

Belong to  
something bigger.

# Enrolment Policy

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## Enrolment Policy

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### Introduction

- 1.1 The purpose of this policy is to help you learn more about Ilim College (the College) and whether it is the right school for your child. This policy also outlines the process that we use to consider enrolment applications.
- 1.2 While application is a pre-requisite to admission, it is not a guarantee of admission and the College reserves the right to offer or to refuse a place to any boy or girl in accordance with this policy.
- 1.3 If you have a question in relation to enrolment at the College, you can find contact details of each campus on [www.ilimcollege.vic.edu.au](http://www.ilimcollege.vic.edu.au) or via email to [info@ilimcollege.vic.edu.au](mailto:info@ilimcollege.vic.edu.au).

### Meaning of words and Expression

- 2.1 "We", "us" and "our" refers to the College.
- 2.2 "You" and "your" refers to the Parents.
- 2.3 "College Principal" means the person who occupies the role of Chief Executive Officer of the College from time to time or duly authorised delegate.
- 2.4 "Parents" means the person or persons who have legal parental responsibility for the Student (including legal guardianship) seeking to enrol their child at the College.
- 2.5 "Policies and Procedures" means all policies and procedures, guidelines, codes of conduct, rules and regulations of the College as amended from time to time.

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### Delivering an Islamic education

- 3.1 Our College is a multi-campus Islamic school for students from Prep to Year 12. Students are educated at the following campuses, being:
  - a) Dallas Primary Campus: coeducation from Prep to Grade 6;
  - b) Dallas Boys Kiewa Campus: male education from Grade 7 to 12;
  - c) Dallas Secondary Campus: female education from Grade 7 to 12; and coeducation for VCE;
  - d) Glenroy Campus: co-education from Prep to Grade 6; and
  - e) Doveton Campus: co-education from Prep to Grade 12; and co- education for VCE;.
- 3.2 The College was commenced to serve Muslim families by providing education based on Islamic values in accordance with the Hanafi School of Thought.
- 3.3 We want to ensure consistent and efficient enrolment processes across our College that satisfies the needs of both students and the College.
- 3.4 We believe that we have a shared responsibility with parents for the educational outcomes of their children and therefore we aim for quality outcomes, parent engagement and teaching and learning based on an Islamic world view.
- 3.5 Through high quality teaching and learning in a nurturing, stimulating and religiously directed environment, students grow in their commitment to Islamic life.
- 3.6 The College expects Parents to support the mission, values, beliefs and policies of the College.
- 3.7 We believe that Parents are the first educators of their children and have the obligation to ensure an adequate education for their children, consistent with the rights and obligation of their belief and values.

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- 3.8 To reflect the diverse nature of Australian society, the College welcomes the enrolment of non-Muslim students. Such students are expected to fully participate in all aspects of the curriculum and obey all College rules.

### Priority order of enrolment

- 4.1 At the discretion of the College Principal, preference of enrolment may be given to children:
- a) who are awarded well above benchmark scores on the entrance test;
  - b) who have been listed on the waiting list for entry to the College in the immediate preceding year but failed to gain a place;
  - c) who have attended an early education centre operate the College, namely Dallas Early Learning Centre or Glenroy Early Learning Centre;
  - d) who are siblings of current students;
  - e) of employees of Ilim College;
  - f) of alumni of Ilim College;
  - g) transferring from affiliated schools to the College interstate, namely Irfan College, New South Wales or Garden College, South Australia;
  - h) in special circumstances; or
  - i) based on compassionate grounds.

### Enrolment procedure

- 5.1 This section applies to enrolment inquiries made during advertised intake dates.
- 5.2 Parents are sent the College enrolment information pack, containing the Ilim College brochure, Application for Enrolment, Enrolment Terms and Conditions and School Fees Schedule.

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- 5.3 Following an Application for Enrolment being lodged, the College may contact the Parents to discuss the enrolment and the suitability of the College, the prospective student and Parents.
- 5.4 In the event the Parents or prospective students do not speak English fluently, support is available in Arabic and Turkish.
- 5.5 All enrolment applications will be considered fairly, transparently, and in accordance with this policy.
- 5.6 Applications must be made on the official Application for Enrolment form.
- 5.7 Consistent with this commitment, the College will implement the following procedure to consider your application for enrolment:
  - a) The College requires both biological parents of a child to complete and sign the Application for Enrolment (unless the College Principal authorises otherwise based on an exception, including but not limited to, where a court order disclosed to the College specifies otherwise or a biological parent is deceased or has lost capacity).
  - b) In the event the Application for Enrolment is completed by a person who is not the natural parent/s, copies of supporting documentation evidencing legal guardianship of the child must be supplied to the College with the Application for Enrolment.
  - c) The following fees and additional information must be delivered to the College with the Application for Enrolment:
    - i. payment of the application fee (which is non-refundable) per child;
    - ii. a copy of the child's most recent school report;
    - iii. the original of the child's birth certificate;
    - iv. identification as required by the College;

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- v. a copy of the child's immunisation status certificate;
  - vi. two passport size photos clearly labelled with the child's full name and date of birth;
  - vii. details about any special needs the child has (e.g. due to an illness, allergy, physical disability, or intellectual disability); and
  - viii. any additional information requested by the College.
- d) On receipt of the Application for Enrolment, the College will:
- i. send a letter to the Parents to acknowledge receipt and provide details of the entrance exam; and
  - ii. record the Application for Enrolment on a waiting list for the nominated year of enrolment, according to the date of lodgement (unless a priority applies as per clause 4).
- e) The College will arrange for the Parents to attend interviews with the College Principal. The interviews provide an opportunity to:
- i. Discuss with the parents any special needs of the child; and
  - ii. obtain any other additional information requested by the College to ensure that the College can properly consider the application
  - iii. Interviews are compulsory for prospective children applying for Grades 7 to 12 and optional for Grades 1 to 6.
- f) The College requires an immunisation status certificate to permit enrolment at the College.

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- g) 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:
  - i. the physical numbers of currently enrolled students;
  - ii. the resources available to cater for the educational needs of students; and
  - iii. the willingness of the child and the Parents (where applicable) to comply with the Policies and Procedures
- h) The College reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.
  - i) At the conclusion of the enrolment application process, the College will either
    - i. make a formal offer of enrolment in writing to the Parents; ii. notify the Parents that the child has been placed on the waiting list; or
    - iii. notify the Parents in writing that the application was unsuccessful. This decision is at the College's discretion and cannot be disputed by the Parents. The child will not be eligible to reapply until the following year.
- j) An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:
  - i. relevant information is withheld, or information provided as part of the enrolment application process is found to be inaccurate; or
  - ii. there is a significant change in the circumstances of the Parents and/or their child which cannot be reasonably accommodated by the College. In these circumstances, all

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due consultation will take place with the Parents and their child.

- k) In circumstances where the prospective student is successful but there is no available space in the required year level, the child may be placed on the waiting list. Parents will be notified if a space becomes available throughout the calendar year. A child will be removed from the waiting list after one year.

### Expression of interest procedure

- 6.1 Due to high volume of applications received by the College, and to ensure that each applicant is treated fairly, the College maintains a waiting list for each year of enrolment. Parents are recorded on the waiting list according to the date they lodged the enrolment application.
- 6.2 At the discretion of the College, some enrolment applications may be given preference on the waiting list (irrespective to date of lodgement) on the basis of criteria such as:
  - a) siblings of current students;
  - b) children of staff members.
- 6.3 If a parent or guardian wishes to enrol a child in the College outside of the advertised enrolment dates, they are required to complete an Expression of Interest form and lodge it with the College. No supporting documentation is needed.
- 6.4 If there is no place in the applicable year the child will be placed on the waiting list. This list is capped at 10 places per year group. If there is no room on the waiting list, the child will be placed on the expression of interest list.
- 6.5 The College will contact the parent or guardian should a place become available for a child. No contact shall be made if a place does not become available.



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- 6.6 A child will remain on the expression of interest list until the end of the academic year in which they have applied. Should a child wish to remain on the expression of interest list for the following academic year, a new expression of interest form will be required to be lodged.

### Previously enrolled students

- 7.1 Should a previously enrolled College student wish to return to the college within two terms of terminating their enrolment from the College they may be able to reenrol at the discretion of College Principal.
- 7.2 The Parents will be required to:
- 7.2.1 provide current school reports;
  - 7.2.2 consent to the College contacting the current school; and
  - 7.2.3 confirm current details
- 7.3 At the discretion of the College Principal, the prospective student may be required to sit an entrance test. An application processing fee will not be required.
- 7.4 If more than two terms have passed after the termination of their enrolment from the College, the Parents will be treated as a new applicant and must commence the enrolment application process afresh.

### Visas

- 8.1 The College can only accept overseas students listed on the DDWR visa
- 8.2 The College can accept students on cultural visits for a period of three months only on the approval of the College Principal. These students will have their attendance registered but do not need to formally enrol. The school fees will be determined at the discretion of the College Principal.

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### Refusal of enrolment

- 9.1 The College Principal reserves the right to refuse the enrolment or withdraw an offer of enrolment of a child to the College at their discretion.
- 9.2 Refusal of enrolment or withdrawal of enrolment could occur, but is not limited to, due to the following factors:
  - 9.2.1 the child is likely to represent a threat to the safety, well-being and happiness of other students;
  - 9.2.2 the child has not attended a registered kindergarten;
  - 9.2.3 the child has been assessed as not ready for schooling at the time of application;
  - 9.2.4 the Parents' financial circumstances do not accommodate payment of school fees;
  - 9.2.5 the Parents have accumulated school fees from previous years;
  - 9.2.6 the child's age does not meet the government cut-off date for school entry;
  - 9.2.7 the enrolment application is incomplete or does not have complete supporting documentation, including but not limited to birth certificate, passport, photographs, immunisation certificate, previous school reports or medical action plans as required;
  - 9.2.8 the child has not obtained the appropriate pass score for both maths and English skills in the school set entrance test.
  - 9.2.9 the application is received after the application closing date;
  - 9.2.10 the Parents have not paid the capital levy payment or other specified fees in advance by the required deadline;
  - 9.2.11 the Parents have not returned a completed Acceptance of Enrolment by the required deadline;

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9.2.12 the Parents have indicated an unwillingness to observe the uses, beliefs and policies of the College.

- 10.1 The College in its absolute discretion may provide Parents who have successfully applied for enrolment of their child at the College with financial assistance for a specific time period to pay for school fees on compassionate grounds including financial hardship or illness.
- 10.2 Such arrangements will be subject to review and amendment on an annual basis, or more frequently if the College requires. The fact that financial assistance has been provided in the past by the College does not guarantee ongoing financial assistance or the repeat of any arrangements.
- 10.3 Sibling discounts are offered for biological siblings, and the College has discretion, but no obligation, to extend similar discounts to step-siblings, foster children or other family members.

### Reasonable adjustments

- 11.1 The College will consider enrolment applications in accordance with equal opportunity legislation, including in circumstances where a child seeking enrolment has a disability.
- 11.2 “Disability”, in relation to a child, means:
  - 11.2.1 total or partial loss of the child’s bodily or mental functions; or
  - 11.2.2 total or partial loss of a part of the body; or
  - 11.2.3 the presence in the body of organisms causing disease or illness ;or
  - 11.2.4 the presence in the body of organisms capable of causing disease or illness; or

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- 11.2.5 the malfunction, malformation or disfigurement of a part of the child's body; or
  - 11.2.6 a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or
  - 11.2.7 a disorder, illness or disease that affects a child's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.
- 11.3 Where information obtained by the College indicates that a child seeking enrolment has a disability, the College Principal will consult with the Parents to determine whether the disability would affect the child's ability to participate in or derive substantial benefit from the educational program at the College.
- 11.4 Following the consultation process, the College will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.
- 11.5 The College will take into consideration relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:
- 11.5.1 the nature of the child's disability;
  - 11.5.2 the information provided by, or on behalf of, the child about how the disability affects the child's ability to participate;
  - 11.5.3 views of the child, or an associate of the child, about whether a proposed adjustment is reasonable and will enable the child with a disability to access and participate in education and training opportunities on the same basis as children without disabilities;
  - 11.5.4 information provided by, or on behalf of, the child about his or her preferred adjustments;
  - 11.5.5 the effect of the proposed adjustment on the child, including



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- 11.7.1.2 benefits deriving from the child's participation in the learning environment, including positive learning and social outcomes for the child, other students and teachers;
- 11.7.1.3 the effect of the disability of the child;
- 11.7.1.4 the College's financial circumstances and the estimated amount of expenditure required to be made by the College – including costs associated with additional staffing and the
- 11.7.1.5 provision of special resources or modification of the curriculum;
- 11.7.1.6 the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
- 11.7.1.7 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 child's participation); and
- 11.7.1.8 the nature of the child's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

- 12.1 The College will collect, use and disclose personal information for the purpose of completing the enrolment process in accordance with the College's Privacy Policy, available on the College's website.

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### Related policies and procedures

- ▶ Enrolment Terms and Conditions;
- ▶ School Fee Policy; § School Fees Schedule;
- ▶ Privacy Policy; § Parent Code of Conduct;
- ▶ Student Code of Conduct
- ▶ Uniform and Presentation Policy; and
- ▶ Grievance Procedure