



## Admissions and Enrolment Policy & Procedures

Last Updated: 4 August 2022

Next Review: 4 August 2023

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### AIA MISSION STATEMENT

The Academy's Vision is to have graduates who are well prepared and self-motivated to advance and to participate effectively as world citizens with Muslim values.

With this vision in mind, the Academy offers a broad and well-balanced contemporary curriculum with global perspectives within a caring and supporting learning environment.

### IB MISSION STATEMENT

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

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### APPLICATION & SCOPE

This Policy and Procedure applies to all enrolled students, prospective students, their parents/guardians/carers (hereinafter referred to as **parents**) and all Academy staff.

### INTRODUCTION & PURPOSE

This Policy and Procedure document sets out the Academy's policy and procedures in relation to enrolment and admission of students from Kindergarten to Year 12 at the Academy and is made pursuant to the requirements of the Education Act and the NESMA Manual for the Registration and Accreditation of non-Government Schools.

The Academy aims to ensure the equitable allocation of student places at the Academy and determine successful enrolments according to the vision, mission and values of the Academy. At times, there might be more students registered for a place than there are places available within the Academy at particular year levels.

Ultimately, the selection of students for entry into the Academy and all decisions made as part of the enrolment procedure rests with and are the prerogative of the Academy and are determined for the benefit of the Academy.

## A. GENERAL ENROLMENT CRITERIA AND CONSIDERATIONS

1. Students who are registered for enrolment are not guaranteed a place, as enrolments at all levels are dependent on an evaluative process.
2. The Academy does not discriminate on the basis of religion, ethnicity, race or gender.
3. Though the Academy endeavours to keep families together, it cannot guarantee places for siblings of enrolled students.
4. Time on the Registration List is a factor in the consideration of the allocation of places, but it is not the prime or most important factor.
5. All enrolments are conditional upon the Academy being satisfied in its discretion that the Student's needs can be met by the Academy. The Academy may require parents to provide reports and assessments necessary to determine the particular needs of the Student.
6. As students' peer relationships have an important impact on every student's learning potential, an applicant's character, level of motivation and history of engagement in the learning process are all characteristics to be considered when allocating scarce places.
7. It is assumed that all families wishing to be considered for enrolment have the capacity to pay all Academy Tuition Fees and Levies in accordance with the **Academy's Tuition Fees and Levies Statement** and the **Academy Fee Policy**. No consideration will be given to fee discounts.
8. Scholarships and Bursaries apply only to the tuition fee component of the Fee Statement. All other charges and levies must be paid in full (refer to the **Academy Fee Policy**)
9. Students with disability will be considered for enrolment if the Academy is confident, it can provide adequately for the student's disability needs, see **clause D(4)**. Disability, in relation to a student, is as defined in the *Disability Discrimination Act (Cth) 1992*.
10. While the Policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, and in all instances regarding admission of all students at the Academy, the final decision lies with the Principal, or his/her delegate, at their discretion.
11. **Annexure A** provides a flowchart of the below detailed Enrolment and Evaluation Process.

## B. PRIORITY ENROLMENTS

Occasionally, particularly in circumstances whereby there is high enrolment demand, the Academy will determine the priority or suitability of certain enrolments whereby a priority will be given where possible to students who are:

- (a) Siblings of students already attending the Academy (although this cannot be guaranteed)

(b) Children of former students

(c) Children of Academy staff

Priority will also be given based on the date of an application.

### C. ENROLMENT PROCEDURES – REGISTRATION FOR ENROLMENT

1. Families seeking a place for their child at the Academy must submit a completed **Registration Form** together with a non-refundable Registration Fee (see **Academy Fee Policy**). There is no registration fee required for re-enrolment of current AIA Year 6 students into Year 7.
2. Following receipt of a Registration Form with the applicable Registration Fee, the Student Registrar will contact the family to organise an Interview. A request for interview is not an offer of enrolment and an offer of enrolment is subject to the outcome of the interview.
3. For all students, a **Request for Interview** will be accompanied by a request for provision of the following:
  - a. A copy of the student's birth certificate;
  - b. A copy of the student's Australian Immunisation History;
  - c. A copy of proof of citizenship (if born overseas) (or a copy of the applicable VISA).
4. For all students who have attended previous schools, you will also be required to provide:
  - a. Readiness Checklist from preschool (for kindergarten only);
  - b. Two (2) previous Semester Reports; and
  - c. Previous NAPLAN: Year 3, 5, 7 and 9 test results.
5. At the interview, students may be required to sit a 90-minute literacy and numeracy test.
6. Both parents must attend the interview with the student unless there is a compelling reason why only one can attend. If at all possible, pre-school children should not be brought to the interview.
7. Following the Interview, the student's file is submitted to the Academy Head and/or Principal or his/her delegate for Evaluation.

### D. EVALUATION PROCESS

1. The Evaluation process consists of the following:
  - a. An evaluation of past performance based on the documentation supplied;

- b. The interview with the student and both parents; and
  - c. The results of Entrance Tests completed at the Academy (*for Strathfield only*).
  - d. The results of the 90-minute literacy and numeracy test (referred to in **clause 5** above) if required (*for Kellyville only*).
2. The outcome of the evaluation process will be a recommendation for an **Offer of Placement** for successful student applicants.
  3. In addition to the Enrolment and Evaluation Procedures detailed above, enrolment for students' entry into Year 11 and 12 will require further considerations:
    - a. Enrolment for students' entry into **Year 11** will involve an evaluation based on student's academic, co-curricular and extra-curricular history and an interview conducted directly with the Academy Head and/or the Principal (or his/her delegate).
    - b. Enrolment for students' entry into **Year 12** is only on rare occasions and is based on co-curricular, extra-curricular history and an interview conducted directly with the Academy Head and /or Principal (or his/her delegate) and/or the Head of Senior School. A prospective Year 12 student's prior course of study in Year 11 will be taken into account to determine whether the School is able to meet the enrolment needs of the individual student.

#### 4. **Students with Education Support Needs and/or a Disability**

Where a student has declared education support needs, or a disability, or other information has come to light indicating a possible need for education support services, or for some measures or actions to assist the student to participate in the Academy's courses or programs or to use the Academy's facilities or services, the Academy will make an initial assessment of the student's needs. This will include consultation with the student or his/her parents as part of the collaborative planning process:

The Principal may:

- Require the parents to provide medical, psychological or other reports from specialists outside the Academy;
- Obtain an independent disability assessment of the student;
- Where information obtained by the Academy indicates that the student has a disability, the Principal will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the student, if enrolled, would require some measures or actions to assist the student to participate in the Academy's courses or programs. Where the Principal determines that the student would require some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or

action for a particular student is reasonable, the Principal will comply with the standards outlined in the *Disability Standard for Education (Cth) 2005*.

Where the Principal determines that the enrolment of the student would require the Academy to take unreasonable measures or actions to ensure that the student is able to participate in the Academy's courses or programs, or to use the Academy's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline the offer of a position.

Prospective parents of students with a disability must submit their Registration Form to the Academy at least six (6) months prior to their intended commencement to allow the opportunity for the Academy to adequately assess and evaluate the application in accordance with clause D.4 of this Policy.

## E. OFFER OF PLACEMENT

1. Once the Principal or his/her delegate has recommended an Offer of Placement for a particular student, the Student Registrar will communicate that offer to the student's family as follows:
  - a. An Offer of Placement Letter will be sent to the family;
  - b. An Admission Agreement will be sent to the family to complete and return within a specified timeframe;
  - c. The Fee Policy and this Admission and Enrolment Policy and Procedures document will also be sent to the family to read, sign and return within the specified timeframe;
  - d. A request for the required Bond payment in accordance with the Academy Fee Policy will be issued requiring payment within a specific timeframe; and
  - e. For non-English speaking students, a condition of enrolment will be that your child is placed on an Individual Learning Plan (ILP) following commencement at the Academy.
2. Enrolment is accepted upon payment of the Bond and return of the completed and signed Admission Agreement and signed Policies to the Academy within the specified timeframe (**Acceptance**).
3. If the Acceptance does not occur within the specified timeframe (ie. return of the completed Admission Agreement, signed policies and Bond payment), the offer will lapse and the place will be offered to another student.
4. Following Acceptance, you will be invoiced the applicable Fees in accordance with the Academy Fee Policy based on the student's commencement date.
5. Students seeking re-enrolment after having withdrawn from the Academy must go through the same process as new enrolments, including re-registration. An interview with the Academy Head or Principal or his/her delegate will also be required. Students who have been withdrawn after a

history of non-compliance with any Academy policies will not be considered for re-enrolment.

#### F. OFFERS OF PROVISIONAL ENROLMENT

Where circumstances give rise to uncertainty on the part of the Principal, a provisional enrolment may be offered for a student for a set period of time.

Conditions applying to such provisional enrolment will be set out in writing. In these cases, either the parents or the Principal may terminate the enrolment with 7 days' notice. In such circumstances, enrolment deposits will be refunded and fees will be adjusted to cover the period of enrolment only. No penalties will apply.

This provision may not be applied in the case of students with an Educational Support Need or Disability.

#### G. REGISTRATION WAITING LIST

1. Those who have been accepted for enrolment but a place at the Academy is not available at the time due to capacity being exhausted will be placed on a Registration Waiting List and will be considered for future vacant places.
2. Those who have not been offered a place may choose to have their registration retained on the Registration Waiting List. Priority will be given to those with offers subject to space being available over those on the waiting list for future consideration.
3. Those not offered a place may otherwise seek to have their details permanently deleted from the Academy's records and not placed on the Registration Waiting List.
4. Families on the Registration Waiting List are notified by the Student Registrar when a place becomes available for any enrolment from Years 1 to 11. For Kindergarten, families will be notified when the enrolment period begins each year.

#### H. PREREQUISITES FOR CONTINUING ENROLMENT

##### 1. Kindergarten to Year 9:

- (a) Students are generally promoted into the following year provided attendance and academic performance requirements and adherence to school policies and procedures are met (**see clauses I and J** below).

##### 2. Grade 6 to Year 7:

In order for a Student to continue enrolment from Grade 6 to Year 7, they must complete a Re-Enrolment Form into Year 7 and will only be accepted into Year 7 if they satisfy all of the following requirements:

- (a) Students in Year 6 must have demonstrated sufficient motivation and commitment to success in the Academic year to ensure a reasonable progression from the Primary Years Programme into the Middle Years Programme.
- (b) The required levels of motivation and engagement skills necessary to cope with the demands of the Year 7 Programme must be already demonstrated in the current Academic Year;
- (c) Students should not exhibit any intractable discipline issues. If they have exhibited continual and repeated disciplinary problems during Year 6, they will not be admitted into Year 7 at the Academy; and
- (d) Parents must sign a new Admissions and Enrolment Policy and Procedures document.

### 3. Senior School: Years 9-12

Continuing enrolment of students into the Senior School is more dependent on academic, co-curricular, and extra-curricular performance.

Progression from Years: 9 to 10, 10 to 11, and 11 to 12 should not be considered automatic. Enrolment is reviewed on a yearly basis and may be reviewed at any time if the behaviour, attitude or academic progress of a student is deemed unsatisfactory

For continuing enrolment at the School, students are required to satisfy the minimum learning outcomes and requirements for Year 10 into Year 11 and Year 11 into Year 12 respectively.

### 4. Continuing enrolment into Year 11 Preliminary HSC Course:

**Year 10 students** must meet:

- (a) learning outcomes as required for the respective NESA RoSA (Record of School Achievement) courses;
- (b) as well as satisfying the School's requirements of attendance, behaviour, diligence, and application toward approaching their work.
- (c) the successful completion of the MYP Personal Project and the Service as Action programme in their Year 10 studies.

### 5. Continuing enrolment into Year 12 HSC Course

Continuing enrolment for **Year 11 students into the Year 12 HSC Course** at AIA is based on:

- (a) successful completion of all Year 11 Preliminary HSC course learning objectives and outcomes, and requirements as set out by NESA;
- (b) as well as satisfying the School's requirements of attendance, behaviour, and work requirements.

### 6. Entry Requirements into Year 11 and 12 HSC Advanced and Extension Courses

Preliminary HSC and HSC Subjects included are, but are not limited to:

- English Advanced
- English Extension 1 & 2
- Mathematics Advanced
- Mathematics Extension 1 & 2
- Chemistry
- Physics
- Economics

**7. Students' Entry into the Year 11 and 12 Advanced or Extension Courses will be based on:**

- overall academic performance
- recommendations from Head of Senior School
- recommendations from respective Head of Faculty
- recommendations from respective subject teachers
- course guidance and selection interviews and consultations
- additional subject requirements: specific assessment tasks, workshops, etc.

**ADDITIONAL REQUIREMENTS**

**8. For Year 10 Students entry into Year 11 Preliminary HSC Advanced and or Extension Courses**

- MYP Grade of 6 or 7 for Semester 1 and 2 in the respective subjects; and/or
- MYP Grade of 6 or 7 for Semester 1 and 2 across all MYP subjects; and/or
- Any subject-specific requirements.

**9. For Year 11 Students entry into Year 12 HSC Advanced and/or Extension Courses**

- Overall achievement of 70% in the respective subject summative assessment tasks; and/or
- Any subject-specific requirements

**10. Entry to Years 10, 11 and 12 (INCLUDING NESA RoSA and HSC at Years 11 and 12)**

- (a) For Years 10 to 12, entry will be OPEN to ALL STUDENTS whether they are current or new students at the Academy.
- (b) However, students must satisfy **minimum** School requirements to be considered for entry into Year 11 and 12.

**11. Minimum requirements**

- (a) Students must demonstrate an acceptable level of engagement with their work and are usually working towards tertiary study.
- (b) Students must have good attendance, be committed to their work and the school, demonstrate sound attitude, behaviour and work habits, and strive to do their best. Respective Form teacher(s), Year level coordinator(s), and the School Counsellor, alongside students and families, will advise, counsel and evaluate an individual student's academic performance in order for the School to provide the most appropriate course of study, career pathway to tertiary and or further studies.



- (c) Regular advice and guidance will be based on an individual students school coursework, assessments, and co-curricular, extra-curricular activities, Service as Action, and/or the Year 10 MYP Personal Project.
- (d) The School is an educational institution and cannot accept the responsibility for caring for students religious or social needs to the exclusion of their educational needs.

## 12. Evaluations and Recommendations

Evaluations and recommendations for continuing enrolment will be obtained from:

- (e) Respective class or form teacher(s);
- (f) Heads of Faculties;
- (g) Head of Senior School;
- (h) School Counsellor;
- (i) Principal (or his / her delegate).

### I. TERMINATION OF ENROLMENT FOR POOR ACADEMIC PERFORMANCE

1. Students may be identified as being *at risk* of having their enrolment terminated if they are not able to meet the minimum requirements for continuing enrolment at the School.
2. Generally, a student is deemed not to be satisfactorily progressing if he or she is not able to meet the requirements outlined in the Academy's:
  - (a) respective year level Learning Agreement;
  - (b) respective year level Curriculum Handbook;
  - (c) above Continuing Enrolment guidelines;
  - (d) and specific course requirements.
3. The School will make every effort to counsel and support students. However, in cases whereby a student is unable to satisfactorily respond to the school's recommendations, this *may lead to a decision to terminate* a student's enrolment at the School for poor academic performance.

### J. TERMINATION OF ENROLMENT FOR BREACH OF DISCIPLINARY POLICIES

1. If the Academy considers that a student is guilty of a serious breach of its Policies and Procedures, including but not limited to Student Management and Discipline Policies, or has otherwise engaged in conduct which is prejudicial to the Academy, its students or staff, then the Academy Head and/or Principal or his/her delegate may exclude the student permanently or temporarily at their absolute discretion.

2. If the Academy Head, Principal or his/her delegate or the School Board believe that a mutually beneficial relationship of trust, respect and cooperation between a parent and school has broken down to the extent that it adversely impacts on that relationship, then the Academy Head, Principal or his/her delegate or the School Board may require the parent to remove the child from the Academy.
3. The Academy will only exercise its authority under this **clause J** to exclude a student permanently if it has provided the student(s), parent(s) or guardian(s) of the student with details of the conduct which may result in a decision to exclude the student and have provided them with a reasonable opportunity to respond.
4. The Academy reserves the right to suspend or cancel the enrolment of a student for serious or continued breaches of the Academy Policies and Procedures.
5. No remission of fees will apply in relation to any of the above cases.

#### **K. PRIVACY**

Information collected as part of the enrolment process is done so in accordance with the Academy's Privacy Policy, available on the Academy's website.

#### **L. EXCLUSION POLICY**

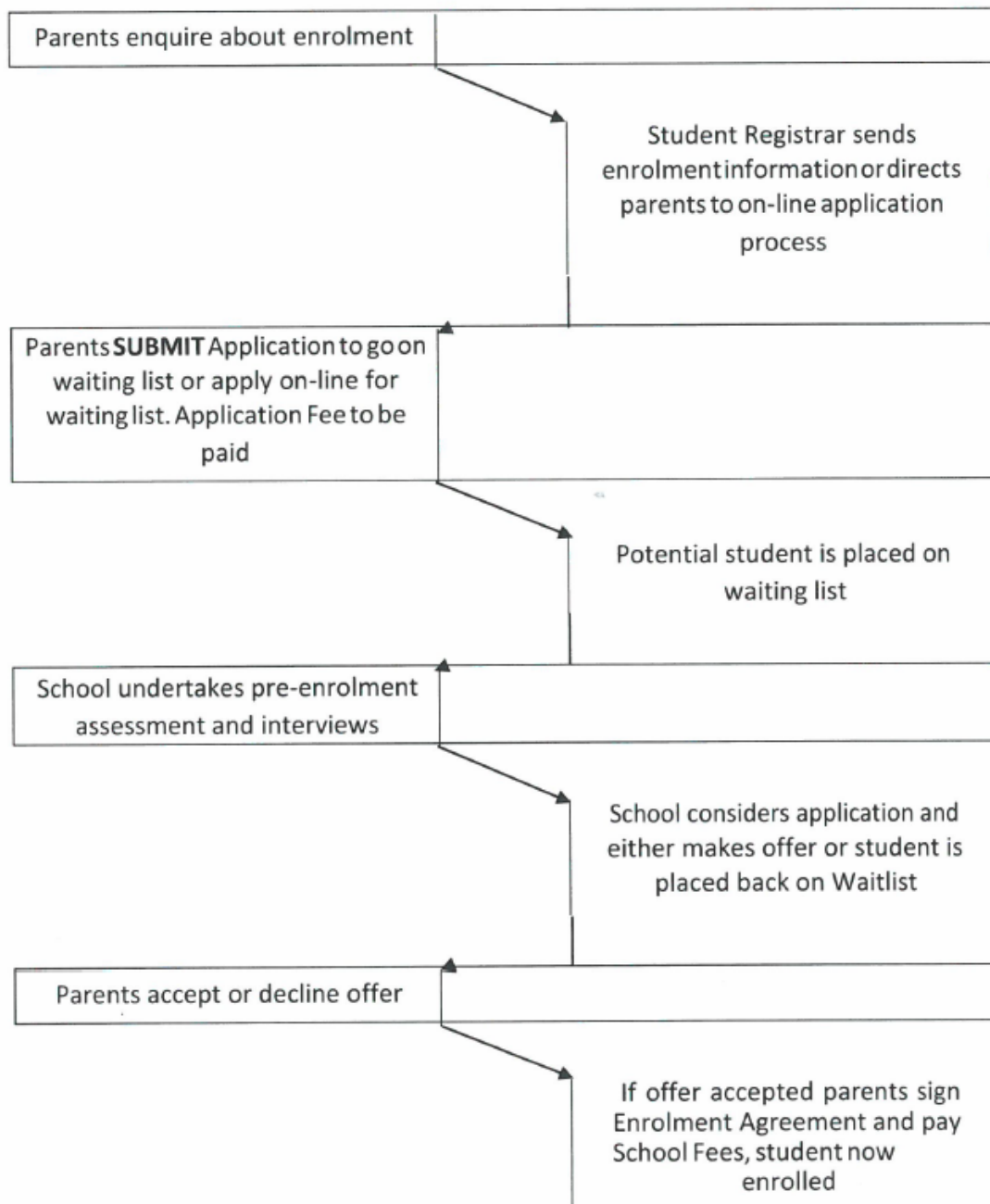
It is not the policy of AIA to exclude students from other AIA schools.

#### **M. POLICY REVIEW**

This Policy is reviewed annually, or earlier as required, in order to ensure the terms are current, fair and representative of the Academy's requirements. In the event that the Academy chooses to update or amend any terms of this Policy, Parents and/or Guardian(s) will be deemed to have been notified of the updates and/or changes if the Academy sends a copy of, or a link to, the updated and/or amended Policy via the Academy's method of parent communication (including but not limited to Skoolbag, email, newsletter) and will take effect from the date specified in the notice.

## ANNEXURE A

Enrolment procedures for all students is as follows:





DECLARATION & UNDERTAKING

I/We \_\_\_\_\_ , parent(s) / guardian(s) of \_\_\_\_\_  
have read all sections of the above mentioned Admission and Enrolment Policy & Procedures and understand the consequences of not observing the set conditions.

I/We declare that by signing this declaration and undertaking, I/We agree to be bound by the terms and conditions of this Admissions and Enrolment Policy & Procedures and any future amendments and/or updates made by the Academy to the terms of this Policy after those updates come into effect, without reservation.

I/We also give the undertaking to respect the policy and to pay the fees on time as they are due and that any failure to pay the fees will be managed in accordance with the Fee Policy.

**I hereby acknowledge that I have received a copy of this Policy and accept the policy.**

**Parent/Guardian Male:** \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parent/Guardian Female:** \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**REFERENCE**

*Disability Discrimination Act (Cth) 1992*

*Disability Standard for Education (Cth) 2005.*

*Education Act*

*NESA Manual for the Registration and Accreditation of non-Government Schools.*

**RELATED FORMS**

Admission Agreement

Registration Form

Re-Enrolment Form into Year 7

**RELATED POLICIES**

Academy Fee Policy

Academy Tuition Fees and Levies Statement

Student Management and Discipline Policies

Student Learning Agreement

**POLICY REVIEW**

Review of this policy, related forms and resources will be undertaken in accordance with **clause M** by the Legal and Compliance Officer and approved by the Academy Head.

**REVISION/ MODIFICATION HISTORY**

Date	Version	Current Title	Summary of Changes	Approval Date	Commencement Date	Approved by
May 2022		Admission and Enrolment Policy	Review and update	May 2022	May 2022	Academy Head
20 June 2022		Admission and Enrolment Policy and Procedures	Review and Update: consolidating Admissions and Enrolment Policy and Year 11 and 12 Guidelines into one policy and procedure document	20 June 2022	23 September 2022	Academy Head
4 August 2022		Admission and Enrolment Policy and Procedures	Amended to include further clause relating to evaluation process	4 August 2022	23 September 2022	Academy Head (and Strathfield Principal re. edit 4.8.22)