

## ENROLMENT POLICY 2019

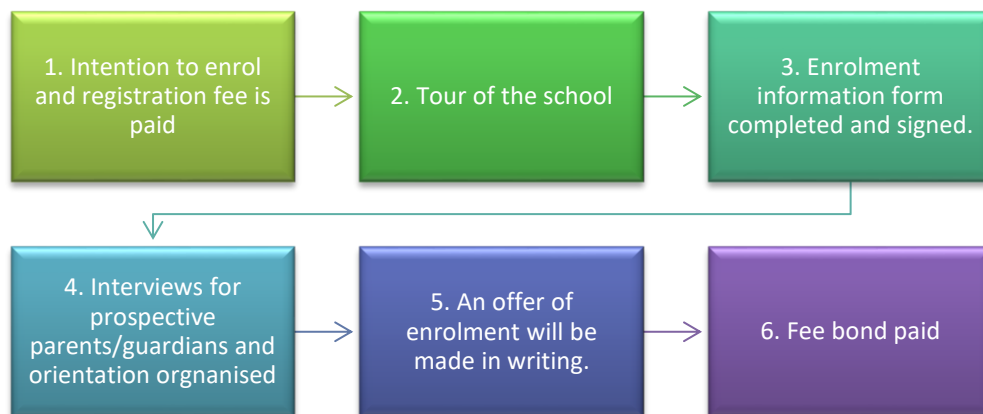
All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

The School will provide an efficient process of enrolment that satisfies the needs of both students and the school. All children who are eligible to attend a Victorian school are welcome to attend our school.

Enrolment decisions will not be made on the basis of race, religion, gender or disability.

Enrolment procedure is as follows:

- 1) Intention to enrol a child is made using the Registration for Enrolment form and the non-refundable registration fee of \$50 is paid per family.
- 2) The prospective parents will be taken on a tour of the school and enrolment forms provided to parents.
- 3) The School will organise interviews upon return of signed enrolment forms and required information (see school entry process) for prospective parents/guardians with or without their children. The Principal to ensure clear understanding of expectations on both sides and an orientation day will be arranged with the class teacher.
- 4) Following orientation day/s a formal offer of enrolment will be made in writing.
- 5) Enrolment will only be refused in the case of unjustifiable hardship to the school. If the Principal considers the enrolment as unsuitable, he or she will explain the reasons for this to the parent/guardian.
- 6) If the offer of enrolment is accepted, this will then be entered into the school system and refundable fee bond of \$500 shall be required at the time of enrolment for children in Prep and above.



## SCHOOL ENTRY PROCESS

School entry is considered to occur at kindergarten level and only after an enrolment interview.

### 1. Enrolment Interviews

The interview will follow a set of questions which consider the following :-

- a. The degree of parental support for the child's education and behavior.
- b. The degree of support for and commitment to Steiner education and the school community
- c. Siblings
- d. Children or Grandchildren of current staff members
- e. Children of previous students
- f. The sibling of a child who has been enrolled in our school for longer than 2 years.
- g. Fee payment record of the family
- h. The chronological position per the application date on the waiting list.

## Notification

After the enrolment interview families will be notified of:

- i. an offer of enrollment
- ii. a place on the waiting list.

## Acceptance of Offer of enrolment

1. If families wish to accept an enrolment offer their child's place will be secured upon receipt of one terms fees.
2. Families will have 14 days from the date of the offer of enrolment to accept, otherwise the position may be offered to another family.

## SCHOOL WAITING LIST POLICY

A class group will be considered "full" when:

- There are 24 students in the single-stream class group
- A teacher may accept more than 24 students in consultation with the Principal.
- Enrolment enquiries that would increase numbers past "full" may be placed on a waiting list.