

Enrolment Policy – Virtual Campus

AL SIRAAT COLLEGE INC

Association No. A0051356N
ABN 96 957 841 991

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AL SIRAAT
COLLEGE

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ENROLMENT POLICY

1. AIM

- (a) To outline the guidelines for enrolment, clarify the order of enrolment preference, and outline the withdrawal process at Al Siraat College – Virtual Campus (**The College**).

2. DEFINITIONS

“Disability”, in relation to a Student, means:

- (a) total or partial loss of the Student’s bodily or mental functions; or
- (b) total or partial loss of a part of the body; or
- (c) the presence in the body of organisms causing disease or illness; or
- (d) the presence in the body of organisms capable of causing disease or illness; or
- (e) the malfunction, malformation or disfigurement of a part of the Student’s body; or
- (f) a disorder or malfunction that results in the Student learning differently from a Student without the disorder or malfunction; or
- (g) a disorder, illness or disease that affects a Student’s thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

“Applicant” means the person/s set out in the Enrolment Application Form being the parent/s and/or guardian/s of the Student seeking enrolment at the College.

“Enrolment Agreement” means the Agreement forming part of the Terms and Conditions of Enrolment by which the Applicant will agree to be bound when accepting any offer of enrolment made by the College.

“Enrolment Application Form” means the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the College.

“Enrolment Fee” means the fee payable at the time of signing the Enrolment Agreement. The current Enrolment Fee is provided in the Fee Schedule and may be altered at any time at the discretion of the College.

“Student” means the student associated with the Applicant identified in the Enrolment Application Form that is seeking enrolment at the College.

“The Principal” means the Principal of the College, or the Principal’s authorised representative.

3. GENERAL

- 3.1 Al Siraat College is an Australian school in the Islamic Tradition. We are a co-educational, Foundation to Year 12 school for students from the Islamic faith. We are founded in the tradition of Ahl Sunnah Wal Jamaah. One of our core values is Living Islam, which guides who we are, what we teach, how we worship and how we act. This is further explained in our Basis of Faith [Link to Basis of Faith](#).
- 3.2 The College was established to provide quality education within an Islamic framework and environment for the Muslim community.
- 3.3 All duly completed applications for enrolment received shall be treated in accordance with the College Enrolment Policy.
- 3.4 The implementation of the Enrolment Policy shall be the responsibility of the College Enrolment Panel. However, the accountability will rest with the College Principal.
- 3.5 The College Enrolment Panel shall consist of the Principal(s), the Registrar, and the Head of School and the Head of Digital Learning.
- 3.6 The Enrolment Panel will assess applicants' suitability for remote learning based on academic readiness, learning style, and access to the required technology.
- 3.7 To be eligible for enrolment, the Student must be:
 - (a) an Australian citizen;
 - (b) a resident of Victoria;
 - (c) a student qualified to be enrolled in accordance with the requirements of the Department of Home Affairs, including but not limited to a Permanent Residency visa or Student visa;
 - (d) deemed eligible and approved for enrolment by the Principal as determined at the sole discretion of the Principal and in accordance with Australian law.
- 3.8 Partial Enrolments:
 - (a) Partial enrolments will not be offered. All students must be fully enrolled and registered with the Virtual Campus to undertake VCE subjects.
 - (b) Students must meet all relevant enrolment conditions and adhere to the policies applicable to virtual learning.

3.9 The College will exercise its discretion in determining whether to make an offer of enrolment. Enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account as well as:

- (a) the current capacity of the virtual campus to accommodate students.
- (b) the willingness of the Student and the Applicant to comply with the College's policies and procedures; and
- (c) the resources available to cater for the educational needs of students.
- (d) the suitability of the student for remote learning, including their ability to meet the technical requirements and engage effectively in the online learning environment.
- (e) meeting Conditions of Enrolment (see section 4.0).

3.10 An enrolment offer may be withdrawn by the College at its own discretion in situations where:

- (a) relevant information is withheld, or information provided is found to be inaccurate; or
- (b) there is a significant change in the circumstances of the Applicant and/or the Student which cannot be reasonably accommodated by the College.
- (c) students or parents fail to meet the supervision requirements outlined in the Offsite Supervision Policy (Virtual Campus) or do not maintain the necessary level of participation in online learning activities.
- (d) parents fails to meet the Conditions of Enrolment (see section 4.0)

4 CONDITIONS OF ENROLMENT

4.1 Parental Supervision:

- (a) Parents or guardians are expected to actively supervise their child's participation in the virtual learning environment as outlined in the Offsite Supervision Policy (Virtual Campus).
- (b) The College also requires parents to adhere to the supervision requirements outlined in the Health Support Procedure to ensure the student's well-being during online learning activities.

4.2 Communication Requirements:

- (a) Parents must maintain regular communication with the College, notifying the school of any health concerns or challenges that affect the student's participation.
- (b) Staff responsible for health support will collaborate with parents, aligned with the Health Support Procedure, to ensure the student's progress and well-being.

4.3 Mandatory Parent Workshops and Resources:

- (a) Parents are required to attend workshops or access online resources to support their child's learning. These workshops focus on:
 - Supervising online learning
 - Promoting digital literacy
 - Managing screen time effectively
- (b) Documentation of parent engagement will be tracked to ensure compliance.

5 PRIORITY ORDER OF ENROLMENT

- 5.1 All applicants must submit a correctly completed enrolment application to the College, including the Enrolment Application Form and any necessary associated paperwork. They must pay a non-refundable processing fee for the application.
- 5.2 Given that the College was established to provide quality education within an Islamic framework and environment for the Muslim community, Applicants who support the mission, values, beliefs and policies of the College will be given preference in enrolment.
- 5.3 At the discretion of the College, and the College's legislative obligations and availability of places, some applications may be given preference on the basis of criteria such as:
 - (a) Children of families where the parent(s) and/or children are active members of our local congregation and are of the Islamic faith in the tradition of Ahl Sunnah wal Jamaah.
 - (b) Our enrolment assessment, which may include interviews and assessments of the student's ability to learn in an online environment, as well as the parent/guardian's capacity to provide the required supervision during online sessions.
 - (c) Relationship with the school (Staff children, siblings etc.).

- 5.4 The enrolment of a student is at the discretion of the Principal. The Principal may request additional documentation or conduct interviews to assess the suitability of the student for online learning.
- 5.5 Where places are not immediately available on the basis of the application of the priority rules above, the Principal may determine to place the enrolment procedure on hold and a waiting list will be maintained by the College.
- 5.6 The minimum age for enrolment in the first year of Primary school will be such that the child must have their fifth birthday by 30th of April of that year. Proof of age will be required as well as an immunisation certificate on enrolment. This date may be extended to a student turning five by the end of July if they display exceptional school readiness (social, emotional, academic).

6 SELECTION CRITERIA

- 6.1 The virtual campus caters to students requiring non-traditional learning pathways, including:
 - (a) Students on Home-Schooling arrangements;
 - (b) Student Athletes;
 - (c) Students with Health Concerns and Disabilities;
 - (d) Students with Social-Emotional Needs;
 - (e) Students on college's wait list
- 6.2 The College recognises that students have diverse learning styles and will assess each applicant's readiness for virtual learning. This evaluation will consider the student's academic abilities, technological proficiency, and personal skills essential for success in an online environment. Key traits of students well-suited for virtual learning include, but are not limited to:
 - (a) Strong independent learning skills and self-discipline.
 - (b) Proficiency with technology platforms and virtual learning tools.
 - (c) Effective time management and organisational skills.
 - (d) Ability to follow a structured daily schedule with minimal supervision.
 - (e) Motivation to engage actively in online discussions and complete assignments.
 - (f) Clear and effective communication skills for participating in virtual interactions.
- 6.3 Students selected for enrolment of the College are expected to support the College's Islamic ideals and principles and wear the compulsory College uniform correctly and with pride. Following completion of an Enrolment Application Form, the College will exercise its discretion in determining whether to make an offer of enrolment, and

enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances and practical implications into account, as well as:

- (a) The current capacity of the virtual campus to accommodate students.
- (b) The availability of resources to support students' educational needs within a virtual environment, including technological and learning support.
- (c) The willingness of the student, applicant, and family to comply with the College's policies and procedures, including online supervision requirements.
- (d) Academic performance and the student's capacity to engage with virtual learning.
- (e) The student's ability to demonstrate independent learning skills and familiarity with technology platforms used by the College
- (f) The educational history of the student and prior experience with online learning, if applicable.
- (g) School reports on student behaviour and academic behaviour;
- (h) Whether a sibling is, or siblings are, already enrolled in the College (onsite or virtual);
- (i) Compassionate circumstances;
- (j) Family or other association with the College;
- (k) Applicant or Student's personal faith and mosque participation;
- (l) Applicants must provide evidence that the student resides in Victoria; and
- (m) Date of Application.

7 WITHDRAWAL OF ENROLMENT OFFER

7.1 An enrolment offer may be withdrawn or denied, regardless of the availability of places, in situations where:

- (a) relevant information is withheld, or information provided is found to be inaccurate; or
- (b) failure to meet supervision requirements, technological readiness, or inability to maintain participation in online learning activities; or
- (c) Failure to comply with the communication protocols in relation to health and safety as specified in Health Support Procedure (Virtual Campus)

- (d) there is a significant change in the circumstances of a family and/or Student which cannot be reasonably accommodated by the College. This may include:
- Inability to meet the technological requirements essential for participation in virtual learning.
 - Lack of appropriate parental supervision or learning environment, as outlined in the Offsite Supervision Policy (Virtual Campus).
 - Failure to adhere to the virtual campus code of conduct or other policies critical to maintaining a safe online environment.

7.2 In these circumstances, all due consultation will take place with the Student and family involved.

8 REASONABLE ADJUSTMENTS

8.1 Where information obtained by the College indicates that a student has a disability, the Principal, or their delegate, will consult with the applicant and the student to determine whether the disability would affect the student's ability to participate in or derive substantial benefit from the virtual learning environment. If the Principal's delegate conducts the consultation, they will make a recommendation to the Principal regarding whether an offer of enrolment should be made. Following the consultation and recommendation, the College will assess the need for adjustments and whether those adjustments are reasonable for the virtual campus environment.

8.2 The College will consider the following relevant factors when determining what constitutes a reasonable adjustment within the virtual campus:

- (a) the nature of the Student's disability;
- (b) the information provided by, or on behalf of, the student about how the disability affects their ability to participate in virtual learning;
- (c) the views of the student, or their associate, regarding whether a proposed adjustment will enable them to access and participate in the virtual learning environment on the same basis as other students;
- (d) the student's preferred adjustments and how they align with virtual delivery;
- (e) the effect of the proposed adjustment on the student's ability to achieve learning outcomes and engage with online activities independently;
- (f) the impact of the proposed adjustment on others, including teachers, classmates, and College staff involved in online learning; and
- (g) the costs and benefits associated with the proposed adjustment in a virtual setting.

- 8.3 The Principal may request the applicant to provide additional documentation, such as medical, psychological, or other relevant reports, or require an independent assessment to determine the necessary adjustments and their feasibility within a virtual learning environment.
- 8.4 If reasonable adjustments are required to support the student's participation in the virtual campus, the College will implement those adjustments provided they do not impose unjustifiable hardship. In evaluating whether an adjustment presents unjustifiable hardship, the following considerations will apply:
- (a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the College community, the Student and the family of the student). This includes (without limitation):
- costs resulting from the Student's participation in the virtual campus environment, including any adverse impact on learning and social outcomes for the Student, other students and teachers;
 - benefits deriving from the Student's participation in the virtual campus environment, including positive learning and social outcomes for the Student, other students and teachers;
 - the effect of the disability on participation in online learning;
 - the College's financial circumstances and the estimated amount of expenditure required to be made by the Community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
 - the College's ability to provide high-quality online education to all students while maintaining financial sustainability
 - the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the Student's participation); and
 - the nature of the Student's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.
- 8.5 The Principal will discuss with the Student and the Applicant (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the College.
- 8.6 If after thorough consultation, the Principal determines that the required adjustments are not reasonable or would cause unjustifiable hardship, the College reserves the right to defer or decline the student's enrolment in the virtual campus.

9 PRIVACY

- 9.1 The College collects personal information, including sensitive information regarding Applicants and Students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and, throughout the course of enrolment, to provide for the best interests of students in both online and offline environments.
- 9.2 For virtual learning, additional personal information may be collected to facilitate secure online participation. This may include students' login credentials, IP addresses, online attendance records, and any recordings of virtual sessions, subject to relevant privacy laws.
- 9.3 The College ensures that all collected data is stored securely and used only for purposes directly related to the student's enrolment and learning. This data will not be shared with third parties except as required by law or with the explicit consent of the student's parent/guardian.
- 9.4 All staff and students participating in the virtual campus are expected to adhere to the College's privacy guidelines to maintain a safe online learning environment. This includes not sharing passwords, respecting others' privacy in online sessions, and following appropriate data protection measures.

10 EVALUATION

- 10.1 This policy will be reviewed as part of the College's three-year review cycle; however it may be reviewed before the review date in response to relevant changes, or as requested by the Principal or School Committee.

RELATED DOCUMENTS

Offsite Supervision Policy (Virtual Campus)
Health Support Procedure (Virtual Campus)
Reasonable Adjustment Policy (Virtual faCampus)
Parent Code of Conduct
Student Code of Conduct
Schedule of Fees
Enrolment Procedure
Educational Services Outline
Basis of Faith