



Enrolment Policy & Procedure

Ratified by: Council	May 2018
Review Date:	May 2021

Enrolment Policy

INTRODUCTION

The core purpose of Golden Hill Steiner School is to provide a holistic, vigorous education that strengthens and nurtures the growing human being. By working in harmony with life's natural rhythms we seek to develop within each child a deep self-knowledge, resilience, a lifelong love of learning, and trust in the deep roots of beauty, truth and reverence.

Application for admission is open to all families and children who agree to accept the school's expectations and ethos.

Legislation

School Education Act 1999
Sex Discrimination Act 1984
Disability Discrimination Act 1992
Disability Standards for Education 2005
Racial Discrimination Act 1975
Equal Opportunity Act 1984
Privacy Act 1988

POLICY

Golden Hill Steiner School Enrolments Policy applies to the enrolment of children of compulsory school age and the enrolment of pre-school children.

Enrolment will be offered where the school has the requisite resources to respond to any identified specific needs of a student unless the adjustment would impose unjustifiable hardship on the school. (refer Section 3.4 of the Disability Standards for Education 2005 *currently under review;)

Enrolment is subject to places being available. Where there are a limited number of places available or a waitlist, preference is given to:

- Children of paid staff at this school.
- Siblings of students currently enrolled at this school (subject to approval by the Finance Committee).
- Transfers from other Waldorf/Steiner schools.
- Compatibility with and demonstrated commitment to Golden Hill Steiner School's philosophy and ethos.
- Date of application

Trial

Upon request a 3 day trial is available with no obligation to pay fees if attendance ceases after 3 days.

ENROLMENT PROCEDURES

The following steps are designed to clarify the process whereby prospective parents and students are welcomed into the community and become able to develop a commitment to the ethos of our school.

Enrolment of a student takes place in three distinct stages:

1. **Application** and initial information collection
2. **Interview** and further information collection
3. **Offer of a place** and signing of the 'Contract of Enrolment';

APPLICATION

Upon first enquiry, office staff will supply an Expression of Interest (Eoi) form which must be completed in full. A one-off, non-refundable fee of \$50 is also payable to cover administrative costs.

Upon payment of the fee and confirmation of the accuracy of the information supplied in the Eoi, the application will be processed.

The school will make contact in writing advising either:

- That there is space in the class or that the student is first or second on the waiting list and extending an invitation to an interview with the teacher, principal and bursar. Parents will receive an enrolment package for completion prior to the interview.
- or their rank on the waiting list. When a student has progressed up the waiting list to that first or second position, the school will invite the parents/guardians and student for an interview.

When there is a waiting list for a class, the principal will assess the place of the new applicant on this list. The following criteria will be used to assess the position on the waiting list of any new application:

- Children of paid staff at this school.
- Siblings of students currently enrolled at this school (subject to approval by the Finance Committee).
- Transfers from other Waldorf/Steiner schools.
- Compatibility with and demonstrated commitment to Golden Hill Steiner School's philosophy and ethos.
- Date of application.

It is important to keep the school informed of any changes in contact details. The school reserves the right to withdraw an application from the waiting list if the contact details are incorrect and we are unable to contact you.

INTERVIEWS

Invitations to interviews will be made following the assessment process above. The interviews will be conducted by the class teacher, the principal and the bursar.

Your child will be required to attend the interviews with their parent/s.

Parents are to bring the completed Enrolment papers and all requested documentation to the interview. Incomplete paperwork or missing documentation can delay the enrolment process

and may require a second meeting to be scheduled. At the interview, relevant school policies and procedures will be discussed. Parents are reminded that they will be agreeing to support and comply with these policies and procedures and will support the school in educating their child if they are offered a place and sign a contract of registration.

The school needs complete disclosure of any special needs at the time of interview and at least one report from the last school attended. Enrolment decisions are made based on the prospective student's ability to meet the essential requirements of the educational programme, the adjustments required to allow learning to occur and then a determination of if these adjustments are reasonable for the school at that time. An adjustment is reasonable if it considers the student's learning needs and balances the interests of all parties affected, including the student with special needs, the school, staff and other students. Adjustments may include administrative, resource and facilities, procedural modifications, or modification to the school environment depending on the needs of the student. Decisions about what the student may or may not be able to achieve will be made upon the basis of full consultation with all interested parties and experts in the areas of need.

Where there is potential for school financial hardship or the school ethos may be compromised by a history of significant behaviour or discipline matters then the school retains the right to refuse enrolment.

OFFER OF A PLACE

Once the school is completely satisfied that it has all the information it requires and the applicant(s) understand their commitments, a letter of acceptance is provided offering a place. Acceptance is acknowledged by parent(s) with the signing of an Offer and Acceptance Enrolment Contract. The person responsible for the payment of fees should also sign the contract.

Parents will be informed by letter if an application is not successful. Follow-up questions may be directed to the principal.

EXIT FROM THE SCHOOL

If a family decides to withdraw a student from the school, they must give one term's clear notice in writing. This means that parents are liable to pay fees for the term in which the letter is received plus the next term. Notice given during the summer break means parents/guardians are still liable for the first term fees of the new year. This does not apply to students graduating from the school.

A student who has been withdrawn from the school may apply to re-enrol using the above procedure. This will be subject to approval from the Finance Committee and College. The school requires the student to wait until the next calendar year before re-joining his/her class, unless there are circumstances justifying an earlier start.

The school reserves the right to suspend, exclude, expel or otherwise discipline students in accordance with its policies. In the event of a student being expelled or withdrawn as the result of disciplinary action, fees for the current term will not be refunded.