

1. AIM

- 1.1 To outline the guidelines for enrolment, clarify the order of enrolment preference, and outline the withdrawal process at Al Siraat College (**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 Parents seeking to enrol their child(ren) into Al Siraat College should be assisted to understand the values and principles upon which the College is based, in accordance with its vision statement.
- 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 relevant Head of School.
- 3.6 To be eligible for enrolment, the Student must be:
 - (a) an Australian citizen;
 - (b) 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;
 - (c) attending the College under a government approved International Student Program; or
 - (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.
- 3.7 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 physical numbers of currently enrolled 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.
- 3.8 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.

4. PRIORITY ORDER OF ENROLMENT

- 4.1 All applicants must submit a correctly completed enrolment application to the College, including the Enrolment Application Form and any necessary associated paper work. They must pay a non-refundable \$50 processing fee for the application.
- 4.2 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.

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, or otherwise of the Islamic faith.
 - (b) Children of staff
 - (c) Siblings of current or former children already of the College
 - (d) Children of alumni students
- 4.3 The enrolment of a Student at the College is at the discretion of the Principal.
- 4.4 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.
- 4.5 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).

5. SELECTION CRITERIA

- 5.1 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 physical number of currently enrolled students;
 - (b) The resources available to cater for the educational needs of students;
 - (c) The willingness of the Student, the Applicant and the Student's family (where applicable) to comply with the College's policies and procedures;
 - (d) Academic performance;

- (e) The educational history of the student;
- (f) School reports on student behaviour and academic behaviour;
- (g) Whether a sibling is, or siblings are, already enrolled in the College
- (h) Compassionate circumstances;
- (i) Interests and other extra-curricular activities;
- (j) Family or other association with the College;
- (k) Applicant or Student's personal faith and mosque participation; and
- (l) Date of Application.

6. WITHDRAWAL OF ENROLMENT OFFER

- 6.1 An enrolment offer may be withdrawn, regardless of the availability of places, 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 a family and/or Student which cannot be reasonably accommodated by the College. In these circumstances, all due consultation will take place with the Student and family involved.

7. REASONABLE ADJUSTMENTS

- 7.1 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 educational program at the College. Should the Principal's delegate conduct the consultation, they will make a recommendation to the Principal if an offer of enrolment should be made to the Applicant. Following the consultation and any recommendation from the Principal's nominee, the College will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.
- 7.2 The College will consider relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:
- (a) the nature of the Student's disability;
 - (b) the information provided by, or on behalf of, the Student about how the disability affects the Student's ability to participate;
 - (c) views of the Student, or an associate of the Student, about whether a proposed adjustment is reasonable and will enable the Student with a disability to access and participate in education and training opportunities on the same basis as children without disabilities;
 - (d) information provided by, or on behalf of, the Student about his or her preferred adjustments;

- (e) the effect of the proposed adjustment on the Student, including the Student's ability to participate in courses or programmes and achieve learning outcomes and independence;
 - (f) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other students; and
 - (g) the costs and benefits of making the adjustment.
- 7.3 The Principal may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the Student to enable the Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).
- 7.4 If reasonable adjustments are necessary to enable a Student to enrol in or participate at the College, the College will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the College, the Principal will consider the relevant circumstances of the case , including:
- (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):
 - (i) costs resulting from the Student's participation in the learning environment, including any adverse impact on learning and social outcomes for the Student, other students and teachers;
 - (ii) benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other students and teachers;
 - (iii) the effect of the disability of the Student;
 - (iv) 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;
 - (v) the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
 - (vi) 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
 - (vii) 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.
- 7.5 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.
- 7.6 If the Principal is satisfied that it has sufficiently consulted the Student and the Applicant (as appropriate), and adjustments required are not reasonable, would cause unjustifiable hardship or the College, may decline to offer the Student a position or may defer the offer.

8. PRIVACY

- 8.1 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, during the course of enrolment to provide for the best interests of students. Please refer to the Privacy Policy for more information.

9. EVALUATION

- 9.1 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

Parent Code of Conduct
Student Code of Conduct
Schedule of fees
Enrolment Procedure
Educational services outline