



## ISLAMIC COLLEGE OF MELBOURNE

### Enrolment Policy

#### 1) **Rationale:**

At the Islamic College of Melbourne, we enrol students whose parents wish them to:

- Understand and value Islamic Teaching and Prayer and their relevance to their lives.
- Learn about Australian Democratic Principles and how to live by them.
- Experience a comprehensive curriculum based on the eight learning areas.
- Be nurtured in a safe learning environment.
- Have the opportunity to develop positive social relationships and to work with others.
- Contribute positively to the world they live in.

The Education and Training Reform Act 2006 requires that children of school age (not less than six nor more than seventeen years of age) resident in Victoria are required to be in full-time attendance at a government or registered non-government school unless formally exempt.

Our enrolment policy is consistent with all laws relating to discrimination, equal opportunity, privacy and immunisation.

#### 2) **Aims:**

At the Islamic College of Melbourne, we aim to:

- Provide each child with the opportunity to learn to their full potential.
- Enable each child to experience learning that take into account the spiritual, social, emotional, academic and physical characteristics of each child.

#### 3) **Steps for enrolment:**

1. Parents complete either an *Expression of Interest* and/or an *Application for Enrolment* form as advised by the college, which is available on the college website or from the administration office.
2. For parents who completed an enrolment form and submit it with all required documents on time, a placement test will be arranged.
3. For parents who completed an Expression of Interest form, they will only be contacted by the college to submit an enrolment form when there is a vacancy. The Expression of Interest form needs to be updated annually with the latest school report.
4. Letter of confirmation or rejection of enrolment will be sent to the parents
5. The college reserves the right to refuse any application for enrolment and is under no obligation to provide further explanation for its decision.
6. In conjunction with the Enrolment Coordinator, if accepted, the parent confirms the enrolment of their child.

7. A meeting with the Principal or a delegate is arranged at which both parents receive copies of the School's Policy Documentation if the student is accepted. There is an opportunity for explanation and discussion of these documents particularly:
  - The Statement of the Philosophy of Education
  - The Overview of Curriculum
  - The Learning and Teaching, Assessment and Reporting Policies
  - Student Welfare and Discipline Policies
  - An information pack will be given to the student/parents. It will include: booklist, uniform list, canteen menu, info pack and relevant policies.

Attendance to the Parent Information Session is compulsory and is a condition for the enrolment to be accepted. Parents who do not attend will automatically lose their position at the College

8. The student will be assigned a classroom.
9. An Orientation Day will be organised to familiarise the students with the school facilities.
10. Finally, the student will be introduced to the class teacher and class mates.
11. Ongoing enrolments is subject to parents/guardians completing the reenrolment form within the due date as shown on the form and paying the reenrolment fee. Failing to complete the form and make the payment on time will result in the student losing their position at the college and allocated to a student on the waiting list.

#### **4) Year 10 Enrolments**

At the Islamic College of Melbourne, not all students in Year 10 will proceed automatically to Year 11. Students wishing to enter and complete VCE will be measured and accepted based on their behaviour, attendance and academic records in year ten, according to the following criteria:

- Behaviour record: Students must be both mature and self-disciplined and must carry this behaviour through to VCE. Students who wish to proceed to Year 11 must show positive behaviour in Year 10 in line with the school behaviour policy. Students who do not show positive behaviour in Year 10 and are in breach of the school behaviour policy will not be allowed to proceed to Year 11 at the Islamic College of Melbourne.
- Attendance record: Students who wish to proceed to Year 11 must show satisfactorily attendance rate in Year 10 in line with the school attendance policy. Students with attendance which is deemed unsatisfactorily by the school will not be allowed to proceed to Year 11 at the Islamic College of Melbourne.
- Academic record: Students who wish to proceed to Year 11 must have a grade average of at least 60 per cent or more across all subjects in the semester 1 school report of Year 10. Otherwise, students who have an average grade of less than 60 percent across all subjects in the semester 1 school report of Year 10 will not be allowed to proceed to Year 11.

Furthermore, Students wishing to study science and mathematics subjects in Year 11, must have a grade score of at least 60 per cent in both science and mathematics subjects in the semester 1 school report of Year 10. Otherwise, students who have an average score of less than 60 percent in science and/or mathematics subjects in the semester 1 school report of Year 10 will not be allowed to study science and mathematics subjects in Year 11.

Note: Year 10 students and parents will be informed in term 3 of Year 10 if the students will be allowed to proceed to Year 11 at the Islamic College of Melbourne.

## 5) Discrimination & Equal Opportunity

As an educational authority, under the **Equal Opportunity Act 2010 (Vic.)**, the college's Enrolment Policy is consistent with the legislation in its application of the relevant sections, including section 38 in relation to student admissions and section 40 in relation to the provision of reasonable adjustments, subject to the provisions of sections 40(3), 41, 42 and 86.

As an educational provider, under the **Disability Discrimination Act 1992 (Cth)** and **Disability Standards for Education 2005**, in applying this policy, the college is subject to the relevant provisions in terms of admission of students, including sections 22 and 32, subject to the provisions of sections 11 and 29A.

## 6) Enrolment requirements

- 1) The following documents should be produced during enrolment.
  - Birth certificate.
  - Immunisation certificate.
  - Reports from the previous school/ proof of Kindergarten enrolment.
  - NAPLAN (for students enrolling in Year 4, 6, 8 and 10 the following year)
  - Proof of residential status
  - Enrolment processing fee
- 2) If the child has any medical condition, this should be clearly stated in the enrolment form.
- 3) The emergency contact telephone number should be supplied. When this number changes parents should inform the school.
- 4) Current address and telephone number should be supplied. When the address and telephone number changes the school should be informed immediately.
- 5) It is the parents' responsibility to provide the school with the relevant legal custody papers.
- 6) Every child seeking enrolment at this college shall sit a diagnostic test.
- 7) A non-refundable enrolment fee shall be paid during enrolment.
- 8) An interest free Student Enrolment Bond deposit is to be paid upon confirmation of acceptance at the college.
- 9) The school fees vary according to different year levels. Refer to the fee schedule.
- 10) Declaration: Parents shall sign the declaration that they have understood, agree to abide by the school policies including the discipline policy.
- 11) Our college places great importance upon attendance and punctuality. Every student should attend the school before the start of morning assembly.
- 12) The college has zero tolerance for abuse or abusive language towards staff members. Appropriate action will be taken immediately in the event of any such action up to and including being banned from accessing the college premises and/or termination of enrolment of the students.

Foundation First Year: In addition to the enrolment policy numbers 1-10. The following policy matters are applicable.

- Minimum age on 1 January each year shall be no less than 5 years by 30 April.
- Every child seeking enrolment at this college is preferred to have attended kindergarten. Evidence of such attendance is required.

## 7) Privacy & Confidentiality:

Management and security of personal information - The college will ensure that the information provided by parents/guardians will be kept confidential in accordance with the Commonwealth Privacy Act 1988 and the Victorian Privacy and Data Protection Act 2014.

The college may only disclose confidential or personal information as legally required to a third party. This may include Commonwealth and State government Departments, including the Department of Education & Training, the Department of Health and Human Services and/or Emergency Services.

We have in place steps to protect the personal information from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

All documentation of action and decision regarding the students' enrolment are kept in students' files. These files are stored securely.

All computers are allocated with passwords and permission to ensure the maximum security and confidentiality.

<b>Supersedes:</b>	Previous (updated 3 December 2016)	
<b>Authorised by:</b>	Board Chair	<b>Date of Authorisation:</b> 2 March 2019
<b>Review Date:</b>	Three Year Cycle	
<b>Policy Owner:</b>	Islamic College of Melbourne	