

## ENROLMENT POLICY & PROCEDURE

<b>Relevant to:</b>	All parents, School Administration Staff
<b>Developed by:</b>	Management Team
<b>Date of Introduction:</b>	October 2016
<b>Date of Most Recent Review:</b>	July 2022
<b>Date for Review:</b>	2026 or as required
<b>Approved:</b>	School Board Nov22
<b>Related Documents:</b>	Behaviour Management, Anti-Bullying & Harassment Policy, Complaints Management Policy, current Fee Schedule, Enrolment pack

### PURPOSE

Tamar Valley Steiner School, in accordance with State and Commonwealth anti-discrimination legislation does not discriminate in accepting an application for admission of a student on the basis of race, colour, sex, sexuality, physical or mental disability, religion, national extraction or social origin. Tamar Valley Steiner School does not accept:

- Part-time student enrolments
- Independent overseas student enrolments (exchanged students excepted).

Applications may be lodged for a dependent child travelling with a parent entering Australia on an international student VISA. Full fees (school fee amount plus Federal and State funding allowances) are chargeable as these student enrolments do not attract Commonwealth funding.

### PROCEDURE

The following process is designed to enable a prospective parent to make an informed choice regarding the enrolment of their child in Tamar Valley Steiner School and to enable the school to access all relevant information pertaining to any application for enrolment.

The following process will apply to:

- Students who have never attended Tamar Valley Steiner School
  - Students who have previously been enrolled, and are not currently enrolled, but seeking to re-enrol at Tamar Valley Steiner School
1. On enquiry, the school office will email an Information Package. The package will contain:
    - Introductory email including explanation of the curriculum
    - Parent Handbook
    - Parent questionnaire

- Parent FAQs
  - Fees and Levies Schedule
2. **Tour:** We strongly recommend that parents participate in a school tour as part of their consideration of proceeding to lodge an Application for Enrolment (the Application).
  3. **Online application:** To continue with the application process, the enrolling parent(s) must complete the online Application and submit it, along with the non-refundable administration fee\* and associated documentation. The Application collects child and family information, identifies special needs or disability and provides permission to release information. All parties listed on the child's birth certificate must agree to and sign the application (includes signing acceptance of Privacy Statement and Statement of Understanding about the conditions of enrolment). When one party has full custody of a child, only that parent needs to sign the Application; however, copies of all custody paperwork must be lodged with Application.
  4. **Priority:** On receipt of an Application, the student's name will be placed on the waiting list until a place becomes available. In making an offer of a place, the School will take into account and give priority in this order to:
    - Siblings of students currently enrolled at the school
    - Transfers from other Waldorf/Steiner schools
    - Compatibility with, and demonstrated commitment to, Tamar Valley Steiner School philosophy and ethos
    - Transfers for students identifying as Aboriginal and/or Torres Strait Islander
    - Date of application
  5. **Principal Interview:** Subject to class size limitations and a place becoming available, an appointment will be made for the family to attend an interview and tour with the Principal. During this interview, the principal will talk with you about your child's individual learning needs, and request any additional documentation to inform us of how to support the child for example:
    - previous school reports written and/or verbal,
    - Individual Education Plans and Behaviour Management Plans, and
    - Medical and allied health diagnostic reports
    - Current reports from support professionals and/or agencies
    - Support provided by current school
  6. **24 Hour email:** The school's Administration will send an email within 24 hours of the tour outlining the next steps.
  7. **Additional information and interview to discuss:** Once the school has received any additional information requested, a further interview with the parent/s or guardian/s and the student may be arranged prior to a trial day being offered. A trial day will generally occur except in the case of students who are enrolling to begin kindergarten the following year. The interview may include the kindergarten or class teacher, Learning Support Teacher and Principal. If the child has learning needs, Principal and Class teacher will review the information and come up with a list of adjustments required to support the student on a trial day. These adjustments will be discussed with the parents at this interview.
  8. **Arrange trial day:** Arrangements will be made by Administration in consultation with the Parent/s or Carer/s, Class Teacher and Principal to schedule a suitable day for trial

day/s. It is preferable to have three (3) consecutive trial days, further trial days can be arranged as needed and by agreement.

NOTE: Trial days are not applicable for students who enrol for kindergarten due for commencement in the following year. Familiarity with the student will in this case, be achieved through a home visit where the teacher visits the child and their family in their home in January.

9. **Prepare staff for trial days:** In preparation for a trial day, Administration will share medical information with the Class Teacher, and inform all staff including support staff of the presence of the child at school that day for a trial.
10. **Trial day:** The student attends a trial days as agreed in advance.
11. **Review of trial days:** Following the trial days and before ongoing enrolment is offered, the Class teacher and Principal will meet to review the trial days and discuss reasonable ongoing adjustments that may be required to provide ongoing support to the students learning if enrolled.
12. **Trial day follow up (may include student support plan where required):** Following this, another interview will be arranged with Parents to discuss the adjustments we are able to provide, and if these meet the needs of the student. Following this, if the enrolment application is continuing, a Student Support Plan (SSP) will be developed in consultation with the parents.
13. **Offer of enrolment:** When a place has been confirmed available for the student, an offer of enrolment will be sent requesting payment of the non-refundable enrolment acceptance fee as per the Fees and Levies Schedule. This fee will be applied towards tuition fees. The student cannot commence attending school until this fee has been received.
14. **Finance interview:** If you are not able to pay the enrolment acceptance fee immediately or require assistance with a fee payment plan, a finance interview will be arranged with the Business Manager.
15. **Confirmation of withdrawal of enrolment application (if applicable):** If at any time during the enrolment process a parent/guardian decides to discontinue the process, the school will write to the parent/guardian to confirm that this has occurred.
16. **Enrolment confirmation and signing of agreement:** Upon a student enrolment being confirmed, parents/guardians will need to read and be familiar with the Parent Handbook provided in initial documents which contains important school information, including policies and procedures. Parents are expected to comply with these policies and procedures. The agreement on the back page of the Handbook must be signed and returned prior to commencing.
17. **Letter of agreement (if applicable):** A letter of agreement may be provided for parents to sign and acknowledge to further clarify the school's expectations of actions parents will take at home to support the work of the teacher with their child at school.
18. **Attendance at Class meeting:** As a part of a student's enrolment, parents/guardians are expected to attend a class parent-teacher evening once/term and to support the philosophy and ethos of the school.

Tamar Valley Steiner School has the right to suspend, exclude, expel or otherwise discipline students in accordance with the school's OHSW, Behaviour Management and Anti-Bullying/Harassment Policies. In the event of a student being expelled or withdrawn as a result of disciplinary action, fees for the current term will not be refunded.

\* See Tamar Valley Steiner School's current "Fee Schedule" for amount payable.

**END**