



ADMISSIONS POLICY

POLICY RATIONALE

The BC Muslim Association (BCMA) Schools provide education for the Muslim students residing in British Columbia.

Due to limited enrolments in the BCMA schools it is necessary to ensure a transparent admissions process. Our goal is that Muslim families have the opportunity to enroll their children in an Islamic school before consideration is given to other children.

POLICY

Priority will be given to Muslim students seeking admission to an Islamic school. Students of other faiths/denominations may be admitted if space is available.

Admission for a student with disabilities/diverse abilities to the school is subject to this policy as well as the established policy and admission procedures noted in the Inclusive Education Policy.

The School does not offer a homeschool program or a program for international students. As such, the School will not accept:

- Students whose parents wish to homeschool their child.
- International students that do not qualify for the BC per student grant.

DEFINITIONS

Parents – refers to parent and/or legal guardian.

Assessment Session – an assessment completed by a teacher at the school; teacher meets with student.

PROCEDURES

The Principal is responsible for the admission of students. The Principal may assign staff members to assist with admissions (i.e.; front office staff, teachers).

To apply for admission to the School, the parents/guardians of a child must submit a completed Application Package and provide a copy of the following documents along with the application fee. The School will only accept a complete application package.

Application Package for all Students

- Application Form



- Application Fee - \$50.00 (non-refundable). This fee must be submitted with the completed Application Form.
- Registration Fee - \$250.00 (Per Family and non-refundable). This fee is due upon receiving the letter of acceptance. The registration fee must be made before the start of the parents' first or only child's first year at the School.
- Student
 - Birth Certificate (with parents' names); and if not born in Canada, other official documents required by the School
 - BC Care Card of child (optional but preferred)
 - Most Recent School Progress Report (Student Learning Update/Report Card) if child has attended another school.
 - The School reserves the right to ask for additional documents (i.e.; copy of Individual Education Plan [IEP])
- Parents
 - Proof of Citizenship or being an ordinarily resident of British Columbia (i.e.; Canadian Birth Certificate, Citizenship Card, Landed Immigrant Document, Permanent Residency Card, Refugee Status, Work Permit or Study Permit)
 - Proof of Address of (i.e.; Driver License, Long-Term Residential Tenancy Agreement, Utility Bill, CRA Tax Return Notice of Assessment, Local Bank or Credit Card Statement, BC Services Card, BCID Card). The School reserves the right to ask for additional proof of address.
 - Court Order Document re: custody of the child (if applicable)

Assessment to Determine Admissions

All new students will be required to attend an admission assessment session. This is necessary so that the School can match the student's learning needs with the support services available at the school.

With parental approval, the Principal (or designate of the Principal) may contact the previous School for additional information about the student.

Final acceptance to the School may depend on the following:

- The results of the entrance assessment.
- A mandatory Principal's interview with parents.
- Is the school able to support the student's learning program?
- Whether extra resources or services be required to support the student (i.e.; students with disabilities/diverse abilities)? If so, is sufficient funding available?
- Whether the student and parent will support and participate in the school's culture?
- How will the family support the student? If the family will be supportive of the school?



- If there are any financial or operational reasons the student cannot be admitted to the school?

The School will contact parents regarding the student's assessment and decision on admission to the School.

Kindergarten Admissions

Children must be five years of age as of December 31 to start kindergarten.

It is not recommended that parents request admissions for a child under the age of five. Under very rare circumstances, children younger than five as of December 31 may be accepted if they meet certain criteria. An assessment must be carried out including: Readiness Assessment, observation at pre-school setting, and discussion with the pre-school care provider(s), etc. The final decision, to accept children younger than age five, rests with the Principal. If a child under the age of five as of December 31 is accepted, the parents/guardians will be required to pay an additional fee (equivalent to the BC per student grant) on top of the tuition fees as there is no government grant provided for children age of five as of December 31.

Delayed entry into Kindergarten may be considered (requested by a parent or suggested by the school) taking into account the child's birthdate, readiness level, special needs, social/emotional development and/or benefits of such a delay. An assessment may be carried out including: Readiness Assessment, observation at pre-school setting, and discussion with the pre-school care provider(s), etc. The final decision, to delay a child from starting Kindergarten, rests with the parent.

Deposit

1. Application Fees (New Student): a flat fee per child (i.e.; \$50/child) to be submitted with each application. This fee is non-refundable.
2. Registration Fees (Per Family): a flat fee (i.e.; \$250.00/family) per new family, non-refundable registration fee is due upon receipt of the letter of acceptance.
3. Tuition and other Fees are to be paid in accordance with the annual schedule of fees.

Reference(s):	Approved by: Board of Education Date Approved: August 19, 2026
Cross-reference(s): <i>Inclusive Education Policy</i> <i>School Fee (Tuition) Refund Policy</i>	Date(s) revised: