



ISLAMIC COLLEGE OF MELBOURNE

2. 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. Students applying to the Secondary Accelerated Program for Year 7, 8 or 9 will be required to sit for an external test. The student must pass the external test to be considered entry into the Secondary Accelerated Program. Students who do not pass the external test, will be considered for the mainstream class.
4. 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.
5. Letter of confirmation or rejection of enrolment will be sent to the parents

6. The college reserves the right to refuse any application for enrolment and is under no obligation to provide further explanation for its decision.
7. In conjunction with the Enrolment Coordinator, if accepted, the parent confirms the enrolment of their child.
8. If the student is accepted, parents must attend the "Parents Information Sessions", where the College's expectations are explained and both parents are asked to attend. Parents will receive links to relevant College's policies and procedures. 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 child's position at the College

9. The student will be assigned a classroom. Decisions on classroom allocations are made solely by the College and the College is under no obligation to provide an explanation. During the school year, should the College deem necessary, the College can at any time and without prior notice to parents, reallocate students to a different class.
10. An Orientation Day for Primary students and a Transition Week for Secondary students will be organised to familiarise the students with the school facilities. This is organised for students accepted for the following year.
11. Finally, the student will be introduced to the class teacher and class mates.
12. Students not continuing at the College in Year levels 7 to 12 do not attend Transition Week or participate in any of the Transition activities or events. Their last day at the College will be the last day of Semester 2 exams.
13. Students dismissal time is:
 - a. 3:25pm for Foundation to Year 2 students
 - b. 3:30pm for Year 3 to Year 6 students
 - c. 3:35pm for Year 7 to Year 12 students.

It is the parents/guardians full responsibility to be present at the gates to collect their children. The College holds no responsibility for any child who leaves the College grounds at dismissal times with or without a parent/guardian.

4) Ongoing Enrolments:

Ongoing enrolments is subject to parents abiding by all the rules and regulations of the College including specific rules and regulations as stated below:

1. Actively support the ideals and values of the College as expressed in the College Mission Statement.
2. Fully support the Religious Education Program offered by the College.
3. Support participation of my/our child in activities considered by the College as a necessary part of the curriculum.
4. Ensure that my/our child attends the College regularly and punctually.

5. Abide by all the policies and procedures of the Islamic College of Melbourne.
6. Abide by the College Behaviour Management Policy.
7. Agree to the school fees and levies as set by the College Board, and to pay all fees/levies by the due date.
8. Complete the Re-enrolment form and pay the re-enrolment fee annually by the due date. Failing to complete the form and make the payments on time will result in the cancellation of the student's enrolment at the College.
9. Provide one full terms notice should I/we wish to withdraw my/our child from the college. If one full terms notice is not received, I/we will be liable to pay one full terms school fees for the following term.
10. Be liable to pay all costs (including legal and agent's fees) incurred by the College in connection with any recovery or attempted recovery of any overdue accounts.
11. Notify the College in writing of any changes of address or telephone numbers.
12. Agree to a non-refundable Enrolment Fee whether or not my child is accepted by the College.
13. Abide by the College's instructions regarding access to College grounds before, during and after school hours.
14. Abide by the policies that the College may introduce concerning the safety of students.
15. Abide by the rule that parents, guardians and carers must wear appropriate and modest attire around the College grounds at all times.
16. Abide by the rule that the College is a total smoke-free zone.
17. Not engage in vexatious communications relating to a staff member.
18. Not behave in a 'disorderly, offensive, abusive, intimidating or threatening way' to staff.
19. Not pose an 'unacceptable risk':
20. of harm to a member of the school community
21. of significant disruption to school operations
22. to the wellbeing, safety or learning of students.
23. Not use Social Media to voice grievances about the College and discuss or mention the College, its staff or any members of the College community in a negative or defamatory way.
24. Not post photographs of students in school uniform representing the College and its students if they have the potential to bring negative connotations towards the College and its staff and students.
25. Abide by the rule that in the case my children are not picked up on time after school, I will be required to pay a fine as decided by the College.

Failure to comply or any violation of the items listed will trigger immediate action by the College up to and including termination of enrolment

5) 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 and IB 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 and IB. 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.

6) Year 11 Enrolments

At the Islamic College of Melbourne, not all students in Year 11 will proceed automatically to Year 12. Students wishing to continue and complete VCE and IB will be measured and accepted based on their behaviour, attendance and academic records in Year 11, according to the following criteria:

- Behaviour record: Students must be both mature and self-disciplined and must carry this behaviour through out VCE and IB. Students who wish to proceed to Year 12 must show positive behaviour in Year 11 in line with the school behaviour policy. Students who do not show positive behaviour in Year 11 and are in breach of the school behaviour policy will not be allowed to proceed to Year 12 at the Islamic College of Melbourne.
- Attendance record: Students who wish to proceed to Year 12 must show satisfactorily attendance rate in Year 11 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 12 at the Islamic College of Melbourne.
- Academic record: Students who wish to proceed to Year 12 must have a grade average of at least 60 per cent or more across all subjects in the semester 1 school report of Year 11. Otherwise, students who have an average grade of less than 60 percent across all subjects in the semester 1 school report of Year 11 will not be allowed to proceed to Year 12.

7) 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.

8) 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. If parents fail to disclose this information to the College, including all relevant medical conditions, the College reserves the right to take action, up to and including cancellation of enrolment.
- 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 behaviour 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.

9) 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.

Supersedes:	Previous (updated 27 November 2021)	
Authorised by:	Board Chair	Date of Authorisation: 11 March 2023
Review Date:	Three Year Cycle	
Policy Owner:	Islamic College of Melbourne	