

PORT MACQUARIE STEINER SCHOOL

1.1 STUDENT ENROLMENT POLICY

Drafted date: 9 th March 2018	By: Melodie Ayriss	Approved by Board date: 23 rd April 2018
Reviewed date: 20 th March 2018	By: Ruth Gallagher	Next review due date: March 2019
Associated policies:	2.2 PMQSS Student Code of Conduct 6.1 PMQSS Parents, Guardians and School Community Code of Conduct 4.3 PMQSS Behaviour Management and Discipline Policy 2.3 PMQSS Student Wellbeing and Pastoral Care Policy 4.6 PMQSS Homework Policy 2.4 PMQSS Excursions Policy 9.7 PMQSS Privacy Policy	
Associated Laws:	<i>Disability Discrimination Act 1992</i> Disability Standards for Education 2005	

INTENTION

To clearly outline the enrolment process of the School and to ensure that the process is consistent, fair, thorough and clear for all those who apply.

INTRODUCTION

All applications received by the School will be processed in the order they are received. To maintain their enrolment, once enrolled, students are expected to act consistently with the School's ethos and comply with the conditions and terms of enrolment. Parents are also expected to be supportive of the ethos of the School.

POLICY

1. Enrolment

The School acts in accordance with anti-discrimination legislation and will consider enrolment of students from families irrespective of gender, age, religion, ethnicity, sexual preference or marital status.

Clear enrolment procedures are in place for the enrolment of students into the appropriate classes. These procedures are outlined below in the Procedures section of this document. All applications for enrolment will be processed as per these procedures and in order of receipt.

Students enrolling for the first time into Kindergarten will be five years of age on or before July 31 of the year preceding full-time Kindergarten entry.

When an enrolment application is received, consideration is given to:

- the applicant's support for the ethos of the School;
- siblings already attending the School;
- the educational needs of the students already attending each class;
- the School's ability to meet the special needs or abilities of the student; and
- other criteria determined by the School.

All of these points are considered and none of the above, by itself, is a determining factor.

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2. Classes

The School operates with one to two classes per year from Kindergarten, Class 1 and 2. Classes are formed as required and composite classes may be formed if enrolments and School operations require this.

Students will be placed in a class according to their age and in accordance with Steiner principles of education, together with perceived levels of maturity and ability.

3. Fees and Charges

Parents and guardians will be made fully aware of the financial requirements of the School, prior to enrolling their child. Continuing enrolment is subject to the satisfactory payment of all School fees and charges as per our Fee Schedule, Financial Arrangements and Terms of Payment.

An application fee is payable on submission of the Enrolment Application Form. This fee is non-refundable except under extenuating circumstances by consideration of the Head Teacher.

When a new family joins the School, the first term's fees and charges are to be paid in advance of the student commencing their first day at the School.

When bursaries are available, parents and guardians are required to complete the Bursary Application Form. Information collected on this form is subject to the PMQSS Privacy Policy.

4. Enrolment Contract and Acceptance of Placement

The Enrolment Contract is to be completed by all prospective families wishing to enrol their child/ren at the School. This document outlines the agreement between the School and the family. Where applicable, the Enrolment Contract is to be signed by both parents or by both guardians. An additional, separate Enrolment Contract is to be completed and signed by any third party responsible for paying School fees.

The Acceptance of Placement form is to be completed to acknowledge receipt of an Offer of Placement.

Communication between the School and parents or guardians is very important and as such it is the parent's or guardian's responsibility to inform the School of any change of address, telephone numbers or email as soon as it is known.

5. Continued Enrolment

Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently and the student and the parents or guardians observing all behavioural codes of conduct and other requirements of the School which are applicable from time to time.

6. Other Aspects

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Students are expected to respect the property of the School, their own personal belongings and the belongings of others. Each student is responsible for their personal belongings and the School will not be liable for any loss or damage to these belongings.

The School shall not be obliged to continue any student who does not observe all of the foregoing conditions.

7. International Students

The School is not registered by the Department of Education and Training (DET) to accept International students.

PROCEDURE(S)

Enrolment

In order to assist parents or guardians to make a decision regarding their child's education at the School we can offer all prospective parents the following information by email or mail. These can also be sent as a follow up to any enrolment enquiry:

- relevant Handbooks and or access to the School's policies via the website; and
- an invitation to attend a School tour held by arrangement throughout the year.

The following documentation must be included to support an Enrolment Application Form:

- a copy of the child's Birth Certificate;
- a photocopy of the child's latest School Report (if applicable);
- copies of educational and or medical assessment reports where relevant; and
- copies of Family Court Orders or Parenting Plans if applicable.

A photograph of the child for identification purposes is also requested.

Application

1. Parents intending to send their child/ren to the School are required to complete the Enrolment Application Form and return it by email or mail;
2. A non-refundable administration fee of \$200 is to be paid upon lodgment of this form;
3. The School administration will phone, email or mail with the outcome of the application. If there is a place in the relevant class they will confirm that the child's name has been placed on the Class Enrolment List. In cases where there are no longer places available, the child's name can be placed on the Class Waiting List; and
4. Families will then receive a letter including an invitation to an information evening for parents or guardians and a copy of the Parent Handbook for the relevant class.

Information Evening

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1. This will be held in Term 4 in the year prior to commencement. Parents and guardians will be given a Pre-Interview Questionnaire and Student Medical Form to complete and bring to the interview for discussion with the Class Teacher.
2. After the information evening, applicants will be informed by telephone of the time and date of an interview time with the relevant Kindergarten or Class Teacher. Applicants who are not contacted for an interview will be phoned or sent a letter asking if they would like to remain on the Class Waiting List.

Interview with Teacher

Parents or guardians and their child attend an enrolment interview with the Kindergarten or Class Teacher. Parents and guardians typically have many questions during the enrolment interview so all aspects of the child's education at the School will be discussed. Parents and guardians are asked to bring along a small photograph of the child for identification purposes and all required documentation (if not previously submitted). Where children have been previously enrolled at preschool or another primary School, additional information may be sought to complement information obtained in the interview. The interview is one step in the application process and does not guarantee an offer will be made.

Interviews are generally held after the information evening in Term 4 in the year prior to commencement.

Offer of Placement

Enrolment decisions are the responsibility of the Head Teacher or their nominee. The reasons for declining to offer enrolment will not necessarily be given.

If the decision is made to offer a child a place and there is a place available for the nominated commencement date, an Offer of Placement will be sent to the applicant.

Acceptance of Placement

1. The signed Offer of Placement together with a \$300 bond must be returned to the School within 14 days of receipt of the offer. Payment of this fee reserves a place for a child to commence at the nominated time. If the offer is not accepted, then it will lapse and be able to be filled by another applicant. The \$300 bond is returnable when the student leaves the School, provided all School fees have been paid.
2. Applicants are required to read and accept the School's Policies and Procedures which will be made available to them.

Payment of Fees and Charges

For new families to the School, the first term's fees and charges are to be paid prior to the student's first day at School. For families with children already enrolled in the School, the required Fees, consolidated charges and other charges for the newly enrolled child will be added to the existing account and invoiced accordingly.

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RESOURCES

Fee Schedule 2018
Enrolment Application Form
Enrolment Contract and Agreement of Placement
Class Enrolment List
Class Waiting List
Kindergarten Parent Handbook
Offer of Placement
Student Medical Form
Pre-Interview Questionnaire

REVIEW

This policy will be reviewed annually.