

Malek Fahd Islamic School



Student Enrolment Policy

Last reviewed: 1 August 2022
Version: 2.0



Malek Fahd Islamic School

Policy Custodian

- Deputy Principal Wellbeing & Community

Version Control

Version No	Date	Details	Approved by
V1.0	2020	Revised	Principal
V2.0	1 August 2022	Revised	Principal

Policy Review

This policy will be reviewed every three years to take account of any changed technology, legislation, expectations or practices.

The next review date is August 2025.



STUDENT ENROLMENT POLICY

Source of Obligation

- The NSW Registration Manual (3.8) requires the Principal of the School to keep a register, in a form approved by the Minister, of the enrolments of all children at the School.
- NSW Registration Manual (3.6.2) requires the School to provide a safe and supportive environment by maintaining a student enrolment register.
- Disability Discrimination Act 1992 (DDA).
- Disability Standards for Education 2005 (the Standards)

Student Enrolments

Malek Fahd Islamic School keeps a register of enrolments of all children at the School in electronic form.

Enrolment Stages

Stage 1:

- A parent/carer enquires about enrolment and is given an enrolment application form.
- The parent/carer submits the enrolment application form.
- The School applies the enrolment criteria below.
- The parent/carer and student are invited for an interview by the School. The interview includes an assessment that the student is required to complete.

Stage 2:

- If during the interview process a student identifies as having a disability, then a collaborative planning process (gathering of information and identifying needs as well as consultation about adjustments) is conducted.

Stage 3:

- The student's needs and adjustments are discussed with the parent/carer.
- The School will consult with the parent/carer and healthcare professionals regarding the adjustments that have been identified, and how and if these can be implemented.
- The School will make an assessment regarding reasonable adjustment.
- A decision on enrolment is taken by the Deputy Principal and Head of Campus.

Stage 4:

- The parent/carer is notified of the School's decision on enrolment.

Obtaining Information

The School is entitled to ask for relevant information about a student's disability and how it affects them, if that information is to be used for assessing the nature and extent of the adjustment needed and the School's capacity to provide the adjustment. Information may also assist with clarifying the extent of the student's ability to comply with any non-discriminatory requirements of the course or program.

If the parent/carer is not willing to provide the information sought, the School will seek advice regarding how to manage this issue from the Association of Independent Schools NSW (AISNSW).

If the School is seeking access to information from appropriate sources (such as preschools, other school/s and/or health professionals) about the student or student's needs, privacy legislation requires that written permission is first obtained from parents/carers. The School will require that the information sought be provided in writing.



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Criteria

To determine enrolments at Malek Fahd Islamic School, the following criteria are considered:

- Availability of a place
- A commitment from the family to support the School's Islamic ethos and values which are inspired and guided by the Sunni Islamic tradition.
- A commitment to being an active and responsible member of the School community.
- Outcome of the interview process with the School
- Outcome of the MFIS assessment
- Behaviour and attendance records (where applicable)
- Any tuition fees owing to be paid in full prior to enrolling a sibling

Malek Fahd Islamic School has two major intakes per year - a Kindergarten intake and a Year 7 intake. The specific enrolment process for each intake is outlined below.

Kindergarten Enrolment

To determine enrolments at Malek Fahd Islamic School for Kindergarten, the following criteria apply:

- Availability of a place
- Outcome of the interview process with the School
- Outcome of the MFIS assessment
- Any tuition fees owing to be paid in full prior to enrolling a sibling

Upon successful application, an offer of enrolment will be sent to parents in writing. To accept the offer and secure the enrolment, parents must sign the offer letter and pay the first term's fees in full before the required deadline.

A Kindergarten orientation will be held to acquaint parents with the school environment.

Year 7 Enrolment

To determine enrolments at Malek Fahd Islamic School into Year 7, the following criteria apply:

- Availability of a place
- Outcome of the interview process with the School
- Outcome of the MFIS assessment
- Year 3 and Year 5 NAPLAN results (where applicable).
- Attendance and behaviour records from previous schools (where applicable)
- Any tuition fees owing to be paid in full prior to enrolling a sibling

Upon successful application, an offer of enrolment will be sent to parents in writing. To accept the offer and secure the enrolment, parents must sign the offer letter and pay the first term's fees in full before the required deadline.



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Continued Enrolment

Students enrolled at Malek Fahd Islamic School may not automatically progress to the next grade each year. Continued enrolment is subject to:

- The student's effort and engagement with their learning.
- The student's engagement with the Wellbeing and Behaviour Education Policies.
- The student's attendance record. Prolonged or recurring unexplained absences could jeopardise a student's enrolment.

If the above is not maintained, the School can, at its discretion, review or cancel a student's enrolment.

The School can, at its discretion, move students between classes based on effort, performance, attendance and behaviour.

Information for Register of Enrolment

The Register of Enrolments records the following information for each student:

- name, age and address
- name and contact telephone number of parents/carers
- date of enrolment
- date of leaving the School and the student's destination, where appropriate
- for children older than six years of age, previous school or pre-enrolment situation
- where the destination of a student under seventeen years of age is unknown, evidence that the NSW Department of Education has been notified of:
 - the student's full name
 - the student's date of birth
 - the student's last known address
 - the student's last date of attendance
 - parents'/guardians' names and contact details
 - an indication of possible destination
 - any other information that may assist officers to locate the student
 - any known work health and safety risks associated with contacting the parents/guardians or student.

School Fees

An application for enrolment will incur a \$75 fee. The fee is to be paid when and if the application is to be processed and assessed.

Upon successful application and assessment, an offer of enrolment will be sent to parents in writing. To accept the offer and secure the enrolment, parents must sign the offer letter and pay the first term's fees before the deadline. A Kindergarten orientation will be held to acquaint parents with the school environment.

Parent must pay ongoing student school fees per term. Term fees must be paid in the first week of the term. Failure to do so can jeopardise enrolment at the School. Once term fees have been paid, families will not be refunded the term fee if the student leaves school during the term.

For a student to leave School and de-enrol, the parent/carer must fill in the relevant form. Malek Fahd Islamic School reserves the right to engage the services of a Debt Collection agency should the fees not be paid as required.



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Any expenses, costs of disbursements incurred by Malek Fahd Islamic School in recovering any outstanding monies including debt collector's fees and Solicitor's costs shall be paid by the parents/s of the child, providing Agency/Solicitor fees do not exceed those charged by that Debt Collection Agency/Solicitor plus any out-of-pocket expenses. This Agreement is governed by the Law in force in New South Wales.

Enrolment Application Outcome

Upon successful enrolment application, an offer of enrolment will be sent to parents in writing. To accept the offer and secure the enrolment, parents must sign the offer letter and pay the first term's fees in full before the required deadline.

Where the decision to deny an application is made, the School will inform the parent/carer of the decision. In some cases, the Principal may seek advice from the Association of Independent Schools (AIS) before informing the family of the decision.

Records of the Register of Enrolments

The Register is retained for a period of seven years after the last entry is made, and copies of information in the register are stored off-site at regular intervals.

Implementation

Malek Fahd Islamic School has set up a series of compliance tasks to ensure that key obligations under the NSW Registration Manual are managed effectively. This is coordinated by the School's Compliance Officer.