

# PORT MACQUARIE STEINER SCHOOL

## 1.1 STUDENT ENROLMENT POLICY

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<b>Reviewed date:</b> 23 <sup>rd</sup> March 2021	<b>By:</b> S McDowell	<b>Next review due date:</b> March 2022
<b>Associated policies:</b>	2.2 Student Code of Conduct 6.1 Parents, Guardians and School Community Code of Conduct 4.3 Behaviour Management and Discipline Policy 2.3 Student Wellbeing and Pastoral Care Policy 4.6 Homework Policy 2.4 Excursions Policy 9.7 Privacy Policy	
<b>Associated Laws:</b>	<i>Disability Discrimination Act 1992</i> Disability Standards for Education 2005	

### INTENTION

To clearly outline the enrolment process of the school and to ensure that the process is consistent, fair, thorough and clear for all those who apply.

### INTRODUCTION

All applications received by the school will be processed in the order they are received. To maintain their enrolment, once enrolled, students are expected to act consistently with the school's ethos and comply with the conditions and terms of enrolment. Parents and guardians are also expected to be supportive of the ethos of the school.

### POLICY

#### 1. Enrolment

Clear enrolment procedures are in place for the enrolment of students into the appropriate classes. These are outlined below in the Procedures section of this document. All Enrolment Application Forms will be processed as per these procedures and in order of receipt.

Students enrolling for the first time into Kindergarten will be five years of age on or before July 31 of the year preceding full-time Kindergarten entry.

When an enrolment application is received, consideration is given to:

- the applicant's support for the ethos of the school;
- siblings already attending the school;
- the educational needs of the students already attending each class;
- the school's ability to meet the needs of the student; and
- other criteria determined by the school.

All of these points are considered and none of the above, by itself, is a determining factor.

The following documentation must be included to support an Enrolment Application Form:

- a copy of the child's Birth Certificate;
- a copy of the child's latest School Report (if applicable);
- copies of educational and or medical assessment reports where relevant; and

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- copies of Family Court Orders or Parenting Plans if applicable.

A photograph of the child for identification purposes is also requested.

The school acts in accordance with the *Disability Discrimination Act 1992 (DDA)* and will consider enrolment of all students who apply.

Where a student has a disability, it is important that the parents or guardians provide accurate and up to date information to the school and for the school and parents or guardians to go through the Collaborative Planning Process to ensure positive outcomes for the student. Failure to accurately complete all sections of the Enrolment Application Form and provide all relevant information may result in the school's inability to accommodate a child's needs any may affect the child's continued enrolment.

Communication between the school and parents or guardians is very important and as such it is the parent's or guardian's responsibility to inform the school of any change of address, telephone numbers or email as soon as it is known.

In order to assist parents or guardians to make a decision regarding their child's education at our school we offer all prospective parents an invitation to attend a school tour held by arrangement throughout the year.

## 2. Fees and Charges

Parents and guardians will be made fully aware of the financial requirements of the school, prior to enrolling their child. Continuing enrolment is subject to the satisfactory payment of all school fees and charges as per our Fee Schedule and Enrolment Contract.

For new families to the school, the first term's fees and charges are to be paid prior to the student's first day at school. For families with children already enrolled in the school, the required Fees, consolidated charges and other charges for the newly enrolled child will be added to the existing account and invoiced accordingly.

When bursaries are available, parents and guardians are welcome to complete the Bursary Application Form in order to be considered for a bursary. Information collected on this form is subject to the school's Privacy Policy.

## 3. Enrolment Contract and Acceptance of Placement

The Enrolment Contract is to be completed by all prospective families wishing to enrol their child/ren at the school. This document outlines the agreement between the school and the family. Where applicable, the Enrolment Contract is to be signed by both parents or by both guardians. An additional, separate Enrolment Contract is to be completed and signed by any third party responsible for paying school fees.

The Acceptance of Placement form is to be completed to acknowledge receipt of an Offer of Placement.

Enrolment decisions are led by the Head of School and are made in collaboration with the parents or guardians of the student.

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If the decision is made to offer a child a place and there is a place available for the nominated commencement date, an Offer of Placement will be sent to the applicant.

#### 4. Continued Enrolment

Continued enrolment at the school is dependent upon the student making satisfactory academic progress, attending consistently and the student and the parents or guardians observing all aspects of the student code of conduct and other requirements of the school which are applicable from time to time.

#### PROCEDURE(S)

##### Enrolment Form

Parents intending to send their child/ren to the school are required to complete the Enrolment Application Form and return it by email or mail. The following documentation must be included to support an Enrolment Application Form:

- a copy of the child's Birth Certificate;
- a copy of the child's latest School Report (if applicable);
- copies of educational and or medical assessment reports where relevant; and
- copies of Family Court Orders or Parenting Plans if applicable.

A photograph of the child for identification purposes is also requested.

A non-refundable administration fee of \$200 is to be paid upon lodgment of this form.

##### Enrolment Interview

The school administration will phone or email to arrange a time for the parents or guardians to meet with their child's prospective teacher to discuss the enrolment application and go through any questions. Parents and guardians will be given a Pre-Interview Questionnaire and Student Medical Form to complete and bring to the interview for discussion with the prospective teacher.

The interview is one step in the application process and does not guarantee an offer will be made.

During this interview (and as indicated on the Enrolment Application Form), if the student identifies as having a disability, a Collaborative Planning Process will begin, and the school will require written permission from the parents or guardians to gather further information about the student's needs from the previous school or childcare setting as well as health professionals to determine the student's educational needs and identify relevant adjustments.

##### Enrolment Decision

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In many cases, the enrolment decision may require several meetings with the Head of School and parents or guardians. The school may seek further information from the parents or guardians to support the enrolment decision.

For students with a disability, as part of the Collaborative Planning Process, the parents and Head of School discuss any barriers and the adjustments that have been identified. The Head of School will consider how the school can meet the student's needs and will collaborate and consult with the parents or guardians and other relevant or appropriate health professions regarding the adjustments that have been identified and how and if these can be implemented by the school.

The Head of School will then make an assessment regarding the reasonable adjustment/s and consider whether these adjustments would nonetheless cause unjustifiable hardship to the school. The Head of School may collaborate with the teaching staff and School Board when making an assessment regarding the reasonable adjustment/s to form a preliminary view of the matter.

The Head of School will advise the parents or guardians of the preliminary view and provide an opportunity for the parents or guardians to respond to this view before making the final decision about the adjustments and enrolment.

#### **Application Proceeds to Enrolment**

The school will contact the parents or guardians with the outcome of the application. If there is a place in the relevant class they will confirm that the child's name has been placed on the Class Enrolment List. In cases where there are no longer places available, the child's name can be placed on the Class Waiting List.

For students with a disability, the school will send an additional letter to the parents or guardians stating what the school is able to provide and this will be signed by the parents. The adjustments identified in the Collaborative Planning Process will be put into an Individual Plan for the student and will be reviewed regularly to ensure the school continues to make reasonable adjustments to meet the student's needs.

Parents and guardians will receive an Enrolment Contract and Acceptance of Placement form. The completed and signed form together with a \$600 bond must be returned to the school within 14 days of receipt of the offer. Payment of this fee reserves a place for the child to commence at the nominated time. If the offer is not accepted, then it will lapse and be able to be filled by another applicant. The \$600 bond is refundable when the student graduates or leaves the school in accordance with the conditions in the Enrolment Contract.

Families will then receive a letter including an invitation to a parent information evening and a copy of the Parent Handbook for the relevant class.

#### **Application Does Not Proceed to Enrolment**

Parents or guardians may choose not to continue with the enrolment if they believe the school is unable to adequately meet the needs of their child.

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The school may also demonstrate that an enrolment may cause unjustifiable hardship in relation to the student and the circumstances of the school.

#### **RESOURCES**

Fee Schedule  
Enrolment Application Form  
Enrolment Contract and Acceptance of Placement  
Class Enrolment List  
Class Waiting List  
Kindergarten Parent Handbook  
Student Medical Form  
Pre-Interview Questionnaire

#### **REVIEW**

This policy will be reviewed annually.