

LANGFORD ISLAMIC COLLEGE

ENROLMENT POLICY

Commencement Date : February 2011
Category : Enrolment and Attendance

1. RATIONALE

Student enrolment in educational programmes in Western Australian schools is governed by legislation. Education Act 1999 (Act) and the School Education Regulations 2000 (Regulations) are the key pieces of legislation relating to the provision of educational programmes in Western Australian schools. The Act requires that compulsory-aged students attend school or participate in an educational programme on the days on which the school is open for instruction. Recent amendments to the Act redefined the compulsory school age period. Education is now compulsory to the end of the year in which students turn 17.

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 happy to learn in an environment enriched with values and Islamic principles. All school aged students are welcome and will be considered for enrolment. Approval of enrolment will be determined by the College's classroom capacity and resources in providing an adequate standard of education and its capacity to attend to specific needs (if any) of the prospective student.

2. SCOPE

This policy applies to all prospective students and applications for enrolment at Langford Islamic College.

3. PURPOSE

This policy seeks to ensure that all enrolment 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.

The College's enrolment policy complies with the *Equal Opportunity Act 1984* in the enrolment of a student of any religion, 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.

4. POLICY STATEMENT

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.

5. AUTHORISATION

This policy is approved and authorised for implementation by the College Board.

6. RESPONSIBILITY

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

7. IMPLEMENTATION

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

8. POLICY REVIEW : February 2012

9. PROCEDURES

a. Application for Enrolment

Parents who wish to enrol their child the Langford Islamic College, will provide a completed *Student Enrolment Application Form* (Appendix A).

The principal will:

1. accept applications for enrolment from all parents and children including those children with a disability;
2. consider all information provided on the *Student Enrolment*

- Application Form* before proceeding to enrol a student at the school;
3. manage all enrolment decisions;
 4. ensure that parents, are informed in writing about the requirements of the school's dress code;
 5. advise all parents in writing if their enrolment application is not able to be accepted as soon as practicable (in the majority of cases within two working days); and
 6. advise parents that they may submit an appeal against the decision, to the Chairman of the School Board.

10. APPLICATIONS FOR PRE-COMPULSORY EDUCATION

The principal will:

1. send home an *Student Enrolment Application Form* with every child enrolled in a kindergarten or pre-primary during the first semester of each year;
2. consider all information on the *Student Enrolment Application Form* prior to accepting an enrolment, including evidence of children's dates of birth,
3. manage all enrolment decisions; and
4. advise parents in writing of the outcome of their application within three weeks of the advertised cut-off date.

11. ENROLMENT RECORDS

a. ***Particulars to be recorded:***

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

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

1. require parents to provide documentary evidence of enrolees legal name, age, proof of address and current Family Court Order/s;
2. 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);
3. inform parents of the College's privacy and confidentiality obligations; and
 4. enter the enrollee's details in the student's file and on an enrolment register (enrollee's name, date of birth; date of enrolment and date enrolment ceases).

b. *Retention of Records*

A principal will:

1. record either in writing or electronically enrolment records and other details about individual students (e.g. suspension records, evaluation reports, transfer record).
2. 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).

12. NOTIFICATION OF TRANSFER

A principal will:

1. provide written or electronic notification of the date enrolment commences to the school where the student was previously enrolled, including private schools, as soon as the parent/responsible person has completed enrolment procedures. This will be done within five working days of the enrolment. This includes all students, kindergarten to Year 12
2. Notify the Department of Educational Services where the student was registered for home education so that registration can be cancelled.
3. notify the last primary school when students are enrolling in secondary school for the first time.

13. TRANSFER OF RECORDS

a. *Transfer of records for students moving within the state*

A principal will:

1. transfer the student's records to a new school once notification of transfer has been received from the new school. This will be done within five working days of receipt of the transfer note. This includes records of students enrolling in Year 8 for the first time which will be forwarded to the secondary school or will be stored by the primary school;
2. transfer a copy of the student's records to a private school if a parent's consent is obtained and receipt of the transfer record from the private school has been received.

b. Transfer of records for students moving interstate

All schools in Australia are required by agreement, through the Australian Government's *Schools Assistance (Learning Together - Achievement Through Choice and Opportunity) Act 2004*, to use the *Interstate Student Data Transfer Note* (ISDTN) and accompanying protocols for the transfer of student information data for students moving to another state/territory.

A principal will:

1. ensure that the ISDTN and protocols are followed when a student enrolls at the school from another state/territory;
2. comply with the ISDTN request from another school from interstate regardless of the educational jurisdiction of the school regarding the transfer of student information data to facilitate the smooth transition of the student;
3. take into account the child's age in terms of compliance with relevant Western Australian legislation and policies relating to minimum eligible school starting ages and compulsory school ages when considering the enrolment of students arriving from interstate schools. The determination about the enrolment of the child into a specific year of schooling and/or the educational program is also based on the child's level of previous schooling, achievement levels and identified needs; and
4. consider early entry if a student has commenced school in another state or territory before the Western Australian compulsory age for schooling.
5. The *Interstate Student Data Transfer Note* and protocol is available at <http://www.mceetya.edu.au/mceetya/>.

14. REMOVAL OF NAMES FROM ENROLMENT REGISTER

A principal will remove a student's name from the school's enrolment register and record the date enrolment ceases as:

1. the advised date the student enrolled at the new school;
2. the date the parent advises that the student is leaving the school to enrol outside the State;
3. the date the school is advised that an exemption from schooling has been granted; or
4. the date the school receives advice of enrolment at an interstate school through the ISDTN process.
- 5.

15. MANAGING ENROLMENTS

The principal will:

- manage the enrolment of all students in the school; and
- facilitate the process for a student to participate in a combination of

education, training and/or employment rather than full-time schooling.

16. 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.

17. ENROLMENT FOR STUDENTS WITH DISABILITIES

The principal will:

1. accept an application for enrolment from parents of a child with a disability;
2. seek any documentation that provides confirmation or details of any:
 - a. disability that the child is known to have;
 - b. physical or mental illness that the child is known to have; and
 - c. procedure that is to be followed if the child needs support at school;
3. ensure parents of a child with a disability are aware of all options available to them;
4. in collaboration with the parents, and others make a thorough assessment of the child's needs;
5. determine what reasonable adjustments may be needed to offer the child an appropriate education program; and
6. determine whether these adjustments can be made by the school;
7. 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.

18. CANCELLING ENROLMENTS

There is provision in the *Act* to cancel an enrolment, if enrolment is found to be inappropriate.

The principals will:

1. consult with the Chairman of the Board to discuss any proposed cancellations;
2. notify parents in writing of the proposed cancellation and the reasons for it. This is to give them the opportunity to show why the enrolment should not be cancelled; and
3. advise parents in writing when an enrolment has been cancelled.

19. DISPUTES TO ENROLMENT DECISIONS

The Chairman of the Board will:

1. receive and manage appeals to enrolment decisions that have been made by the principal;
2. review an appeal lodged by a principal or parent;
3. coordinate a panel to review an appeal lodged if required; and
4. advise in writing to the parent the outcome of the appeal as soon as possible.

20. LANGFORD ISLAMIC COLLEGE FEES & CHARGES

Appendix B

20. RELEVANT LEGISLATION OR AUTHORITY

Curriculum Council Act 1997

Disability Discrimination Act 1992 (Commonwealth)

Disability Standards for Education (2005)

Education Services for Overseas Students Act 2000 (Commonwealth)

Education Service Providers (Full Fee Overseas Students) Registration Act 1991

Equal Opportunity Act 1984

Family Court Act 1997

Family Law Act 1975 (Commonwealth)

Freedom of Information Act 1992

Interpretation Act 1984

Privacy Act 1988

School Education Act 1999

School Education Regulations 2000

Schools Assistance (Learning Together – Achievement Through Choice and Opportunity Act 2004 (Commonwealth)

Vocational Education and Training Act 1996

Vocational Education and Training Regulations 1996

Working With Children (Criminal Record Checking) Act 2004

21. DEFINITIONS

a. Approve enrolment options for compulsory education

- a) full-time in a school program;
- b) full-time home-based schooling in an approved program;
- c) full-time enrolment in a training institution, eg TAFEWA college or a private Registered Training Organisation (RTO);
- d) full-time in a university;
- e) an apprenticeship or traineeship;
- f) a combination program involving part-time school/training and/or part-time work equivalent to a full time program; and
- g) full-time employment.

b. Appropriate Education Program

An organised set of learning activities designed to enable a student to develop knowledge, understanding, skills, and attitudes relevant to the student's individual needs.

c. Disability

Under Section 4 of *the School Education Act 1999* "disability" means a condition which:

- a) is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- b) is permanent or likely to be permanent;
- c) may or may not be of a chronic or episodic nature; and
- d) results in:
 - i) a substantially reduced capacity of a person for communication, social interaction, learning mobility; and
 - ii) the need for continuing support services.

d. Independent Minor

Under Part II, Section 147, (1) of the *School Education Regulations 2000*:

The principal of a school at which a child is enrolled or wishes to be enrolled may designate the child to be a child for the purposes of the provisions of the Act set out in the Table to this subregulation that are relevant to the school (an "independent minor") if the principal is satisfied that the child has the capacity to make his or her own decisions in relation to:

- a) an educational program for the child at the school; and
- b) the administrative requirements of the school.

e. 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;
 - i) 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.*

f. Senior Secondary Programmes (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*.

g. Parent and Responsible Person

In this policy the term 'parent' will be used for brevity, and also includes 'responsible person' as defined below.

In the *School Education Act 1999*, Part 1, Section 4, Definitions, parent in relation to a child, means a person who at law has responsibility:

- a) for the long-term care, welfare and development of the child; or
- b) for the day to day care, welfare and development of the child except in Sections 9 (2), 10 (b), 25, 27, 38 (1) and Division 2 Part 2 where it only has the meaning given by paragraph (b).

In Section 25 of the *School Education Act 1999* the 'responsible person', in relation to a student means:

- a) a parent of the student;
- b) in the case of a student who has turned 18 or is a prescribed child, the student; or
- c) a person whose details have been provided under Section 16(1) (b) (ii) (II) which states any adult person, not being a parent, who is responsible for the child.

h. Pre-compulsory and compulsory education period.

The pre-compulsory education period is:

- a) from the beginning of the year in which the child reaches the age of 4 years and 6 months; and
- b) until the end of the year in which the child reaches the age of 5 years and 6

months.

From 1 January 2008 until 31 December 2013: The compulsory education period is defined as:

- i) from the beginning of the year in which the child reaches the age of 6 years and 6 months; and
- ii) until:
 - 1) the end of the year in which the child reaches the age of 17; or
 - 2) the child satisfies the minimum requirements for graduation from secondary school established under the *Curriculum Council Act 1997*, whichever happens first.

From 1 January 2014:

- i) from the beginning of the year in which the child reaches the age of 6 years and 6 months; and
- ii) until:
 - 1) the end of the year in which the child reaches the age of 17 years and 6 months;
 - 2) the child satisfies the minimum requirements for graduation from secondary school established under the *Curriculum Council Act 1997*; or
 - 3) the child reaches the age of 18, whichever happens first.