



Enrolment Policy

Purpose

The purpose of this Policy is to provide clear principles, requirements and order of preferences for prospective students seeking to enrol at Al Iman College.

Details

Al Iman College is committed to an open enrolment policy that is consistent with our Statement of Philosophy (“Vision, Mission, Objectives and Core Sifaat (Values)”) and all applicable State and Commonwealth Laws, including anti- discrimination, equal opportunity, privacy and immunisation legislation.

Al Iman College staff will assist all the parents interested in enrolling their child/ren in understanding “Vision, Mission, Objectives and Core Sifaat (Values) of the college.

It has been the objective of Al Iman College to provide high quality education as per Australian Standards in line with Islamic values and principles in a safe and nurturing learning environment for the Muslim Community.

Parents interested in enrolling their child/ren at Al Iman College must submit a duly filled “Student Enrolment Form” and all necessary associated documents. Then the enrolment request will be processed in accordance with our enrolment policy.

All enrolment requests are considered by the Admissions Committee. The Admissions Committee shall consist of the Principal, Office Manager/Registrar and relevant level and curriculum coordinators.

The Admissions Committee will consider each enrolment request and make a determination based on the selection criteria and priority considerations.

The overall accountability of the enrolment process rests with the College Principal. The implementation of the Enrolment Policy is the responsibility of the Admissions Committee.

Enrolment Register

Al Iman College keeps a register of enrolments of all students at Al Iman College using Synergetic.

The register of enrolment records the following information in relation to each student enrolled at Al Iman College:

- the student's name, date of birth and address
- the name and contact details of parents/carers of the student



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- the date of enrolment of the student
- the Victorian student number allocated to the student
- the date that the student ceased to be enrolled at Al Iman College (if applicable).

The Enrolment Register is kept up to date by the Office Manager/Registrar.

Selection Criteria

Application/s for admission will only be considered when there is no outstanding balance for the family applying for admission.

The Admissions Committee will consider each enrolment request and make a determination based on the selection criteria. The Admissions Committee also takes into consideration finances, individual circumstances and practical implications as well as:

- Number of students currently enrolled
- Academic performance of the student
- The educational history of the student
- Previous academic and behaviour reports of the student
- The student's interests and other extra-curricular activities
- Whether sibling/s already enrolled at the College
- Compassionate circumstances
- The student's personal faith and participation in mosque activities
- Family or other association with the College
- The student and parent/carer's eagerness to comply with the College's policies and procedures;
- Date of Application.

The students seeking admission in Foundation must have their fifth birthday by 30th of April of that year. Proof of age as well as immunisation certificate will be required on enrolment.

Priority Considerations

Al Iman 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 and privacy legislation but some applications may be given preference on the basis of criteria such as:

- Staff child/ren
- Child/ren of families where the parent(s) and / or child/ren are active members of our local congregation,
- Siblings of current and/or former students
- The student's residential address



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The enrolment of a student at the College is at the discretion of the Principal. In case places are not immediately available, the Principal may determine to place the enrolment request on hold and put him on the waiting list, being maintained by the College.

Enrolment Agreements

Al Iman College requires the parents/guardians of each student enrolled at Al Iman College to have a current, signed enrolment agreement in the form of “Student Enrolment Form”. Student Enrolment Form is made publicly available.

Our Student Enrolment Form ensure that our obligations under:

- anti-discrimination and equal opportunity laws
- privacy laws
- immunisation laws
- the Australian Consumer Law

are effectively met and documented.

Student Enrolment Form is also accompanied with:

- a copy of our code of conduct that is applicable to students, parents and guardians
- fees information
- educational services provided
- the grounds on which the agreement may be terminated by either party.

Withdrawal of Enrolment Offer

Al Iman College may choose to withdraw an enrolment offer regardless of the availability of places in situations where:

- information provided is found to be inaccurate or relevant information is withheld; or
- there is a significant change in the circumstances of a family and/or Student which cannot be reasonably accommodated by the College. In such case, due consultation will take place with the student and/or family involved.



Definitions

“**Student**” means the student identified in the Enrolment Form seeking enrolment at the College.

“**Student Enrolment Form**” means the form which is required to be completed in order to be considered for enrolment at the College

“**Enrolment Agreement**” means the Agreement (Student Enrolment Form) forming part of the Terms and Conditions of Enrolment by which the student and his parent/carer agree to be bound when accepting any offer of enrolment made by the College.

“**Enrolment register**” is a permanent record of the students admitted to the college

“**Sibling**” each of two or more children having one or both parents in common; a brother or sister.

“**Staff**” all the people employed by Al Iman College.

“**Principal**” means the Principal of Al Iman College, or his delegate.

Evaluation:

This policy will be reviewed as part of the College’ four year review cycle.

Date Reviewed/Implemented	Week 2 – Term 4 – 2022
Next Review Date	Week 2 – Term 4 – 2025 (or earlier if deemed necessary)