



STUDENT ENROLMENT POLICY

1 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 Applicant 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 (attach) 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 Executive Principal” means the Executive Principal of the College, or the Executive Principal’s authorised representative.

2 INTRODUCTION

- 2.1 Minaret College (**the College**) is committed to an open enrolment policy that is consistent with our Statement of Philosophy and all applicable State and Commonwealth Laws, including anti-discrimination, equal opportunity, privacy and immunisation legislation.

3 GENERAL

- 3.1 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
 - d) deemed eligible and approved for enrolment by the Executive Principal as determined at the sole discretion of the Executive Principal and in accordance with Australian law.
- 3.2 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.
- 3.3 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 paperwork.
- 4.2 While Students who observe the Islamic ethos are given priority, the College embraces equal opportunity and is inclusive in outlook and welcomes students from all backgrounds and faith traditions. However, when numbers outweigh the places available and at the discretion of the College, some applications may be given preference on the waiting list on the following basis:
- a) Students with siblings currently enrolled at the College
 - b) Students whose parents work/ed at the College
 - c) Students with siblings who were enrolled at the College
 - d) Students whose parent/s attended the College

- 4.3 The enrolment of a student at the College is at the discretion of the Executive Principal.
- 4.4 Where places are not immediately available on the basis of the application of the priority rules above (if applicable), the Executive Principal may determine to place the enrolment procedure on hold and a waiting list will be maintained by the College.
- 4.5 The Executive Principal may depending on the merit of each application waive or change the order of priority.

5 ENROLMENT PROCEDURE

- 5.1 The College enrolls students in all years, subject to availability.
- 5.2 Complete, in full, the Enrolment Application Form. The following supporting documents will need to be forwarded to the College as part of the application:
 - a) Student Birth Certificate or Passport;
 - b) Copy of Applicant's Citizenship Certificate or Passport;
 - c) Immunisation status certificate (from Medicare);
 - d) Medical Management Plan (if applicable) ;
 - e) Latest school report (if applicable); and
 - f) For non-Australian nationals, visa documentation.
- 5.3 The Applicant is required to provide the following information in the Application Form to meet College and government requirements:
 - a) religious faith
 - b) information about the language(s) the student speaks and/or hears at home
 - c) names and addresses of the Student and Applicants; telephone numbers (home, work, mobile) of Applicants
 - d) information on additional learning needs (for example, whether the student requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
 - e) parenting agreements, parenting plans or court orders, including any carer orders.
- 5.4 Upon receipt of the Enrolment Application Form:
 - a) Each application is considered by the Admissions Team, comprised of the Administration Manager, Enrolments Officer and Head of School, will consider each application and make a determination based on the enrolment criteria. The Head of Campus oversees the enrolment process and reports to the Executive Principal.
 - b) An interview/assessment may be arranged with the student;
 - c) A letter indicating acceptance, placement on a waiting list, or non-acceptance will be communicated in writing to the Applicant.
- 5.5 Following successful completion of clause 5.4, the College may make an enrolment offer by way of a letter of offer to the Applicant or may advise the Applicants that the prospective student has been placed on the waiting list.

- 5.6 To accept an enrolment offer, the Enrolment Agreement must be submitted and signed by both biological parents (unless a court order provides otherwise and a copy is given to the College), including payment of the Enrolment Fee by the specified due date.
- 5.7 The place in the College is not confirmed until all documents and fees as requested by the College have been received. This includes, among other things:
- a) signed acceptance letter from the Applicant of the Student which acknowledges acceptance of:
 - i. Terms and Conditions of Enrolment;
 - ii. Parent Code of Conduct;
 - iii. Student Code of Conduct;
 - iv. Fee Policy and;
 - v. All other Policies.
- 5.8 If a student is enrolled and then withdraws before commencement date or defers to a year where only a waiting list exists, all fees previously paid, except the Enrolment Fee, will be returned.
- 5.9 Lodgement of the Enrolment Application Form does not guarantee enrolment of the Student at the College.
- 5.10 Once enrolled at the College a student's enrolment will continue through to Year 12, unless the student is formally withdrawn at the initiative of the College or the Applicant.

6 SELECTION CRITERIA

- 6.1 Students selected for enrolment of the College are expected to support and enhance the Islamic ethos of the College. 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 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.

7 WITHDRAWAL OF ENROLMENT OFFER

- 7.1 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.

8 EARLY LEARNING CENTRE

- 8.1 A proportion of funds raised or fees collected on behalf of the College may be applied to the conduct of the College's Early Learning Centre.

9 REASONABLE ADJUSTMENTS

- 9.1 Where information obtained by the College indicates that a student has a disability, the Executive 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 Executive Principal's delegate conduct the consultation, they will make a recommendation to the Executive Principal if an offer of enrolment should be made to the Applicant. Following the consultation and any recommendation from the Executive Principal's nominee, the College will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.
- 9.2 The College will take into account 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.
- 9.3 The Executive 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 Executive Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

- 9.4 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 Executive Principal will take into account 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):
 - a. 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;
 - b. benefits deriving from the student's participation in the learning environment, including positive learning and social outcomes for the student, other students and teachers;
 - c. the effect of the disability of the Student;
 - b) 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;
 - c) the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
 - d) 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
 - e) 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.
- 9.5 The Executive 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.
- 9.6 If the Executive 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.

10 CONTINUED ENROLMENT

- 10.1 The College may make a decision to terminate an existing enrolment in the following circumstances:
- a) Expulsion due to disciplinary issue (see Student Discipline Policy and Suspension and Expulsion Policy)
 - b) Failure to comply with Enrolment Terms and Conditions
 - c) Breach of Student and/or Parent Code of Conduct

11 PRIVACY

- 11.1 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.

12 RELATED DOCUMENTS

- Fee Policy
- Enrolment Application Form
- Enrolment Terms and Conditions
- Student Promotion Policy
- Parent and Student Code of Conduct
- Student Discipline Policy
- Expulsion and Suspension Policy

DOCUMENT CONTROL

Doc ID: POL-ADM-02

Version 1.2

Reviewed: May 2022

Approved: May 2022