



Enrolment Policy

1 Preface

Shearwater, the Mullumbimby Steiner School, is hereby referred to as 'the School'. The School's policies which are made from time to time are made pursuant to the requirements set out in section 47 of the Education Act 1990 and of the NESAs for registration of the school.

2 Objectives

By implementing this policy, the School aims to achieve the following objectives:

- The student enrolment process is fair and equitable
- The School's enrolment requirements are clearly communicated to all stakeholders

3 Scope

This policy applies to all employees, students, and parents, including prospective members of the School community.

4 Principles and Commitments

Shearwater, The Mullumbimby Steiner School seeks to provide a quality education in a caring, secure and challenging environment, based on educational principles established by Rudolf Steiner.

Applications

Applications are processed upon receipt, and the following circumstances will be considered when offering places:

- Siblings already attending the school;
- Parents or guardians of applicants currently employed at Shearwater
- Enrolment at Little Shearwater Preschool (for Kindergarten enrolment);
- Date of application
- Transfer from another Steiner/Waldorf school
- Support for the ethos of the School

Enrolment of Students with Special Needs

- When considering an enrolment application for a child with special needs, including, but not limited to, children with learning or physical disabilities and/or identified as gifted and talented, the School will clearly state what support the School offers in regard to students with special needs. Parents of children with special needs will also meet with relevant staff to discuss the available support.
- The School's Disability Policy and Procedures must be followed in relation to any application for enrolment of a student with an identified disability.
- If information obtained by the School suggests a history of misconduct, illegal activities or strong anti-social behaviours that indicate that the student's enrolment at the School is likely to be detrimental to other students, the staff or the School, the Head of School may decline to proceed any further with the enrolment process notwithstanding that the student satisfies one or more of the criteria for enrolment.
- The School reserves the right not to offer any student a place at the School, or to defer the offer of a place to any student, at its discretion, but particularly if the parents do not declare any specific educational needs or withhold relevant information, or if the enrolment of the student will cause serious disadvantage to other students or the School.
- In considering all prospective enrolments, the School may ask parents to authorise the Head of School or her/his delegate to contact staff of the student's previous school, or medical or other personnel, for information pertaining to the needs of the student.
- Whilst this policy is comprehensive, there will inevitably be some situations which are not specifically covered. The Head of School has the final decision concerning any enrolment.

Offers of Enrolment

Offers of enrolment are made in accordance with the following principles:

- All enrolment processes comply with State and Commonwealth anti-discrimination legislation and do not discriminate on the basis of religion, ethnicity, sexual preference or marital status.
- Prior to enrolment, the School will seek to establish whether the expectations and commitments of the prospective parents/carers are consistent with the vision, values, goals, policies and resources of the School.
- The School relies on relevant legislative exemptions to apply age criteria for school entry consistent with Steiner education focus on the appropriate age for various educational programs and activities. Kindergarten entry is restricted to those children who turn six in that calendar year. The Head of School may vary age requirements on recommendation of the relevant teaching staff.
- A final offer of enrolment is subject to the availability of a place; a complete enrolment application, including all required supplementary documentation; an interview with teachers and the Business Manager; and an agreement to pay applicable fees and abide by the School's rules, agreements and codes.
- The Conditions of Enrolment, signed as part of the enrolment application (and amended from time to time) are legally binding. Initial and continued enrolment depends on the parents' and student's ongoing adherence to these.

Termination Of Enrolment

A student's enrolment may be terminated if:

- the parents or student have not met, or are in breach of, the Conditions of Enrolment.
- the School forms the opinion that a student has special needs and the student's parents have not declared or have withheld known information about those special needs; or the School is unable to meet the child's needs without seriously disadvantaging other students or the School.

When the School terminates a student's enrolment, the School must advise the parents in writing.

The Conditions of Enrolment require parents to give a minimum of one term's notice to terminate their child's enrolment, or they will be liable to pay fees in lieu of notice. Notice periods commence from the date a completed Student Exit Form is received by the School. Any concerns, problems or grievances as identified in the Student Exit Form will be addressed by the Faculty Coordinators or Head of School.

Re-Enrolment

The School will not re-enrol any child without first establishing the reasons for withdrawal through a parent interview, and unless it is satisfied there are no outstanding matters likely to cause further disruption to the students' education and that all previous or outstanding fees have been paid. Re-enrolment is at the discretion of the Head of School, and normal enrolment procedure will be followed.

5 Related Legislation, Policies & Procedures

Anti-Discrimination Act 1977 NSW

Disability Discrimination Act 1992 (DDA) and Disability Discrimination and other Human Rights Legislation Amendment Act, 2009. Race Discrimination Act.

Australian Privacy Principles, Privacy Act 1988

Anti-Discrimination Policy, Disability Policy, Fees Policy, Privacy Policy.

6 Roles & Responsibilities

The Board is responsible for ensuring that this policy is reviewed for effectiveness and updated on a regular basis.

The Head of School is responsible for ensuring that this policy is implemented through the development and implementation of action plans, procedures and other documentation. The Head of School is also responsible for ensuring that these documents are monitored for implementation, reviewed for effectiveness and updated on a regular basis.

DOCUMENT HISTORY

Version:	Date approved:	Description of changes made from previous version
Draft B	26/06/2017	Reviewed for: clarity around process for considering applications, and offering of a place; clarity around circumstances where an enrolment would be terminated.
Draft A	NA	NA
Next review date:		

Version:	Author:	Reviewed by:	Approved by:
V1	11/07/17	B Baring, EAC	Board
Draft B		K Hamilton, Enrolment Officer, B Baring. EAC, J Michaelis Kindergarten Director	
Draft A	Bec McNicholl		