withhold academic reports for unpaid accounts, and those accounts will be reviewed for eligibility for placements at the College in the following year.

## **HARDSHIP**

Any family facing hardship should contact the Accounts Department immediately to discuss their options or to arrange a payment plan.

## **LONG TERM ABSENCE FEES**

I understand and agree, that in the case of long term absence, to notify the school 8 weeks in advance. A Long Term Absence form must be completed and signed by the parents/guardians. Fees are still payable for the duration of the absence. No refunds will apply.

## **WITHDRAWALS**

Parents/Guardians must notify the school 8 weeks in advance of their intention to withdraw their child/ren. A Withdrawal Form must be completed and signed by the parents/guardians. If the parents/guardians fail to give the College the required notification period, the tuition fees for that period must be paid in full.

In the event where the Principal and/or the Discipline Committee believe that a student should no longer continue to be enrolled at the College, the parents/guardians will be notified in writing and any fees paid in advance for the remaining school year will be refunded to the parents/guardians.

## **FEE COLLECTION**

Families with outstanding fees will be contacted by telephone throughout the academic year. Overdue notices will also be mailed out.

If no action is taken, the mid-year and end of year school reports will be withheld until fees are paid in full.

Families with outstanding fees wishing to enroll a new sibling will not be granted acceptance until all outstanding fees are paid in full.

Should the student(s) withdraw from school before paying the outstanding fees, the fees might be referred to a debt collection agency. Any attempt for re-enrolment will not be granted unless all outstanding fees are paid in full.

## **REFUNDS/PREPAID FEES**

Requests for refunds must be made to the Accounts Department in writing. It is the responsibility of the parent/guardian to provide proof of payment. If no receipt is provided the refund may be delayed or rejected.

Refunds are only paid by cheque.

Prepaid tuition fees will be refunded to eligible families after deducting any outstanding balances owing.

Prepaid enrolment deposits are **non-refundable**. **3b-y.89 3.984 232.61 TmBTosU21.46ETCMc95.56 3(4)(f)4(3)(f)3(4)(f)**

