



## C.2.2.I – SCHOOL ENROLMENT POLICY

### PURPOSE

Sidrah Gardens is a Muslim School that caters for up to 160 students from P-6. Parents wishing to enrol their children at Sidrah Gardens School are expected to model Muslim attitudes to their children through practice and example, and to support the Muslim ethos of the school. We carefully assess children who want to come to the school, but previous academic success or failure is not a factor in that assessment.

### POLICY

To provide an efficient process of enrolment that satisfies the needs of both students and the school.

#### **Enrolment Capacity of School:**

We currently are permitted to enrol up to 160 students (P-6). Current facilities only allow for the school to enrol students from Foundations to Year 4 in the year 2023.

The key entry levels are: Foundations, Year 1, Year 2, Year 3, Year 4.

#### **How to Apply:**

To apply for a place at Sidrah Gardens School you must follow the following steps:

1. **Submit an Enrolment Application form** found online ([sidrahgardens.com.au/enrolments](http://sidrahgardens.com.au/enrolments))
  - An application is a pre-requisite to enrolment and does not guarantee a place.
  - You will be invited to attend a school tour and information session.
  - A non-refundable Application Fee of \$110 (inclusive GST) is payable before assessing your application.

*Priority of admission to Sidrah Gardens School is as follows:*

1. Admission is available to students who identify with the Muslim Faith
2. Any sibling of a student currently enrolled at Sidrah Gardens School
3. Any son or daughter of a Sidrah Gardens School Staff member
4. Other places may be offered according to places available in certain classes
5. Others

Within these groups, applications are prioritised based on application date.

#### **2. Interview with the Principal.**

Applications are reviewed by the Registrar 6-12months prior to the year of entry. The Registrar's office will contact you regarding your application and, if there is a position available, will arrange an interview with the Principal or Senior staff.

*All enrolments are subject to the outcome of the enrolment interview.*

**3. Accept the Enrolment Letter of Offer.**

Upon a successful interview, an Enrolment Letter of Offer will be sent to you. The first Term's fees are payable upon acceptance of this offer. Your child's place will not be secured until this payment is made.

**4. Attend Orientation Day.** In the year before entry, an invitation to attend an Orientation day will be sent.

### **Implementation**

Students enrolling at our school as part of a prep intake are asked to provide proof of age and an immunization certificate.

All Primary students are asked to provide an immunization certificate.

Students with Disabilities and Impairments will be enrolled along with all other eligible children. Reasonable adjustments will be made where necessary, to ensure students with disabilities are able to participate in all activities available to students without disabilities. For more information on how we manage reasonable adjustments, refer to our Disability Discrimination Policy.

### **Discipline**

Sidrah Gardens reserves the right to discipline the student. This includes discipline for behaviour outside of school hours where behaviour may directly affect other students. Disciplinary action may be implemented against the student (including suspension, detention or expulsion from the School), if in the opinion of the Principal the Student is found to have breached the School policies or found to have engaged in behavior detrimental to the students, staff or school.

Terminations are at the discretion of the Principal. If parents have evidence that the termination was unjust in relation to the facts of the case which brought about the termination, they may present their evidence to the Board for final determination. The school also has a Complaints and Appeals Procedure which explains the process for appeal. No remission of fees will apply in this case. Expelled students for serious offences will not be readmitted to the school.

### **Appeals Process**

The parent/guardian and the child have the right to appeal this decision. If you are not satisfied with a decision, you may appeal within 10 working days of notification of the original decision. Information on your right to appeal is contained in the Expulsion and Suspension Policy. If you wish to proceed with this option, the Principal will provide you with an Expulsion Appeal Form. In an event that your appeal is denied, you are entitled to take the matter to independent, external authorities. You can also contact Independent Schools Victoria (ISV), Victorian Registration and Qualification Authorities (VRQA) or the Victorian Ombudsman at any point, including after you have exhausted the Sidrah Gardens internal appeals process.

*An expulsion can be appealed on the following grounds:*

- There have not been significant prior intervention and strategies utilized prior to the decision to expel where the student has a history of behavioural issues.
- The grounds on which the student was expelled are considered unfair.

Sidrah Gardens has the right to amend this policy from time to time. The Principal has discretion regarding all enrolment matters.

## Privacy

Sidrah Gardens School is committed to protecting the Privacy of your personal information. Sidrah Gardens Privacy Policy is bound by Victorian Privacy laws-the Privacy and Data Protection Act 2014 (Victoria and Health Records Act 2001. Please take some time to read through this statement and understand our position on privacy.

## RESPONSIBILITY OF SCHOOL FEES PAYMENT

The person(s) signing the Application Form is formally responsible for the payment of all Fees and charges incurred on behalf of the student(s). Notification of any changes relating to this responsibility for payment of Fees must be made to the Business Manager in writing and signed by the person(s) taking legal responsibility.

### Communications addressed to both parents:

All communications relating to the payment of School Fee Accounts will be directed to the signatories on the Application Form, unless otherwise requested in writing by the signatories.

## SCHOOL FEES PAYMENT METHODS

Payment of School Fees may be made by one of the following means:

- Bank Deposit
- Direct Debit can be arranged with the General Manager

## FEE POLICIES

### **Regularity of payments and continuity of enrolment:**

Parents who experience temporary difficulties in the payment of the Fees by the due date are requested to discuss the matter, promptly and confidentially, with the Office Manager. The School reserves the right to refuse admission to a new student or cancel the place of a current student, if the family's account remains unpaid and in breach of the School's Terms and Conditions Relating to Fees.

### **Fee collection policy:**

The Principal and Office Manager are authorised by the School Board to take action as deemed necessary, including civil process, to recover unpaid Fees or charges, including recovery costs. Written notice of this impending action will be given to the parent(s)/guardian(s) concerned.

If a family has failed to make payment by the due date for four consecutive Terms (and thereby incurred administration charges), the School reserves the right to require payment of the following Term's Fees prior to the return of the student. The Principal reserves the right to refuse to allow a student to either commence a new Term, or to remain at the School while any Fees or charges remain unpaid.

## REFUND POLICY

Fees paid are not refundable. Fees paid, or payable, in respect of any period of non-attendance by a student, for whatever reason, will not be applied against payment of any other Fees or charges, including any Withdrawal Fee which may also apply. Building Levy payments are not Refundable.

## WITHDRAWAL OF STUDENT

Parents must give one full Term's notice in writing to the Principal of their intention to permanently withdraw a student. For example, the withdrawal of a student at the end of the School year, requires notice of this intention to be given to the Principal prior to the end of Term 3. If such notice is not given, 50% of a Term's Fees in lieu of notice is payable.

## LEAVE OF ABSENCE

For temporary absences of one Term or less no reduction to the Fees will be made. For temporary absences of more than one Term, parents must also give one full Term's notice in writing to the Principal of this intention. To ensure a place is retained for the student, a non-refundable fee equal to 25% of the full Tuition Fee, at the relevant year level, must be paid in advance for the period of absence.

## WITHDRAWAL OF A STUDENT BY THE SCHOOL

The Principal has the right to dismiss or to suspend any student from Sidrah Gardens School on the grounds of unsatisfactory conduct or performance or failure to obey the rules of the School or for any other reason at the Principal's absolute discretion.

Parent(s)/guardian(s) hereby release the School from any claims of costs incurred which may arise from the appeal of any decisions undertaken under this provision.

If the School withdraws the right of a student to attend the School, the parent(s)/guardian(s) shall only be liable for all School Fees and charges applicable up to the date on which the student's enrolment at the School was terminated. School Tuition Fees remain payable during any temporary withdrawal or suspension of a student from the School.

## HEALTH AND MEDICAL TREATMENT

The school will notify the Parent/Guardian of any injury or illness the Student may suffer at the School, which warrants staff intervention or a visit to the First Aid. The school will take action as it considers necessary in the best interests of the Student.

In the event the Student is involved in a medical emergency and the immediate Parent/Guardian or nominated contact person cannot be reached, the School can take action and incur expenditure as it considers necessary in the best interests of the Student. The Parent/Guardian will indemnify the School fully on demand for the cost of any such treatment or action taken (e.g. Ambulance Cover).

## RESPONSIBILITY OF PARENT(S) / GUARDIAN(S)

It is the responsibility of the Parent/Guardian to provide appropriate insurance cover should the Student be injured or taken ill at the School. It is recommended that families take out Ambulance Victoria membership in the event of an emergency situation occurring at school.

## RESPONSIBILITY OF THE SCHOOL

The School provides travel insurance and public liability policies for personal accident and property insurance cover for all students taking part in official School curricular and co-curricular activities, excursions or exchanges, either interstate or overseas. The Business Manager can provide further information about the extent and nature of the School's insurance cover and parents are advised to consider taking out additional cover if they wish.

## PRIVACY POLICY

### PURPOSE

Our primary purpose in collecting personal information about students and their families is to enable the school to provide schooling for the student. This may be manifested in some or all the following ways:

- To keep parents informed about matters relating to their child's schooling.
- Day to day administration.
- Looking after student's educational, social and medical wellbeing, including communicating matters of importance to a child's teacher.
- To satisfy the school's legal obligations to allow us to discharge our duty of care.

### POLICY

1. All staff at Sidrah Gardens School are to follow the Privacy Policy.
2. We will collect and hold information about students, siblings and parents and/or guardians before, during and after the course of a student's enrolment; similarly, job applicants, staff members, volunteers and contractors; and others who are stakeholders of the school.
3. Collection of personal information about students and their families will be by means of forms filled out by parents or students, face-to-face meetings and interviews, and telephone calls and emails. It can include surveys, feedback, forms and questionnaires.
4. In some circumstances we may be provided with personal information from a third party, for example a doctor, or by way of a reference from a previous school.
5. We may disclose personal information, including sensitive information, held about an individual to another school as required, government departments as required, medical practitioners, people providing services to the school (including specialist visiting teachers and sports coaches), parents of the child in question, and anyone whom the person concerned, or in the case of a student, his/her parent/s or guardian/s, authorises us to give such information to. Equally, we may withhold information where it appears to be in the individual's best interests to do so (unless legally required to make them available).
6. Sensitive information includes information relating to a person's racial or ethnic origin, political opinion/s, religion, trade union or other professional or trade association membership, sexual preferences, criminal record, and health. Unless the individual concerned stipulates otherwise, the disclosure of that sensitive information is allowed by law. Sensitive information will be used and disclosed only for the purpose for which it was provided, or a directly related secondary purpose.

7. When an individual student travels off campus we may provide personal information about that student to the accompanying staff or coordinators and assistants.
8. We will hold personal information securely, by means of locked storage of paper records, and password access to computerised records.
9. We will endeavour to ensure that personal information we hold is accurate, complete, and up to date. Individuals may seek to update their personal information held by the school by contacting the school Office Manager in writing at any time.
10. We recognise the right of an individual under the Commonwealth Privacy Act to obtain access to any personal information, which the school holds about them, and to advise the school of any perceived inaccuracy.

In general, we note our obligations under the Federal Privacy Laws 2001.