

Enrolment Policy



1. Introduction

Bellfield College opened in 2008 and was founded to cater for the spiritual and academic development of families in the Australian Shia Muslim communities. The School mission aims to nurture the integration of faith and life through the principles, teaching and traditions of the Qur'an, Prophet Muhammad (pbuh) and the Ahlul Bayt (a.s).

2. Policy Statement

While nurturing children in the Muslim faith and maintaining an Islamic ethos, Bellfield College remains open and welcoming to all who support its vision, mission and values. Considerations such as availability of places, class composition, physical accommodation and ability of the school to meet student needs are also taken into account when enrolling new students.

3. Purpose of this policy

- 3.1 Bellfield College is committed to ensuring that students are enrolled in the school in a manner that is fair and transparent. In achieving this standard, the school will ensure comprehensive and accurate information is provided to parents¹ as they enter into an enrolment agreement or contract with the school.
- 3.2 The school is committed to maintaining accurate records that comply with the school's legal obligations in relation to school enrolment.
- 3.3 The enrolment policy sets out the principles and framework governing the basis on which students are admitted to the school. The policy, together with the related documents, should be read and understood by parents and those responsible for implementing the policy.
- 3.4 All children enrolling at our school deserve a smooth transition that enables them to become part of our school with minimum disruption and maximum support.
- 3.5 The school aims to provide an efficient process that satisfies the needs of both the students and the school.

2. Principles

- 2.1 The school is committed to ensuring students are admitted to the school in a manner that is fair, transparent and non-discriminatory.
- 2.2 The school will publish clear criteria as the basis on which admissions are made.
- 2.3 The school will provide comprehensive and accurate information about the enrolment process including information about the school, the school's service provision and the school's expectations of parental and student behaviour, so that parents are in a position to make informed choices when entering into an enrolment agreement or contract.
- 2.4 As a school established for Australian Muslim community, the school will give due care and consideration to how any new enrolments may impact the current student population and ethos.
2. The school keeps and retains accurate records of school enrolments that comply with Commonwealth and State legal and regulatory requirements.

3. Enrolment of Students

1. (a) Enrolment of students at Bellfield College commences with the completion of an enrolment application form (Appendix 1). This form is to be completed in its entirety with all required supporting documentation. Incomplete enrolment applications will not be considered or placed on the waiting list until all parts of the application are completed and supporting documentation is submitted.

(b) The enrolment application form must be signed by both parents. This is required regardless of their marital status.

(c) In instances where the enrolment application form is signed by only one parent, that parent will have the sole responsibility of fulfilling their obligation to the enrolment contract, including but not limited to payment of school fees.

(d) Parents must provide accurate information to the School about any arrangement between Parents or Court Orders in relation to the Student at the time for applying for enrolment. The Parents must immediately notify the School of any new arrangements or changes to any previously communicated arrangements. Parents must immediately notify the School of any new Court Orders or changes to any previously communicated Court Orders.
2. Upon receipt of a completed application form, parents/ guardians will be invited to the College for an interview and tour. The students enrolling are required to attend an assessment at this time.
3. The Head of School and executive team will review the application and identify any strategies, which need to be put into place to accommodate the applicant before a decision regarding the enrolment is made. For students with disabilities or impairments, advice may be sought from AIS NSW or other relevant Health professionals.
4. A student background check (Appendix C) will be performed for all applicants already enrolled in another school.
5. Applicants will be informed of the outcome by phone and in writing.
6. When accepting a place at the College, families will need to pay a non-refundable enrolment application fee. The application fee must be paid by the date stipulated in the letter of offer. Failure to pay the application fee by the due date will forfeit the position offered.
7. Students enrolling at the College and their families will be expected to abide by all College rules, policies and procedures.
8. Information regarding newly enrolled students will be forwarded to their new teacher/s. This information will include: Name, Contact Details for Parents, D.O.B, medical conditions and any special needs.
9. Students will be allocated to classes according to a combination of class size and student need.
10. For continued enrolment at the College, all fees must be up to date.

4. Admissions Criteria

4.1 To qualify for enrolment in Kindergarten, a student must turn 5 years before 1st May in the year of enrolment. Application for early entry prior to this date will not be considered. **Proof of age and enrolment name** for each student must be provided with the enrolment application. Such documentation could be in the form of a birth certificate or passport.

Applications for enrolment for all students K-12 will be considered based on the criteria below:

- Children who have siblings enrolled in the school.
- Ratio of sexes (Male/ female) as students will be segregated for some subjects.
- In order of a child's placement on the waiting list.
- Ability of the family to meet the financial obligations of enrolling in an independent school
- Pre-entry assessment
- Student Interview
- Demonstrated willingness to contribute to the life of the school, including co-curricular activities
- Reports from previous schools
- Diagnostic reports
- Our ability to meet the needs or abilities of the student
- Receipt date of the enrolment application
- Student background check from previous school/s

In conjunction with all the above criteria, the Heads of school will have discretion in offering places to ensure that the school can meet the needs of the student and to ensure the right balance is maintained across the whole School.

4.2 Consideration of Applicants

Allocation to a class is not based on age alone. The school will decide which class is most appropriate for the student. To ensure class sizes are kept small, this may mean that a place for a particular student is not available even when the school is not at full capacity.

Where circumstances require special consideration, a team consisting of the relevant Head of School, Deputy Principal, school executives (and Support staff as required) work collaboratively to discern and allocate placement.

Before offers of enrolment places, the Head of School will give consideration to:

- Class size/places available.
- Class composition.
- Physical accommodation available.
- The ability of the school to meet the child's needs.
- The need to maintain the Islamic/community character/ethos of the school.
- The visa status of non-Australian citizens; that is any student who holds, or is a dependent of a person who holds, a permanent, bridging or temporary visa.
- The discretion of the Head of School.

The College has sole discretion in determining whether to offer enrolment. Priority of enrolment is based on date of receipt of application and to siblings of enrolled students (current or former) and children of Alumni. It is the responsibility of the applicant to inform the School of a change of address or year of entry. Failure to do so may result in losing your place on the School's enrolment register.

Continued enrolment at the School is dependent on a student's academic progress, consistent attendance, adherence to behavioural codes of conduct; receipt of tuition fees and any other charges by the due date; as well as any other expectations of the student and their parent/guardian(s) as set out in parent and student Handbook and any other School policy.

4.3 Legislation

- The School's enrolment practices comply with State and Federal legislation including, but not limited to, the Disability Discrimination Act 1992, Disability Standards for Education 2005, Racial Discrimination Act 1975 and the Privacy Act 1988.
- Under the Australian Education Act 2013 (Cth.) schools are required to collect **Student Background Characteristics Data** as part of the school enrolment process and report the data to the State and Commonwealth authorities.
- The Australian Education Regulation 2013 (Cth.) (s.37) requires student enrolment records to be **retained** for seven years⁶ after end of school year in which the last entry was made.
- Legislative privacy requirements⁸ govern how **personal, sensitive and health** information must be collected, used, disclosed and stored as part of the enrolment process. A **privacy notice** will be provided with the enrolment form explaining to parents and students why this information is being collected, what it is used for, where it might be disclosed and how they can access information held about them.

5. Roles and responsibilities

- 5.1 The College board is responsible for authorising the enrolment policy and for approving the criteria for admission.
- 5.2 The school board is responsible for approving the terms and conditions contained within the enrolment agreement.
- 5.3 The Heads of School are responsible for ensuring the implementation of the enrolment policy is fair, transparent and non-discriminatory.
- 5.4 The Enrolments officer is responsible for ensuring an enrolment register [and waiting list] is accurately maintained.
- 5.5 The Heads of School are responsible for ensuring this policy is implemented in accordance with commonwealth and state privacy legislation.
- 5.6 The Enrolments officer is responsible for:
 - a. ensuring that procedures are implemented so that parents are guided through the enrolment process from enquiry to admissions
 - b. ensuring that procedures are in place to record the basis on which a child does or does not fulfil the admissions criteria together with the school's decision to offer a place or not

- c. ensuring that procedures are in place for the management, storage and retrieval of enrolment data:
 - i. proof of the child's identity, specifically date of birth and enrolment name
 - ii. immunisation status
 - iii. visa status
 - iv. obtaining records of academic history
 - v. obtaining a student background check

5.7 The Heads of School are responsible for ensuring that the school reports data relating to the characteristics of students at the school to the school community at least once a year (Published in the annual report)

5.8 It is expected that parents:

- Meet their financial commitments or maintain close contact with the Accounts Team regarding their financial situation should this not be possible (School Reports will not be released to families until all school fees are paid in full).
- Nurture the faith development of their children
- Support the school expectations of behaviour, punctuality and dress
- Support their children's full participation in the school program. Failure to do so will result in termination of enrolment.
- Support school staff and each other. There is no place for gossip or behaviour that diminishes community.
- Assist where possible through support of school activities
- Adhere to the parent code of conduct (Appendix C)

6. Termination of enrolment

6.1 Student Withdrawal

- a) All students leaving the College must complete a withdrawal form.
- b) Where students leave to enrol in another school the NSW Education Standards authority (NESA) requires that parents advise the school in writing of the name of the school the student will be attending and the grade the student will be entering at the new school.
- c) Subject to section (d), if the parents wish to withdraw a student from the school, notice must be no less than one full term's notice to expire at the end of a term.
- d) If the school does not give at least one term's notice of an increase in the fees payable by the parent / carer, the parents may withdraw the student from the end of the term in which the notice of the fee increase was given, provided notice of withdrawal is given to the school within 30 days of the date on which the notice of the Fee increase was given.

- e) If the required notice for withdrawal of a student is not given, the parents must pay a term's school fees plus GST.
- 6.2 Students who breach the College travel policy will have their enrolment terminated and are required to withdraw from the College. The requirement to pay the term's notice will be applicable.
- 6.3 Students are required to participate in all school activities and events. Students who do not comply with school expectations or participate in school events such as class lessons, school excursions and school camps will have their enrolment terminated.
- 6.4 School Reports will not be released to families until all outstanding school fees are paid in full.

7. Links to other policies

- 7.1 Attendance Policy
- 7.2 Privacy Policy
- 7.3 Record Management Policy
- 7.4 Complaints and Grievance Policy
- 7.5 Travel Policy

8. Communication of the policy

- 8.1 The school publishes its enrolment policy and admissions criteria on its website and by application to the school office.
- 8.2 The school publishes for parents the procedures by which a student is admitted to the school on its website and by application to the school office.

9. Policy implementation documents

- 8.1 The documents setting out the strategies and actions required to implement this policy are:
 - a. appendix setting out the criteria that will be used as the basis on which offers of admission are made
 - b. procedure for managing the process of enquiries and enrolments¹³

10. Policy review

- 9.1 The College board will review the Enrolment Policy every three years.
- 9.2 The College board will review the terms and conditions contained within the enrolment agreement every three years.

Appendices

Appendix A: Enrolment Application Form <https://www.bellfield.nsw.edu.au/forms/>

Appendix B: Privacy Collection Notice

Appendix C: Parent Code of Conduct

Endnotes

¹ In this document, the term 'parents' includes legal guardians i.e., those with authority to sign the admissions agreement with the school.

- ² More detailed information on the Australian Competition & Consumer Commission (ACCC): for consumers at <https://www.accc.gov.au/consumers> and for businesses at <https://www.accc.gov.au/business> (accessed 5 August 2019).
- ³ As required to meet Commonwealth and State legislative requirements.
- ⁴ <https://www.legislation.gov.au/Details/F2013L01476> (Accessed 22 July 2017)
- ⁵ https://ssphelp.education.gov.au/sites/ssphelp/files/files/final_2016_census_guidelines_1.pdf (accessed 22 July 2017)
- ⁶ Australian Education Act 2013, s.6.
- ⁷ https://ssphelp.education.gov.au/sites/default/files/files/2019_census_guidelines.pdf
- ⁸ Advice and information is provided by ISCA: <http://isca.edu.au/information-for-schools/esos-act-2000/> (Accessed 22 July 2017)
- ⁹ Australian Education Regulations 2013 s.60 <https://www.legislation.gov.au/Details/F2013L01476> (accessed 5 August 2019)
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Call or email us to begin the enrolment process. We encourage you to book a tour, arrange a meet-and-greet with our Heads of School, ask questions and discover more about what makes Bellfield unique.



Appendix B: Privacy Collection Notice

Collection Notice for parents/guardians 2024 Student Residential Address and Other Information

The Australian Government Department of Education (the department) would like to notify you that we have requested for your child's school to provide residential address and other information.

Under the Australian Education Regulations 2023, the school is required to provide the department with the following information about each student at the school:

- names and residential addresses of the student's parent(s) and/or guardian(s)
- student residential address (**excluding student names**)
- whether the student is a primary or secondary student (education level)
- whether the student is boarding or a day student (boarding status).

The school collects the above information by generating a **unique and unidentifiable** student reference number (SRN) for each student record. The school only uses the SRN for this collection. **The SRN cannot be used for any other purpose.** The number only indicates to the department that each record provided is for one student.

Purpose of the collection

The Student Residential Address and Other Information Collection (the collection) informs Australian Government school education policy and helps ensure funding for non-government schools is based on need.

The information collected is used to inform school funding calculations. It is combined with Australian Bureau of Statistics (ABS) data to calculate a non-government school community's anticipated capacity to contribute to schooling costs.

In 2020, the department introduced a new measure of capacity to contribute: the Direct Measure of Income (DMI). The DMI is based on the median income of non-government school students' parents or guardians using the collection data. For more information see [Direct Measure of Income \(DMI\) Methodology](#).

Use and disclosure of personal information

Your personal information is protected by law under the *Privacy Act 1988* (Cth) (the Privacy Act). Personal information is information or an opinion about an identifiable individual. Personal information includes an individual's name and contact details.

Any use or disclosure of your personal information must occur in accordance with the Privacy Act, the Australian Education Act 2013 and Australian Education Regulations 2023.

Your personal information provided to the department through the collection may be:

- disclosed to the ABS for the purposes of capacity to contribute calculations and analysis as a part of the Multi-Agency Data Integration Project (MADIP). Find more information about MADIP on the ABS website [MADIP page](#)
- disclosed to a contracted auditor where the department may audit a school's collection submission.

The contracted auditor compares the school's submission with the student enrolment information. The contracted auditor will not use the information for any other purpose:

- disclosed to our service providers for the purpose of providing the department with information and communications technology support
- used or disclosed where it is otherwise required or authorised by law.

The department does not intend to disclose your personal information to any overseas recipients.

Find the department's privacy policy on the [Department of Education](#) website which includes information on:

- how individuals can access and modify personal information held by the department.
- how complaints about potential breaches or breaches of the Privacy Act can be made.
- how the department will deal with these complaints.

The department commissioned an independent Privacy Impact Assessment (PIA). The PIA assesses the flows of information under the Collection, compliance with the Privacy Act and measures in place to safeguard the personal information being collected. The current version is available on the [2018 Student Residential Address Collection: Additional Required information Privacy Impact Assessment web page](#).

What do you need to do?

You are not required to do anything. Your school is responsible for providing the department with the requested details; however, you can contact the school to update your family's details.

Contacts for further information

Your school can provide additional information about the collection process.

Alternatively, please visit the [SchoolsHUB Address Collection help and support page](#).

GPO Box 9880, Canberra ACT 2601 | Phone 1300 488 064 | www.education.gov.au | ABN 12 862 898 150



Bellfield College Code of Conduct (Parents and Carers)

Rationale:

The College is responsible for establishing and administering the policies, procedures and rules which govern the day-to-day operations of the College. These procedures ensure a safe and supportive environment for all members of the College community.

****Parent is used in this document as a term to include natural, adoptive or foster parents, guardians and caregivers of students.***

Aim:

At Bellfield College, we are extremely fortunate to have a supportive and friendly parent body. Our parents recognise that educating children effectively is a process that involves partnership between parents, staff and the wider school community.

As partners, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.

Bellfield College welcomes community participation and values its input. Parents play a crucial role in the academic, social, emotional and physical development of their children. Our school is committed to ensuring that children feel happy, safe and secure, and have the maximum opportunity to learn. As members of the school community parents are expected to conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others and the expertise, experience and qualifications of staff.

Bellfield College strives to nurture a partnership between home and school where:

- All relationships are based on mutual respect, trust and the spirit of collaboration in accordance with our ethos and Islamic values.
- Parents are recognised for the primary role they play in their child's faith formation, learning and wellbeing.
- Parents, school and external support networks work in partnership to achieve the best possible outcomes for each student.
- Teachers and staff are respected for their professional skills and competence in educating students in the context of NESA and virtue education.
- Contribute to a safe school community where intimidation, bullying or harassment are not tolerated.
- Promote an environment of open, respectful and two-way communication where the expectations for the partnership are understood by everyone involved.

Parents at Bellfield College currently have a number of avenues that foster and promote positive partnerships between home and school. Parents and guardians should only deal with teachers in

accordance with our regular procedures so that teachers are able to discharge their duties without undue interference. Our regular procedures include:

- Entries in student diaries or parent portal
- Telephone contact
- Pre-arranged appointments and events
- Parent-teacher interviews

Purpose:

The purpose of this document is to provide a reminder to all parents, carers and visitors to our school about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

All members of the College community (staff, students and parents) are expected to present with common courtesy and practice virtues of patience, respect and collaboration through unity. These virtues are universal values that are underpinned by our faith and taught through the teachings and role modelling from our beloved Prophet (pbuh) and his holy household (pbut).

Throughout a student's schooling journey there will be instances whereby home and school may not be aligned. When this occurs, the College has many avenues for parents to work with the school to try and resolve differences in opinion or approach. These avenues include but are not limited to:

- Direct communication with staff via phone email: parents are always welcome and are encouraged to communicate with staff via phone or email for any reason (please note staff spend the bulk of their time teaching or on duty and have up to 48 hours to respond to a parent query).
- Scheduled meetings with teachers and school executive: parents and carers are welcome to meet with any member of staff to either address concerns or seek support. Due to the nature of the school day, we request that these meetings are prescheduled so that we can ensure availability of the staff member and give you and the matter or discussion the time it deserves.
- Formal grievances: In instances where grievances can not be resolved, parents and carers have the option of raising a formal grievance using the process outlined on our website <https://www.bellfield.nsw.edu.au/resolution-of-complaints/>.

Guidelines:

Staff and students at Bellfield College are guided by a code of conduct to ensure a safe and supportive environment for all stakeholders. Staff who are not treated with respect are at risk of harm as their environment may not be deemed as safe or supportive. Staff are expected to behave professionally at all times, and it is the expectation that parents and carers engaging directly with school staff acknowledge their professionalism and interact with our school using the same level of respect and collaboration. It is important to note that staff are doing the job they were employed to do, and this job is guided by policies and procedures that are not within their power to change.

The College works hard to develop positive partnerships with parents as a positive relationship between home and school directly benefits the student. In order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting the following:

- Disturbing school staff and trying to speak to them whilst they are supervising children.
- Breaching school security procedures, e.g. entering school gates without using the intercom system when another parent/visitor is leaving or entering.
- Attempts to gain entry to any part of the school in disregard of procedure or without permission and appropriate supervision.
- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper either in person or over the phone.
- Threatening to do actual bodily harm to a member of school staff, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school property.
- Abusive, persistent or threatening e-mails or text/voicemail/phone messages or other written communication.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social sites. Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, the Head teacher or the school board, so they can be dealt with fairly, appropriately and effectively for all concerned.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking or vaping whilst on school property.
- Bullying has no place within our community and as such will not be tolerated. This is as true for adult-to-adult interaction as it is for child-to-child. All interactions between members of our community must be in keeping with the values espoused by the school and school policies. Instances of bullying must quickly be brought to the attention of the Classroom Teacher, Team Leader or Principal in line with our policy.
- There is an expectation that people working within the school as "volunteers" avoid forming opinions on other students or sharing their opinions with the broader community.
- Sport : parents are welcome to attend sporting events, but should exercise restraint when supporting College teams. In particular, they should not abuse, threaten or otherwise seek to intimidate an umpire or referee, or any player, parent or any College or School representatives. The Sports coaches at the College, pick teams based on their view of the most appropriate selection at the relevant time. It is not appropriate for parents to complain if their child is not selected for a particular team.
- Separated Parents: parents should not attempt to involve the College in any parental dispute that may arise. It is not appropriate for the College to make judgments on the merits of claims made by one parent against another and it should not be asked to do so. Nor should it be asked to take any action which would or is designed to advantage/disadvantage one party. The College will, of course, observe any orders made by a Court in relation to a student or communications with parents.
- Parents and guardians should not approach or interact with the children of other parents without their permission and must not denigrate or damage the reputation of the School or its staff by any means either in person or online.

Consequences for breaching the code:

The behaviours listed above are deemed unacceptable, unethical and inappropriate and pose a risk to the safety and well-being of our staff and school community. Such behaviours may result in one or more of the following:

- limit access to a teacher or teachers or other staff.
- limit access to the College premises or sporting or other College events under the Inclosed Lands Protection Act 1901 (NSW).
- terminate the enrolment of the student.

The above limitations may include:

- The College determining whether a breach may be rectified by the parent making a private or public apology, depending on the circumstances, to an individual or group of individuals;
- The College may provide a first and/or final warning that a breach of the Code of Conduct has occurred and that a further breach will not be tolerated
- Where the breach concerns unacceptable behaviour on a visit to the school, issue a trespass warning to the parent, which, if the behaviour continues, may accelerate to a trespass notice requiring the parent to stay away from the school.
- Parents and carers may be asked to leave the school grounds until it is deemed safe for them to return.
- Staff may be required to immediately end a phone call to avoid further abuse.
- In instances of threats, physical or extreme verbal abuse police support may be required.
- Parents may be required to seek counselling or mediation before reengaging with the school.
- In instances of repeated behaviours of abuse, parents may have the privilege of engaging with the school suspended for a period of time or indefinitely depending on the situation.
- In serious cases the school will consider its legal option with any misuse of social networking and other sites. Additionally and perhaps more importantly, it is the issue of cyber bullying and the use by a parent to publicly humiliate by inappropriate social networking. Thankfully such incidences are rare.

The College will always work hard to resolve disputes and work toward a positive partnership with families. If a parent/carer behaves in an aggressive behaviour towards a member of the staff, the Heads of Schools will address to seek to resolve the situation through discussion and mediation. If necessary, the school's complaints procedures can be initiated and implemented, however this is only in the event that all procedures have been exhausted.

Right of Appeal

Any decisions made by the College under this Code of Conduct may be appealed using the school's procedures for complaints and resolutions.

It is important to note that the school board will not consider complaints where school policies and procedures have been followed and applied.

Conclusion

Parents/caregivers play a formative role in the development of a child's sense of justice, equity, and the dignity and worth of all members of our school community. They act as one of the most influential role models within a child's life. The responsibility for upholding the values of the school in this matter must fall on those with the greatest capacity to reason and control their actions. As such the adult community of our school is expected to model courteous behaviour and treat all members of the school community with respect and consideration.

We trust that parents and carers will assist our school with the implementation of this code of conduct and we thank you for your continuing support of the College.

References:

ASC Child Protection Policy – NSW

The Association of Independent Schools NSW

Bellfield College resolution and Complaints Policy

Policies and codes from various independent schools