Enrolment Policy

Purpose:	To make visible the criteria on which offers of enrolments are determined to ensure a good match between Parents/Guardians, Students and the school. To conduct enrolments in a manner which complies with all State and Federal laws relating to privacy, immunization, discrimination and equal opportunity.
Scope:	Prospective Parents/Guardians
Implemented by:	Principal
Approved by:	Fitra Board
Effective from:	April 2024
Review due:	December 2025

Fitra Community School (**Fitra**) offers a carefully crafted approach to schooling for children from Foundation to Grade 6. The school delivers the Australian Curriculum in a creative and integrated way, including a special focus on the core principles of developing agency, social and emotional intelligence, creativity and active citizenship within the Islamic context. At Fitra we feel that when families appreciate and support these principles, the foundation is created for a good match between their children and the School. It is important that prospective Parents/Guardians are aware of these principles as they are expressed in our School philosophy.

Fitra is intended to be a small school with a maximum enrolment of 77 students. Enrolment at the School will only be offered after careful consideration of the likelihood of a successful match between the School's unique environment and approach to learning, and the needs of the Student. The Principal or their delegate may request information from the child's kindergarten or previous school to help determine this. After reading and considering the School philosophy as explained on the School website, Parents/Guardians will be invited to meet with the Principal or their delegate to take a tour of the School and explore the likelihood of a match between their child(ren) and Fitra. The range of factors listed below will influence which children will be offered a place.

Factors Determining the Offering of a Place in Foundation level

- Parents'/Guardians' willingness to accept the School's philosophy
- Demonstration of school readiness in the areas of:
    - Self-control, coping and problem solving
    - Confidence
    - Empathy, communication and sharing
    - Concentration
- Whether the Fitra approach will match the child's learning style (which may be assessed through attendance at a transition program &/or trial period)
- Age
- Siblings enrolled at the School / children of Fitra staff / children of Fitra foundational team & supporters
- Regular attendance at playgroup (if and when established)

Factors Determining the Offering of a Place in Grades 1-6

- Parents' willingness to accept the School's philosophy
- Whether the Fitra approach will match the child's learning style (which may be assessed through a trial period)
- The child's prior schooling experiences and the likelihood of the child fitting in to the Fitra school culture
- Siblings enrolled at the School / children of Fitra staff / children of Fitra foundational team & supporters
- Existing class / school composition and timetabling constraints

Disclosure

When submitting an Enrolment Form Parents / Guardians must advise the School of any matter relating to the Student which may affect:

- the intellectual, physical or social development of; or
- the School's ability to educate,the Student including, without limitation, any disability, physical or intellectual impairment, mental illness, psychological issue or relevant family circumstances.

If seeking to enrol a child with special needs Parents/Guardians need to provide reports from current education / care setting and Allied health assessments (eg, OT, Speech Therapist reports) along with the enrolment form.

If there is any subsequent change to this information, even after a Student is enrolled in the School Parents / Guardians must promptly inform the School.

Parents / Guardians acknowledge that this information is required by the School to assess the educational, developmental, physical and social needs of the Student.

The Principal may refuse to enrol, or may terminate the enrolment of, the Student if in order to participate or derive substantial benefit from the School's educational program the Student requires or would require special services or facilities:

- which in the circumstances it would be unreasonable for the School to provide;
- even after the provision of such special services or facilities, the Student could not participate or derive substantial benefit from the School's educational program; or
- which the parents / guardians refuse to cooperate with the school in obtaining.

If this information is not provided or is inadequately disclosed to the School to the satisfaction of the School, the Principal may in their absolute discretion decline to enrol the Student or terminate the Student's enrolment.

Other Enrolment Guidelines

As an independent primary school, Fitra relies on a combination of government funding and tuition fees paid by Parents/Guardians in order to cover its operating expenses. The policy with respect to fees is set out in the School Fee Policy.

Parents are asked to carefully consider the potential impact that regular to and from school travel will have on their families prior to submitting an Enrolment Form. Parents can potentially arrange carpools with others as a solution.

An Application Fee as specified in the schedule of fees published by the School from time to time is due at the time of submitting an Enrolment Application. This fee is non-refundable and covers the administration costs associated with the enrolment process.

An Enrolment Bond may be payable to confirm acceptance of a child's place in the School. The School will determine requirement for an Enrolment Bond primarily based on the level of demand for the limited places at the School. The Enrolment Bond is non-refundable.

A Student's enrolment may be terminated due to the non-payment of school fees; as a result of the implementation of the school's Behavior Management Policy, or with the agreement of the Parents/Guardians.

The Enrolment Form must be completed in full including the immunisation status of your child (see below).

The final decision regarding acceptance / non-acceptance of each enrolment application is with the Principal. Parents may refer to the school's Concerns & Complaints Policy should they choose to appeal

the decision.

Immunisation

Schools are required to:

- Request information from Parents/Guardians on the immunisation status of each child. The immunisation status certificate can be obtained from the local municipal council, Australian Childhood Immunisation Register or General Practitioner.
- Take a copy of the sighted document and record information on the immunisation status of each enrolled child.
- Maintain a file containing immunisation certificates.

Parents/Guardians must provide an immunisation status certificate to the school regardless of whether the child is or is not immunised.

Privacy

State and Federal privacy laws govern how schools must handle personal information collected as part of the enrolment process. These requirements are reflected in the School's Privacy Policy and the Enrolment Agreement.

Equal Opportunity / Discrimination

The Equal Opportunity Act 1996 (Vic) prohibits discrimination by an educational authority against a person in deciding who should be admitted as a student, in the terms on which the authority admits a person as a student, or by refusing or failing to accept the person's application for administration as a student. However, an exception is provided for an educational authority that operates an educational institution wholly or mainly for students of a particular sex, religious belief, age or age group, such that it may exclude from that institution people who are not of the particular sex, religious belief, age or age group. All other discrimination in enrolment of students is prohibited.

Under the Disability Discrimination Act 1992 (Cwlth) (**DDA**) discrimination based on disability is unlawful. It applies to school authorities and their employees. The definition of disability is broad and includes physical, intellectual, psychiatric, sensory, neurological or learning disability, physical disfigurement, and the presence in the body of a disease-causing organism. Relevant for enrolments, it is unlawful for an educational authority to discriminate against a person on the ground of the person's disability, or a disability of any of the other person's associates, by refusing or failing to accept the person's application for admission as a student; or in the terms and conditions on which it is prepared to admit the person as a student. However, it is not unlawful to refuse or fail to accept a person's application for admission as a student in an educational institution where the person, if admitted as a student by the educational authority, would require services or facilities that are not required by

students who do not have a disability and the provision of which would impose unjustifiable hardship on the educational authority. The School otherwise affirms its commitment to comply with its reasonable adjustments obligations under the DDA and the Disability Standards for Education 2005 (Cth).

Domestic Students

A student is eligible to be enrolled as a domestic student if they are an Australian citizen or permanent resident. Citizens of New Zealand and holders of Australian permanent humanitarian visas may also be eligible to be enrolled as a domestic student. This status should be disclosed at the time of enrolment for further consideration.

Enrolment Process

Step 1	Expression of Interest Submitted
Step 2	Attendance at a School Tour
Step 3	Submission of Enrolment Application and Payment of Application Fee
Step 4	Attendance at Enrolment Interview
Step 5	Offer of a Place
Step 6	Securing Place through Submission of Enrolment Form, Enrolment Agreement, CSEF Form (if applicable) and Payment of Enrolment Bond (if applicable)
Step 7	Confirmation of Place

Enrolment Renewal

Towards the end of term 3 / early in term 4 Parents/Guardians will be asked to confirm if they intend for their child(ren) to continue at the School in the subsequent year. If Parents/Guardians do not respond to the confirmation request by the due date advised the School will be entitled to assume that the Student is not returning to the School in the subsequent year and may offer that Student's place to another prospective student.

Related Documentation

School philosophy

Expression of Interest Form

Enrolment Form

Enrolment Agreement

Related Processes and Policies

- School Fees Policy
- Behaviour Management Policy
- Concerns and Complaints Policy
- Privacy Policy