



LANGFORD ISLAMIC COLLEGE
STUDENT ENROLMENT POLICY
& PROCEDURE

POLICY STATEMENT

Langford Islamic College Enrolment 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.

All school-aged students are welcome and will be considered for enrolment irrespective of religion, race or ethnicity. Approval of enrolment will be determined by the College's capacity and resources in providing an adequate standard of education and level of care, in meeting specific needs (if any) of the prospective student.

PURPOSE

Langford Islamic College is an independent, co-curricular school providing a rich curriculum underpinned by Islamic values. Placements are offered from Kindergarten to Year 12. Choosing a school is one of the most important decisions a family makes. Our enrolment process is designed around this knowledge and is aimed at offering you parents high quality information to aid them in making a decision that ideally offers the best possible fit within our educational niche.

SCOPE

This policy applies to all prospective students and their application for enrolment at Langford Islamic College

RELEVANT LEGISLATION

This policy seeks to ensure that all enrollment decisions and related procedures comply with the requirements of the following legislations:

- 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.

LEGAL CONSIDERATIONS

DDA and DSE

All staff at Langford Islamic College understand their responsibilities, and are aware that the College is compliant with the *Disability Discrimination Act 1992 (DDA)* and the *Disability Standards for Education 2005 (DSE)*.

In this regard, the school has a transparent enrolment policy to ensure that the DDA and DSE are not breached during the enrolment process. All staff are familiar with the '*Guidelines for Inclusive Education, Policy, Enrolment, Provision and Resources*' that has been provided to all AISWA schools.

To this end, Langford Islamic College assures parents that where, practicable, it is able to make any reasonable adjustments for a student with a disability.

The College's enrolment policy complies with the **Equal Opportunity Act 1984** in the enrolment of a student of **any religion, race or ethnicity** providing they are willing and happy to learn in an environment enriched with values and Islamic principles.

The College's enrolment policy complies with the **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.

The College's enrolment policy complies with the **Racial Discrimination Act 1984 and the Equal Opportunity Act 1984** in the enrolment of **any student of any race** for which enrolment is sought.

The College's enrolment policy complies with the **Sex Discrimination Act 1984 and the Equal Opportunity Act 1984** in the enrolment of **any student of either sex** for whom enrolment is sought.

All school-aged students are welcome and will be considered for enrolment irrespective of religion, race or ethnicity. Approval of enrolment will be determined by the College's capacity and resources in providing an adequate standard of education and level of care, in meeting specific needs (if any) of the prospective student.

STUDENTS WITH SIGNIFICANT SUPPORT NEEDS

Under the Disability Discrimination Act 1992 and Disability Standards for Education 2005, it is the responsibility of an education system to give the same opportunities and choices on enrolment of a child with a disability as those offered to other prospective children without

disabilities.

Parents of students with special needs should contact the school to discuss these needs and the appropriateness of a placement in Langford Islamic 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 continually monitor students' progress. Where there is cause for concern academically, emotionally and/or socially, reviews are conducted to identify the possible cause(s) and strategies/programs to address the area of need. Parents are asked to contact the appropriate Year 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

ENROLMENT FOR STUDENTS WITH DISABILITIES

Langford Islamic 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.

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

- Accept 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
- Seek any documentation that provides confirmation or details of any disability that the child is known to have
- In collaboration with the parents, and others make a thorough assessment of the child's needs
- Ensure parents of a child with a disability 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.
- Determine whether these adjustments can be made by the school;
- Facilitating options and pathways for students with disabilities.

- Providing physical environments that are accessible, stimulating, safe and welcoming.
- Devising fair and transparent enrolment procedures for all students.
- 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; and
- Supporting and assisting students to make alternative satisfactory educational arrangements, if required.
- Advise the 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.

RESPONSIBILITY

It is the responsibility of the Principal to ensure that this policy and administrative procedures are implemented.

IMPLEMENTATION

The Principal, Assistant Principal or designated staff will implement the policy and administrative procedures.

PRINCIPLES

- a) In accordance with our belief in equity and social justice, no student will be denied enrolment on the basis of sex, religion, race, socio-economic status, special needs, etc. unless to enrol them would cause unjustifiable hardship to the school community.

- b) **Anti-discrimination**

Discrimination is any practice that makes distinctions between individual groups which disadvantage some and advantage others.

Care will be taken throughout the entire recruitment and selection process to minimise the possibility of a discrimination issue through either direct or indirect discrimination. Decisions on recruitment should be made in accordance with this policy and based solely on the ability of a candidate to effectively achieve the outcomes required of a position. No consideration is to be given to any factors which are covered by discrimination and equal opportunity legislation.

- c) **Diversity**

The School is strongly committed to diversity in the workplace. Langford Islamic College recognises the value and importance of diversity and is firmly committed to creating a high performance and inclusive culture that fosters, supports and celebrates diversity. Staff must support and deliver on these commitments during the recruitment process.

- d) The Disability Standards for Education 2005 generally require providers to make adjustments where necessary. There is no requirement for providers to make unreasonable adjustments.
- e) Information regarding Department of Education disability eligibility criteria is available from the Schools Plus website (via Help Sheets). Further advice may be obtained from the School of Special Educational Needs or the School Psychology Service. Liaison with parents, the School of Special Educational Needs, the School Psychology Services, Schools Resourcing or other professionals may be necessary.
- f) When determining priority for enrolment, consideration is given to:
 - 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 Langford Islamic College and who are likely to become actively involved in the school community.
 - Students likely to remain at the school for a significant time.

RESPONSIBILITIES

the Governing Body

Monitoring and revising this policy as needed.

Principal / Assistant Principal

- Meet with prospective families
- Determine whether a place is available for a student to begin a trial 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 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.
- 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

- Advise Principal / Assistant Principal on any circumstances which may preclude the offering of a place to the student.

All Staff

- Speak with prospective families about the school and their needs.
- Link the new family with a buddy/existing family.

New Family

- Complete required forms and fulfil responsibilities described therein
- Meet with Coordinator and class teacher to discuss needs of the student and the school

PROCEDURES

PRE-ENROLMENT PROCESS

Who to Contact

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@ic.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.

School Tours

Prior to making an application for enrolment, we strongly 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.

APPLICATION PROCESS

Written Application for Admission

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.

Supporting Documentation

- 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

Response to Written Application

If there are no current vacancies in the relevant class, your child's application will be placed on a waiting list until such time as one 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.

Interview Process (if needed)

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

Interview Assessment Criteria

- Children of staff of Langford Islamic 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 Langford Islamic College

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.

The Interview (if needed, e.g. if a student seeks admission in the middle of a term)

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 or primary 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 or Student Affairs Coordinator. Prospective students will be required to attend the interview with parent/s.

The purpose of the interview is to ensure that parents understand the aims and objectives of Langford Islamic College and discuss any special their child may have.

Relevant school policies and procedures will be discussed and can 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 Langford Islamic College. This will be within five working days.

OFFER AND ACCEPTANCE OF A PLACE

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 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.

UNSUCCESSFUL APPLICATIONS

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

ENROLMENT RECORDS

Particulars to be recorded:

Following acceptance of the *Student Application for Enrolment Form*, the Principal will obtain from the parent of the student the following information, which is essential at the time of enrolment:

- enrollee's legal name, usual place of residence and date of birth;
- details of legal provisions for care, welfare and development of the enrollee;
- country of residence of enrollee and if applicable, the right to reside in Australia;
- contact information to be used in emergency situations;
- details of any disability the enrollee is known to have; and
- any ongoing medical condition the enrollee 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.

The Principal will:

- require parents to provide documentary evidence of enrollees legal name, age, proof of address and current Family Court Order/s;
- 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);
- inform parents of the College's privacy and confidentiality obligations; and
- enter the enrollee's details in the student's file and on an enrolment register (enrollee's name, date of birth; date of enrollment and date enrollment ceases).

Retention of Records

The Principal will:

- record, either in writing or electronically, enrolment records and other details about individual students (e.g. suspension records, evaluation reports, transfer record).
- arrange to retain the records of a student for 7 years commencing from the date of departure from the school (it may be destroyed after that date).

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, you will not be entitled to any refund of fees or charges by the College

and if you are at the time liable to pay fees and charges but have not done so, you will not be relieved from any liability to pay those fees and charges.

ENROLMENT APPLICATION FORM, INFORMATION ABOUT FEES & CHARGES

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

MINIMUM HOURS OF INSTRUCTION

As defined in the *School Education Regulations 2000*.

KINDERGARTEN (S. 24)

Subject to Regulation 27, a child enrolled at a public school in a kindergarten program is to be provided:

- a) at least 11 hours instruction during each week in which the school is open for instruction.

PRE-PRIMARY (S. 25)

Subject to Regulation 27 a child enrolled at a public school in a pre-primary program is to be provided:

- a) at least 25 hours and 50 minutes instruction during each week in which the school is open for instruction; and
- b) at least 4 hours and 10 minutes instruction during each day in which the school is open for instruction.

PRIMARY PROGRAMME (S. 26)

Subject to Regulation 27, a child enrolled at a public school in a primary program is to be provided:

- a) at least 25 hours and 50 minutes instruction during each week in which the school is open for instruction; and
- b) at least 4 hours and 10 minutes instruction during each day in which the school is open for instruction.

LOWER SECONDARY PROGRAMME (YEARS 8-10)

Subject to Regulation 27, a child enrolled at a public school in a secondary program is to

be provided:

- a) at least 25 hours and 50 minutes instruction during each week;
including up to 50 minutes form time; and
- b) at least 4 hours and 10 minutes instruction each day.

The School Education Regulations 2000 define a secondary program as: an educational program the content and implementation of which are designed for children in the eighth to tenth year of their compulsory education period.

SENIOR SECONDARY PROGRAMS (YEARS 11 AND 12)

The hours of instruction for senior school students in Year 11 and 12 are flexible and the Principal determines the appropriate hours with reference to the specific child's education and the Objects of the *School Education Act 1999*.

ISLAMIC STUDIES AND QURAN

The Islamic Studies Department has its periods distributed as follows:

High School: 2 Quran Reading periods and 3 Islamic Studies periods.

Primary School: 2 Quran Reading periods, 1 Hifz Memorisation period and 2 Islamic Studies periods.

Review History

YEAR OF REVIEW	REVIEWED BY	AMENDMENTS/RERVIEW
2011	YI	Originally Released
2013	PR	Revised
2017	NM	New Policy written
2018		Next Review