

# ENROLMENT POLICY AND PROCEDURE PRIMARY SCHOOL

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## 1 PRINCIPLE

- 1.1 A clear enrolment process helps families decide whether a Steiner education is the best choice for their child and helps teachers to receive the child into their class with knowledge and forethought so that the needs of the child can best be met.
- 1.2 This enrolment policy has been formulated:
- as a guide to the administrative processes of enrolment and admission to Freshwater Creek Steiner School;
  - to detail the age requirement of students for schooling;
  - to define the procedure for enrolment, acceptance and leaving the school, and
  - to outline school expectations surrounding children with additional needs.

## 2 POLICY

- 2.1 FWCSS is a non-denominational independent school. It is our policy to:
- Accept all enrolment applications without bias or discrimination;
  - Fully inform families of all factors that may influence their child's education at the school before accepting their enrolment; and
  - Allow families to use this information to make their own decision regarding the school's suitability for their child/ren.
- 2.2 Age requirement  
Under the Education and Training Reform Act 2006, schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted.
- 2.3 Enrolment conditions
- 2.3.1 Enrolment decisions will not discriminate on the basis of any of the attributes listed in the Equal Opportunity Act 1995 (Vic).
- 2.3.2 Continued enrolment is dependent upon adherence to the school Policies and Rules, as well as adherence to the Code of Conduct and Values.

## 3 PROCEDURE

- 3.1 After the initial enrolment enquiry, parents /guardians are supplied with an Application for Enrolment form and Enrolment Policies, either via the school website, or in hardcopy form. The school is advised of the intention to enrol a child using this form and a non-refundable Expression of Interest (EOI) fee is required. The date that this payment is received is noted as the date of application. The Enrolments Officer will acknowledge receipt of the EOI and EOI Fee, by email or mail and notify whether or not a place is available.

- 3.2 If a place is available, the family is invited to an initial interview at a mutually agreed time. Both parents/guardians, where possible, (even if separated) will be asked to attend the interview. The purpose of this interview is to ascertain an overall picture of the child and their family, to impart information about the class program and ethos of the school, and to provide opportunity for parents to ask questions.
- 3.3 If enrolment is approved, the Enrolments Officer will send or email a Letter of Offer and Acceptance of Offer of Enrolment form. If the application for enrolment is declined, the applicant will be notified of the reasons in writing.
- 3.4 The signed Acceptance of Offer of Enrolment form and a non-refundable Enrolment Bond (EB) must be received by FWCSS by the due date. Receipt of this fee is regarded as confirmation of enrolment and reserves a place for the child to commence at the nominated time. If payment of the Enrolment Bond is not received by the due date, then the offer will lapse and the place will be offered to another child on the waiting list. The Enrolments Officer will acknowledge receipt of the Acceptance of Enrolment Form and Bond by email or mail.
- 3.5 New Parents/Guardians to the school are required to meet with the Business Manager.

### 3.6 Waiting List – Primary School

If the number of applicants for a class exceeds the number of places available, the applicant is entered on a waiting list. The school will take the following factors into consideration when offering a vacancy in an existing group from the waiting list:

- Children with siblings enrolled at the school;
- Children whose siblings attended FWCSS in past years;
- Transfer from another Steiner school;
- The degree of parental support for the child's education and behaviour;
- The degree of support for and commitment to Steiner education;
- Fee paying record of the family;
- Date of application (date of payment of Expression of Interest Deposit)

### 3.7 Declining to Offer an Enrolment

The College reserves the right to decline to offer enrolment to a child based on documented educational grounds. Such exclusion may not infringe the rights of a child, nor discriminate against a child for any reason. Communication with the parents/guardians detailing reasons for non-acceptance of an enrolment application will be given in writing.

### 3.8 Leaving School Procedures

Withdrawal from the school requires 10 school weeks written notice (excluding any holiday weeks) to be submitted in writing to the Administration Office. Failure to provide the required notice of withdrawal will result in the Enrolment Bond being forfeited. For enrolments commencing prior to the 2020 school year, failure to provide the required notice of withdrawal will incur an Early Withdrawal Fee (refer FWCSS Fees Policy).

If the child is absent from school for an extended period without a valid reason being provided to the school in writing, the Class Teacher will review the child's enrolment and in consultation with the Head of School, may recommend that the child's place be withdrawn. Parents will be advised in writing should this occur.

The relevant Class Teacher, in consultation with the Head of School, will manage any contact requested by the child's next education placement.

An exit interview will be offered to the parents of all students who leave the school. This is organised through the Class Teacher and involves a meeting between the leaving parent(s), the Class Teacher and usually also the Head of School. Parents will be offered an alternative option of completing an exit questionnaire.

A register of exited students along with their destinations will be kept on record in the school office.

The exited student's file containing records and documents will be kept on record at the school for a period of at least 2 years (PROS 01/01 General Retention & Disposal Authority for School Records).

### 3.9 Children with Additional Needs – Primary School

The school will work within the parameters of the Disability Discrimination Act, in responding to applications from children with additional needs.

If during the Teacher/Parent interview it becomes apparent that the child will require additional educational support, further discussions will be held on the appropriate educational program for the child, including what reasonable adjustments can be made by the school. It is important that the parents disclose issues that would impact upon the normal educative processes within the school. Parents' responsibility is to avail themselves of information about the educational philosophy and methodologies of this school and how these may support their child. This includes the methods that we use to work with children with special needs.

The parent will be informed by the Class Teacher, in consultation with the Business Manager, of the limited funding allocation available to children with special needs in the Independent School System, (applications are due in September each year). Medical reports are required as part of this funding application process to AISV.

Parents will be given a realistic picture of the availability of school resources for special needs programs. It will remain the choice of the parent to proceed or not with the enrolment application based on this information. If the Class Teacher considers that it is in the child's best interest to have one-on-one support, these options will be explored with the parents.

### 3.10 Enrolment Records

Hard copies of enrolment records will be kept in a secure locked location on school grounds.

## 4 IMPLEMENTATION

4.1 This policy is implemented through a combination of:

- Staff training;
- Effective communication procedures;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

## 5 DEFINITIONS

5.1 None.

## 6 RELATED LEGISLATION AND DOCUMENTS

Relevant legislation and standards include but are not limited to:

- Australian Education Act 2013
- Disability Discrimination Act 1992 (Cth)
- Sex Discrimination Act 1984 (Cth)

FWCSS Policies/Documents

- Privacy Policy
- Fees Policy
- Fees Schedule

## 7 APPROVAL AND REVIEW DETAILS

<b>Approval and Review</b>	<b>Details</b>
Approval Authority	School Council
Administrator	Head of School
Next Review Date	01/06/2021
<b>Approval and Amendment History</b>	<b>Details</b>
Original Approval Authority and Date	
Amendment Authority and Date	
Notes	None