



Muslim Girls Grammar School

Enrolment Policy

Version 1 2020

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1. Introduction

Muslim Girls Grammar School (MGGS), is a school for girls in Years 7-12. The School offers a broad curriculum to students from a diverse range of backgrounds. MGGS aims to educate young women from the basis of a Muslim world view and to empower them to achieve and contribute to the wider society through faith and knowledge.

2. Key Definitions

Throughout this policy, unless the context requires otherwise:

- a. **‘parents’** includes legal guardians or any other person who has applied to have a student entered on the waiting list or enrolled at the School and, where the student has only one parent, means that parent.
- b. **‘disability’**, in relation to a student, is that as defined in the *Disability Discrimination Act (Cth) 1992*

3. Outcomes

The policy will provide guidance to all staff involved in the School’s enrolment process to ensure that their practice leads to compliance with all relevant School policies and government legislation.

4. Policy Assessment

This policy and its procedures will be assessed at regular review to determine its effectiveness. This will be determined in part by solicited feedback from random parents on a periodic basis and from any unsolicited feedback from parents.

5. The Policy

This policy gives guidance to those within the School community and to those who would join it concerning enrolment criteria and procedures. While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Principal's responsibility to decide the appropriate course to take in the circumstances.

Two different types of enrolment are possible:

- a. as a student in the mainstream, or
- b. as a student from overseas, or

Relevant Legislation

- *Disability Discrimination Act 1992 (Cth)*
- *Disability Standards for Education (Cth) 2005*
- *Race Discrimination Act 1975 (Cth)*
- *Anti-Discrimination Act 1997 (NSW)*

These Acts make it unlawful to discriminate against a person by refusing to enrol them at the School on the grounds of their disability or race. The School is committed to fulfilling its obligations under the law in this Enrolment Policy.

5.1 Enrolment Eligibility

5.1.1 Mainstream Students

Mainstream students are those who are Australian Citizens or permanent residents

5.1.2 Overseas Students

Overseas students are students who are not Australian residents. If an overseas student is studying overseas in non-English speaking countries in a school where English is not the language of learning, to be eligible to apply for enrolment at MGGS, the student must demonstrate competency on the Australian Education Assessment Services (AEAS) test including the written section. The School will determine the student's English level suitability for enrolment to the School.

Students may have their enrolment made conditional on achieving a satisfactory English level in a given time period.

Enrolment procedures for all students is as follows:

1. Parents enquire about enrolment
2. Enrolment Officer sends enrolment information or directs parents to on-line application process paid
3. Parents return Application to go on waiting list or apply on-line for waiting list.
Application Fee to be
4. Potential student is placed on waiting list
5. School undertakes pre-enrolment assessment and interviews
6. School considers application and either terminates application or makes offer
7. Parent accept or decline offer
8. If offer accepted parents sign Enrolment Agreement and pay Enrolment fee, student now enrolled.

5.2 Enquiries

The Enrolments Officer will send everyone enquiring about enrolment the details of the procedure including:

- a. Prospectus
- b. the most recent Fee Schedule
- c. an Application Form for inclusion on the waiting list
- d. an Application Fee Payment Form

The Enrolment Officer will direct enquiries about enrolment to this Enrolment Policy located on the School's website.

5.2.1 Waiting Lists

The Principal, through the Enrolments Officer, is responsible for the maintenance of waiting lists for entry to the School. Placement on the waiting list does not guarantee an offer of enrolment.

Entrance may be accommodated at any time throughout the school year depending on circumstances.

Names of students will be entered on the appropriate waiting list when their parents or a parent:

- a. return or complete on-line the **Application Form** for inclusion on the waiting list
- b. pay a **non-refundable** Application Fee
- c. provide a copy of the student's **birth certificate**

In addition, an application for an overseas student must also include:

- a. a copy of the biographical page of their passport
- b. the AEAS Test Report of English competency
- c. a copy of their Visa documentation if the student is currently in Australia on a Visa

Failure to provide all required information may result in the School declining to enter the student's name on the appropriate waiting list or delaying such entry, and may also result in the School declining or delaying the student's enrolment.

5.3 Assessment Interview

The School will undertake an assessment process at some time decided by the School after a student's name has been entered on the waiting lists. As part of the assessment process, the School may ask the parents to provide more information about their daughter.

Any assessments or reports required from non-school personnel will be at the parents' expense.

In considering all prospective enrolments, the School may ask parents to authorise the Principal or his delegate to contact:

- a. the Principal of their daughter's previous school to obtain or confirm information pertaining to their daughter or her enrolment
- b. any medical or other personnel considered significant for providing information pertaining to the needs of their daughter.

Where information obtained by the School suggests:

- a. a profile of misconduct, illegal activities or anti-social behaviours that indicate that the student's enrolment at the School is likely to be detrimental to other students, the staff or the School, or
- b. the parents may not be able to meet the financial commitment required by having a student at the School, or
- c. the level of English language is not adequate to undertake the rigours expected by the School

notwithstanding that the student be the sibling of a current student, the Principal may decline to proceed any further with the enrolment process.

5.3.1 Disability

Where a student has declared education support needs, or a disability, or other information has come to light indicating a possible need for education support services, or for some measures or actions to assist the student to participate in the School's courses or programs or to use the School's facilities or services, the School will make an initial assessment of the student's needs. This will include consultation with the student or her parents as part of the collaborative planning process.

In respect of any prospective enrolment, the School reserves the right to have members of its staff visit the student's current school or (with the parents' agreement) the home, to more accurately assess the learning needs of the student.

The Principal may:

- a. require the parents to provide medical, psychological or other reports from specialists outside the School.
- b. obtain an independent disability assessment of the student

Where information obtained by the School indicates that the student has a disability, the Principal will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the student, if enrolled, would require some measures or actions to assist the student to participate in the School's courses or programs or to use the School's facilities or services that are not required by students who do not have the student's disability. Where the Principal determines that the student would require some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular student is reasonable, the Principal will comply with the standards outlined in the *Disability Standards for Education (Cth) 2005*

Where the Principal determines that the enrolment of the student would require the School to take unreasonable measures or actions to ensure that the student is able to participate in the School's courses or programs, or to use the School's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer or invite the parents to consider the Transition Program for their daughter.

5.4 Interview

All students registered for enrolment are invited with their parents to attend an interview at the School with the School's Enrolment Committee chaired by the Principal or a member of staff, appointed by the Principal within twelve months of their expected start date. The principal, at her discretion, may forego the interview component of the enrolment process.

At the interview, among other things, the School's enrolment committee representatives will:

- a. inform the parents of their responsibility to the School in relation to fees and will ascertain their ability to afford the current fees
- b. seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the School
- c. advise the parents of students of the provision of an Out of School Hours Care Service on the premises at MGGS where this service is provided, its schedule and its proposed fees

5.5 Determination

The School reserves the right not to offer any student a place at the School or to defer the offer of a place to any student at its discretion but particularly when the parents, having been aware of their daughter's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their daughter.

The School also reserves the right to terminate an enrolment where the parents have not declared or have withheld known information pertaining to their daughter's needs.

When determining the offer of a place at the School, the School gives preference to:

- a. scholarship winners
- b. sisters of students already at the School

The School also considers:

- a. a student's willingness and ability to contribute to the wider life of the School
- b. evidence of good leadership and good character
- c. the date of lodgement of the Application Form for inclusion on the waiting list

5.6 Offer

At the satisfactory conclusion of the interview process, the School may make an offer to the parents to enrol the student via a Letter of Offer. Parents will also receive the School's current Conditions of Enrolment. To accept the offer, the parents must, **within 10 days** of receiving it, deliver to the School:

- a. the Acceptance Form which includes acceptance by the parents of the then current Conditions of Enrolment
- b. the non-refundable Enrolment Fee

Failure to reply within the required time may result in the position being re-offered where other students are waiting for entry to the School.

The Enrolment Fee is additional to tuition and other fees.

5.6.1 Available rebates

The following rebates apply:

- a. in cases where two or more sisters of the same family are attending at the same time then the oldest student will attract full fees; second and subsequent students will attract 10% rebate on Tuition fees for each child
- b. daughters of full time School staff are eligible for a 25% rebate on Tuition fees; daughters of part time School staff are eligible for a 25% rebate on a pro rata basis dependent on their part time allocation

5.6.2 Offers for Provisional Enrolment

Where circumstances give rise to uncertainty on the part of the Principal, a provisional enrolment may be offered for a student for a set period of time.

Conditions applying to such provisional enrolment will be set out in writing. In these cases, either the parents or the Principal may terminate the enrolment with seven (7) days' notice. In such circumstances, enrolment deposits will be refunded and fees will be adjusted to cover the period of enrolment only. No penalties will apply.

This provision may not be applied in the case of students with a disability.

5.6.3 Holding of Class Places

Places at the School will not be held for students who are withdrawn from the School except in specific circumstances and at the discretion of the Principal. Places may be subject to School fees being maintained for the period of absence and the enrolment continuing to be eligible to attract Government subsidies.

1. Confidentiality

The School will abide by the provisions of the *Privacy Act 1988*. Confidentiality and privacy require that all staff must ensure that information regarding students and their parents and/or legal guardians is restricted to those who genuinely need to know. Furthermore, those people should only be told as much as they need to know and no more.

2. Record Keeping

Information concerning all applications will be kept on file. Unsuccessful application information will be kept for five years. Successful application information will be kept for the duration of the student's enrolment at the School plus seven years after leaving the School.

3. Communicating The Policy

This Policy will be available on the MGGS website and on the School's intranet and in printed form with the Enrolments Officer.

4. Training and Development

Relevant staff will undergo professional development to ensure they have read and understood this policy.

Relevant staff are encouraged to review and supply feedback regarding this Policy so that amendments can be implemented as necessary. Staff are encouraged to attend training courses and in-service opportunities that enhance their contributions to the enrolment experience.