

PORT MACQUARIE STEINER SCHOOL

1.1 STUDENT ENROLMENT POLICY

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Associated policies:	2.4 Student Code of Conduct 2.17 Parents, Carers and School Community Code of Conduct 2.5 Behaviour Management and Discipline Policy 2.8 Student Wellbeing and Pastoral Care Policy 2.16 Homework Policy 2.13 Excursions Policy 3.13 Privacy Policy
Associated Laws:	<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 carers 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 (or sighted at the school office);
- a copy of the child's latest School Report (if applicable);

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- 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.

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 carers provide accurate and up to date information to the School and for the School and parents or carers 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 and may affect the child's continued enrolment.

Communication between the School and parents or carers is very important and as such it is the parent's or carer'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 carers 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 carers 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 Agreement.

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 Fee Assistance is available, parents and carers are welcome to complete the Fee Assistance Application Form. Information collected on this form is subject to the school's Privacy Policy.

3. Enrolment Agreement and Acceptance of Placement

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

If the decision is made to offer a child a place and there is a place available for the nominated commencement date, an Enrolment Agreement and Offer of Placement will be sent to the applicant. This document outlines the agreement between the School and the family. Where applicable, the Enrolment Agreement is to be signed by both parents or by both carers. An additional, separate Enrolment Agreement is to be completed and signed by any third party responsible for paying school fees.

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The Acceptance of Placement form is to be completed and signed to accept the enrolment offer.

4. Continued Enrolment

Continued enrolment at the school is dependent upon the student making satisfactory academic progress, attending consistently and the student and parents or carers 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 Application 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 (or sighted at the school office);
- 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 acceptance of a place.

Enrolment Interview

The school administration will phone or email to arrange a time for the parents or carers to have a school tour and to meet with the Head of School or their child's prospective teacher to discuss the Enrolment Application Form and go through any questions. Parents and carers will complete and return the Enrolment Application Form prior to the interview.

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 carers 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.

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Enrolment Decision

In many cases, the enrolment decision may require several meetings with the Head of School and parents or carers. The school may seek further information from the parents or carers 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 carers 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 carers of the preliminary view and provide an opportunity for the parents or carers to respond to this view before making the final decision about the adjustments and enrolment.

Application Proceeds to Enrolment

The school office will contact the parents or carers 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 Roll. 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 carers 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 carers will receive an Enrolment Agreement and Acceptance of Placement form. The completed and signed form together with payment of the enrolment invoice which includes a \$200 enrolment fee and a \$600 bond 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 Agreement.

Prior to the student commencing class or soon after commencement of classes, the School will send a Getting to Know You Form to families to complete with additional information for the class teacher.

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Application Does Not Proceed to Enrolment

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

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 Agreement and Acceptance of Placement
Class Roll
Class Waiting List
Kindergarten Parent Handbook
Student Medical Form
Getting To Know You Form

REVIEW

This policy will be reviewed annually.