

ENROLMENT POLICY & PROCEDURE

Relevant to:	All parents, School Administration Staff
Developed by:	Management Team
Date of Introduction:	October 2016
Date of Most Recent Review:	Jun-2026
Date for Review:	Jun-2028
Approved:	School Board Jun26
Related Documents:	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 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.

The School seeks to develop a clear understanding of each student's educational, wellbeing, behavioural, medical and support needs prior to enrolment so that informed decisions can be made regarding enrolment, reasonable adjustments and student support.

The School relies on parents/carers providing complete, accurate and timely information throughout the enrolment process and during the student's enrolment.

The School's decision to offer and maintain enrolment is based upon the information available at the time and the School's assessment of its ability to reasonably meet the student's needs while maintaining the safety, wellbeing and educational interests of all students and staff.

PROCEDURE

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

New enrolments

Where the child or young person has never applied to enrol at the school before, the procedure below will be followed as is.

Re-enrolment and Significant Change of Circumstances

Students seeking to re-enrol following a period of non-attendance or withdrawal will ordinarily be required to participate in the School's enrolment process applicable at that time.

The School may also require a currently enrolled student to participate in all or part of the enrolment and student support planning process where there has been a significant change in circumstances affecting the student's educational, behavioural, wellbeing, medical or support needs.

Examples may include:

- a new diagnosis or disability;
- significant changes to learning support needs;
- significant behavioural support requirements;
- serious wellbeing or mental health concerns;
- substantial changes in risk assessments;
- recommendations from external professionals;
- a prolonged absence from school;
- transition to a new educational stage where support requirements require review.

Where such circumstances arise, the School may:

- request updated reports or assessments;
- undertake a review of reasonable adjustments;
- review or redevelop a Student Support Plan;
- conduct meetings with parents/carers and relevant professionals;
- reassess the School's capacity to safely and reasonably support the student's needs.

Continuation of enrolment may be subject to completion of these processes.

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

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

- 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 student 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
 - Students progressing from TVSS primary into high school
 - Transfers from other Waldorf/Steiner primary and/or high 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

Parent Disclosure Obligations

As part of the enrolment process, parents/carers must provide complete and accurate information regarding matters that may affect the student's safety, wellbeing, learning, participation or support requirements.

This includes, but is not limited to:

- medical conditions;
- disabilities;
- diagnosed or suspected learning difficulties;
- neurodevelopmental conditions;
- behavioural, emotional or mental health concerns;
- safety risks;
- risk assessments;
- behaviour support plans;
- previous suspensions, exclusions or enrolment conditions;
- involvement of external agencies;
- court orders, parenting orders or other legal restrictions;
- significant family circumstances that may affect the student's education or wellbeing.

Parents/carers are expected to promptly provide any reports, assessments, recommendations or other information reasonably requested by the School.

Where information becomes available after enrolment, parents/carers must notify the School as soon as practicable.

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Failure to disclose information, provision of misleading information, or withholding information that is relevant to the student's educational, behavioural, wellbeing or support needs may result in the School reviewing the enrolment decision, support arrangements or ongoing suitability of the enrolment.

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 student 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, Class teacher, relevant Secondary teacher, Learning Support Teacher and Principal. If the student 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. Trial days for students enrolling upper primary or secondary classes may include attendance in a range of subject lessons. 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 the kinder play mornings in the year prior to commencement and a home visit where the teacher visits the student and their family in their home in January.

9. **Prepare staff for trial days:** In preparation for a trial day, Administration will share any information relevant to caring for the student during trial days with the Class Teacher, and inform all staff including support staff of the presence of the student 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

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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. **Student Support Plan:** Where a Student Support Plan is developed, parents/carers are expected to actively participate in the planning, implementation and review process. The Student Support Plan may include agreed responsibilities for the School, student, parents/carers and external professionals.
Failure to engage with agreed support processes may be considered when reviewing the appropriateness of ongoing enrolment arrangements.
14. **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.
15. **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.
16. **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.
17. **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.
18. **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 student at school.
19. **Attendance at Class meeting:** As a part of a student's enrolment, parents/guardians are expected to attend a class parent-teacher evening, class meetings and other opportunities to engage with their child's educational journey as appropriate to their year level. and to support the philosophy and ethos of the school.

****Enrolment Review and Continuation**

An offer of enrolment is subject to:

- availability of a place;
- receipt of all requested information;
- the accuracy and completeness of information provided;
- the School's assessment that it can reasonably provide for the student's educational, behavioural, wellbeing and support needs;
- the ability of the School and family to work collaboratively in implementing agreed support strategies.

The School may review an enrolment decision where:

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

- significant information was not disclosed during the enrolment process;
- information provided is found to be inaccurate or misleading;
- the student's needs change significantly after enrolment;
- reasonable adjustments and support strategies have been exhausted or cannot be implemented safely or effectively;
- ongoing enrolment would present an unreasonable risk to the safety, wellbeing or educational interests of the student, other students or staff.

Any decision affecting ongoing enrolment will be made in accordance with the principles of procedural fairness and relevant School policies.

Cancellation of Enrolment

Cancellation of enrolment on behavioural or disciplinary grounds will occur in accordance with the School's Behaviour Management Policy and any associated procedures.

Where the School is considering cancellation of enrolment due to concerns regarding the student's support needs, safety, wellbeing, non-disclosure of relevant information or the School's capacity to reasonably provide for those needs, the School will:

- undertake a comprehensive review of the circumstances;
- consult with parents/carers;
- consider available supports and reasonable adjustments;
- consider relevant professional advice;
- provide procedural fairness;
- provide written reasons for any decision.

END

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