

Student Enrolment Policy

Date Approved:	20/06/2023
Scheduled Review Date:	30/01/2026
Policy Owner:	Principal

1. Context & Purpose

The College provides senior secondary education for year 11 and 12 students who prefer a more applied, hands-on approach to learning. It does this by delivering the VCE Vocational Major, with a genuine connection to the sports industry and community experiences. It also seeks to provide an environment where young Muslim students can explore their faith and sense of identity.

The College has a more specific focus when compared to schools who may have a wider offering for students. The purpose of this policy is to therefore outline the College's approach to selecting students suitable to enroll at the College.

2. Application

This policy applies to:

- all prospective students
- all current students
- all staff involved in the selection, admission and induction of students

3. Statement of Policy

The College has an open enrolment policy and is committed to the principles of access and equity. The College does not discriminate against any individual based on the following characteristics:

- Gender
- Ethnicity, colour, nationality
- Marital status
- Pregnancy
- Sexual preference

As a school offering an environment where a young person can explore their Muslim faith and sense of identity, it is expected that the large majority of prospective students will be of Muslim faith.

Students not of Muslim faith are welcome at the College, but Muslim students will be given priority to enroll at the College should there be limited places available.

4. Admission Procedures

a) Eligibility

To be eligible for enrolment at the College you must be a domestic student, which includes, an Australian or an Australian Permanent Resident.

b) Enrolment Dates

A prospective student may apply at any time for a place at the College. Unless otherwise decided by the Principal, during its establishment phase, the College is only accepting enrolments for the commencement of the school year.

The enrolment process will generally follow the following times lines:

- Applications open in February in the year preceding the year of enrolment
- Information sessions and interviews held between May and November, on a rolling basis and subject to student interest
- The admission process and induction will be completed on a rolling basis, with specific dates advised once an applicant is offered a position at the College
- Depending on student demand, a prospective student, if successful, may be enrolled at the College up until the first census date

More specific dates and times will be published on the College's website each year and as required.

c) Selection

While the College has an open selection policy, the College does have selection criteria to determine whether the College, its education philosophy and approach is suitable for each student and whether the College will be able to provide an environment where a student can learn, thrive and grow having regard to their individual circumstances.

The College may therefore consider some or all of the following selection criteria when deciding to offer a place at the College:

- a positive and aspirational attitude, with a willingness to embrace and make the most of the learning opportunities offered at the College
- a level of maturity to manage work and learning tasks, at times work independently, manage travel arrangements, and adapt to a flexible learning model
- the general capabilities, aspirations and interests, including pathway and career aspirations
- involvement in community and/or sporting activities
- successfully completion of year 10 or able to demonstrate language, literacy and numeracy at a level suitable for the education programs offered by the College

- be turning 16 years of age prior to April 30th in the first year of the program

Successfully demonstrating capacity to meet some or all of the criteria does not guarantee entry into the College.

Individual Learning Circumstances and Specific Needs

The enrolment process is an opportunity for each student/parent/guardian to obtain more detail about the College's education program and make their own judgements about whether it is suitable. It also allows the College to better understand any disabilities, or specific learning circumstances or difficulties, so that staff can determine whether the program can be adapted, or reasonable adjustments made, to cater for the specific needs of a student.

The College and student will therefore be assisted if parents/guardians are willing and able to provide any relevant information of any known disabilities or learning difficulties so that an open discussion can occur and an informed decision can be made.

The College has an Inclusions & Diversity Policy, and consistent with that policy, will seek to make 'reasonable adjustments' to accommodate students with disabilities or additional needs. An adjustment is a measure or action taken to assist all students to participate in education and training on the same basis as their peers without a disability. Examples may include the following:

- an individual learning plan;
- support from an integration aide;
- a student specific support group comprising College staff, parents/guardians and relevant professionals to discuss student progress, set learning goals, adjust individual learning plans and set learning and management strategies
- professional development for staff as required to assist their work with students with disabilities or specific learning needs

The College has an expectation that parents/guardians will be active in supporting their child, and the College, if reasonable adjustments can be made for their child to be enrolled at the College.

The College may, after consideration, decide that a place cannot be offered if it considers that reasonable adjustments cannot be made to accommodate the specific needs of a student, and acting reasonably, the College considers that the best interest of a student cannot be met at the College given the nature of its education programs.

d) Admission Process

Prospective students apply for the College online via an application form on the College website. Upon receipt of the completed application form, the following process is then implemented:

- Information Session/ Interview - prospective parents/carers and students are contacted and invited to attend an Information Session and/or interview with a College staff member. The College staff member conducting the interview will usually be a teacher or the Principal.
- As part of the interview process, prospective students have the opportunity to provide information and supporting documentation that addresses the selection criteria, including their most recent academic report, curriculum vitae and two letters of reference to support their application. The College may also contact the student's current school for a reference and academic report.
- Prospective students who are successful with their interview may be required to complete a Language, Literacy and Numeracy (LLN) testing before an offer is made.

e) Outcome of Application

After the interview process, the relevant staff member will make a recommendation about whether a student should be offered a position. The decision to make an offer of enrolment at the College ultimately rests with the Principal.

A letter of offer to enroll will be sent to students who are successful in obtaining a place at the College. Students who are unsuccessful with their application are also sent a letter notifying them of this outcome.

Prospective students who are not offered a position in a program have the option to seek feedback about their application and may apply for a position the following year, if still eligible, but they are unable to appeal or challenge the decision.

f) Online admission and Induction

- All students who are sent a letter of offer will also receive an Enrolment Agreement, details regarding student fees and payment plans, and a link to the online Admission form which will collect all the relevant student and parent/guardian personal details for inclusion in the College's enrolment register. Completion of the Admission form, Enrolment Agreement and payment of a student fee deposit are required to secure a place at the College.
- Students/parents/guardians will be required to attend an induction session prior to their commencement to complete the admission process. Students are presented with specific information regarding the College, various College policies and their venue allocation for the following year. Parents/Guardians will be informed about the nature of the College program and required to provide written consent to the supervision arrangements, consistent with the College's supervision policy.
- Prior to the commencement of the school year, the College may also conduct a class orientation session, allowing teachers and students to meet, discuss course content and overall expectations.

g) Enrolment Register

Collecting Information

The College will maintain a register of enrolled students through its student management system, which as a minimum will contain for each student:

- Their name, age and address
- The name and contact details of a parent or guardian of the student
- The date of enrolment
- Relevant medical information
- Custody arrangements and court orders, where applicable
- Evidence of Australian Citizenship or permanent residency
- Previous school records where relevant
- Any other information the College is required to collect so that it can meet its reporting obligations to the Federal and State governments

Parents and Guardians are asked to assist the College in maintaining accurate enrolment details, by contacting the College when such details change. Parents and guardians may also be asked, on an annual basis, to update enrolment details and medical information.

The College's administration officer, under supervision of the Principal, is responsible for maintaining the register, including ensuring all information is up to date to provide information for Federal and State Government funding requirements.

Privacy and National Data Collection Statement

The College's Privacy Policy will apply to enrolment data, which provides the College's national data collection statement, outlining how this information is used and disclosed, how it is stored and how a student or parent/guardian can access this information.

h) Waiting List

In the event that all places at the College are full, an eligible student can request to be placed on a waiting list. If a position becomes available, the next eligible student on the waiting list will be contacted and offered a position at the College.

5. Policy History

Version	Policy Owner	Approval Date	Summary of Changes
1	Principal	20/6/23	First Adopted