



Enrolment Policy & Procedure

2016

This procedure is applicable to: Administrator and Staff

AUTHORISED BY:	Administrator
VERSION:	Version 7
DATE:	June 2016
REVEIW:	June 2018

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ENROLMENT AND EXIT POLICY

This Policy has been set as a guide to help make the choice of sending one's child to the Silver Tree Steiner School as conscious as possible for the prospective parent or guardian and the school.

Silver Tree Steiner School is a non-denominational, co-educational, Pre-Kindergarten & K-6 school providing an education underpinned by the principles, pedagogical recommendations and philosophy of Rudolf Steiner while meeting government curriculum and other requirements. We are a small school that has composite classes and aims for single stream classes as numbers allow. Specialist teachers work in consultation with the classroom teacher. Class sizes are limited to a maximum of 18 in the Kindergarten and 24 in the Primary School; variable depending on the recommendations of the class teacher and the College of Teachers (for a composite primary class the enrolment limit may be lower).

All applications will be processed in order of receipt and consideration will be given to the applicant's support for the ethos of the school, siblings already attending the school and other criteria determined by the school from time to time. Once enrolled, students are expected to support the school's ethos and comply with the school rules to maintain the enrolment.

If an enrolment is not accepted, the Silver Tree Steiner School retains the right not to enter into any discussion as to the reasons that the enrolment was not accepted.

POLICIES AFFECTED

- Records Management Policy
- Privacy Policy

RELEVANT LEGISLATION OR AUTHORITY

- School Education Act 1999
- School Education Regulations 2000
- Disability Discrimination Act 1992
- Disability Services Act 1993
- Disability Standards for Education 2005.

ENROLMENT CRITERIA

1. Priority for enrolment

If there is a vacancy in the class then places are offered according to following preference on the wait list as outlined below:

- Siblings in school with no outstanding fees
- Children from the Silver Tree Steiner School Playgroup
- Children with parents on staff at the Silver Tree
- Children who have been previously enrolled and have no outstanding fees
- Children transferring from another Steiner school, playgroup or day care
- Children with parents who attended Steiner school/s
- By date of application

2. Consideration for enrolment of all children is also informed by:

- a. Behavioral considerations
- b. An ability to work with self-discipline. gender balance in the relevant classroom
- c. school's duty of care to existing students
- d. school's ability to meet the needs of the individual child within the classroom context and the school environment
- e. Age in Kindergarten – priority is given to children aged 5 – 6.

PROCEDURES

The following process is to be followed for all enrolments –

1. An Application Form, supporting documentation and relevant fee should be submitted.
2. The parents/ guardians of the child should have attended or now attend a tour.
3. The Enrolment Officer, prospective teacher and the Educational Coordinator should consider each applicant's educational needs and identify any strategies that need to be put into place to accommodate the applicant before a decision regarding enrolment is made.
4. Depending on place availability, an interview is offered or the applicant is placed on a waiting list.
5. The family is informed of the interview outcome.
6. **If a place is not offered**, the family is sent a letter stating that their application for enrolment was unsuccessful. No discussion will be entered into if the enrolment is rejected.
7. **If a place is offered**
 - A. The Enrolment Form must be submitted with relevant attachments and fee.
 - B. The school handbook and other relevant information is provided, as well as a start date.
 - C. The family is added to email list, class list and Silver Leaves list. Term fees are invoiced.

Note:

- If the Court Order or Parenting Plan indicates which parent should make the decision about where the child goes to school, the Application and Enrolment Form should be signed by that parent or parents.
- The school must not have the Application and Enrolment Form signed solely by a parent who does not have the right to make the decision.
- Where there are no Court Orders or Parenting Plans the Family Court Act says that each of the parents of the child has parental responsibility. This means that either parent can independently of each other, make a decision about their child, including where the child should attend school.

Probationary Period

All enrolments are subject to review at end of the first 6 weeks. If at or before this time parents and/or school decide that the child should be withdrawn, the family will be charged only for the 6 week period. No discussion will be entered into if the school decides that the child should be withdrawn. Application and Enrolment fees are non-refundable.

Progression to Class One

Our preference is for children to be turning seven during class one. Children are assessed for their class one readiness towards the end of the Kindergarten year and progression to class one is at the discretion of the Kindergarten Teacher.

Children with Special needs

In considering the application for a child with special needs the school will:

1. Consider the impact on the student, other students, staff and the school community (including financial impact) before the enrolment decision is made. A range of strategies need to be put into place once the decision is made. These strategies should be developed before announcing the enrolment decision.
2. If the school considers that it may have to decline the enrolment, it will seek advice from the AISWA or another appropriate person.
3. Ask the parents to articulate the student's special needs and what they expect from the school. Consider social, academic, sport and co-curricular areas. Invite the parents to provide further information from their child's specialists.
4. Identify the student's special needs. Request information and documentation from parents to assist the processing of the enrolment application. The parents will have numerous reports, which could be of assistance. Of these, the following current reports would be particularly helpful:
 - Previous school reports and current school achievements
 - Psychologist's report documenting functional skills and IQ test results (although the functional information will be most useful in examining the implications for the student's program, the IQ results are required for Commonwealth funding applications), if relevant
 - Speech pathologist's report documenting receptive and expressive language skills and any recommendations for programs or technology in the classroom, if relevant
 - Occupational and physiotherapy reports documenting self help skills and mobility, if relevant
 - Medical specialist reports, if relevant
 - Vision and hearing reports, if relevant
5. Seek information on possible levels of Commonwealth funding based on the reports and access to other support services.
6. Seek advice from an external special education consultant on reports. This person should recommend if/where further information should be sought. It may also be important to invite the parents and their choice of relevant specialists (could include psychologists, therapists, educators, medical specialists etc) the school to consider specific needs arising from the reports or other information.
7. Involve an external special education consultant to assist school to examine options for how the school could meet the student's needs and the parents' expectations. Determine a preliminary view of the school's position and possible options.
8. Discuss possible options with parents.

9. With all the information the school determines the enrolment decision.

APPEALS PROCESS

If parents/caregivers wish to appeal the School's decision:

1. Parent/caregiver puts concerns in writing to the Administrator.
2. The Administrator will consider written application regarding the decision to decline enrolment.

In the event that the Administrator opens an inquiry into the case:

1. The Administrator will hear formal presentations from the relevant party.
2. The Administrator may ask questions to clarify the information that has been presented to date.
3. No discussion will be entered into.
4. The Administrator will make a decision within 2 weeks. All parties will be advised in writing.

RETENTION OF ENROLMENT RECORDS

The Administrator or their nominees will ensure records are retained in line with the Records Management Policy. Retention of records; include -

- retain Enrolment Applications (successful) for 5 years after the last action and then destroy;
- retain Enrolment Applications (unsuccessful) for 2 years after the last action and then destroy;
- retain Register of Admissions for 7 years after the last action and then archive.; and
- print out Enrolment Records annually for all school leavers, retain for 7 years after the last action and then archive.

REMOVAL OF NAMES FROM ENROLMENT REGISTER

Under the provisions in the *School Education Act 1999* s 21, the Administrator is not to remove a student's name from the register unless:

- the Administrator/Principal believes on reasonable grounds that the child has enrolled in another school in this State or elsewhere;
- the Administrator/Principal believes on reasonable grounds that the child is no longer resident in this State;
- an exemption or approved Notice of Arrangements is granted under s11 in respect of the child;
- a parent of the child is registered under s48 as the child's home educator;
- the enrolment is cancelled under s20 or 83; or

- the Minister has authorised the removal on the ground that inquiries to establish the whereabouts of the child have not been successful.

- **Guidance**

Reasonable grounds for the above instances are:

- a) transfer notes, email from another school (interstate or intrastate);*
- b) verbal confirmation from parent that student is leaving the state, letter or electronic notification from parent, interstate transfer note;*
- c) exemption notification from either Education Regional Office or Independent Public School (IPS) principal as per delegations;*
- d) Home Education notification from Education Regional Office;*
- e) principal's application of s 20; Director General's application of s 83; and*

The Administrator/Principal or nominee will:

- record the date a student is removed from the current roll as the date the student last attended the school;
- record notes in the school's student database detailing the steps taken to re-engage the student including the reason for non-attendance, if known, or the reason for the student's removal from the current enrolment register in accordance with s 21 of School Education Act 1999; and
- not remove Year 7 students from the current enrolment register until a notice of transfer has been received from the secondary school.

Guidance

The Administrator/Principal should be satisfied that the necessary grounds for removal of a student from the register exist before proceeding with removing a student's name from the current roll.

Primary schools should contact the Education Regional Office by Week 3 Term 1 of the new school year with any concerns relating to these students.

STUDENTS FROM OVERSEAS

The Administrator/Principal will:

- view the student's passport or travel documents to identify the visa sub class;
- enrol students on permanent residence visas with the same entitlements as local students;
- enrol students on temporary visa sub classes that are entitled to enrol, as listed in the Enrolment of Students from Overseas Schedule with the same entitlements as local students;
- consider the enrolment of students on temporary visa sub classes that are to enrol as full fee paying students in accordance with Enrolment of Students from Overseas Schedule; and
- scan a copy of the relevant pages of the child's passport or travel document including the three digit visa subclass number into the child's enrolment record.

Guidance

Parents of visa holder with label-free passports will be asked to provide a print out of their visas using Visa Entitlement Verification Online (VEVO) which is available at www.immi.gov.au/e_visa/vevo.htm.

EXIT PROCESS

The family is required to give one terms notice to the office, in writing, that they intend to cease enrolment otherwise the next terms fees are payable. Verbal advice is not sufficient.

The notice must include as a minimum when the last day of attendance will be and where the child/ren will be attending school in the future. An Exit Interview will be conducted with the family where possible or if more convenient and Exit Form will be provided in order for the school to obtain feedback.

A transfer note from the new school of the child must be obtained. If the new school requests reports, ensure there is 'Parent Consent to release Student reports/assessments' form. The Silver Tree will endeavour to track previous students by keeping transfer notes and keeping in touch with parents until a transfer note arrives.

Any monies outstanding must be paid before the last day of attendance.

REFERENCES

AISWA – Disability and Enrolment Guidelines

Available: <https://www.ais.wa.edu.au>

Department of Education – Enrolment Policy

Available: <http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/enrolment.en?oid=au.edu.wa.det.cms.contenttypes.Policy-id-3783132>