

**Purpose**

The purpose of the enrolment policy is to ensure the enrolment process is consistent, fair, thorough and explicit for all applicants.

**Overview**

Aurora Southern Highlands Steiner School (ASHSS or the School) is a secular, co-educational school providing primary and secondary education based on the philosophy and values of Steiner education and operating within the policies of NESAs. 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 enrolled in the School and other criteria determined by the School from time to time. 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 (Conditions)**

1. ASHSS acts in accordance with anti-discrimination legislation and will seek enrolment of students from families irrespective of gender, age, religion, ethnicity, sexual preference or marital status.
2. The educational program at ASHSS meets NESAs registration and accreditation requirements and has a particular Steiner education emphasis as promoted by the School. This includes: the use of natural materials in play such as dirt, grass, logs and climbing trees during supervised play times; and participation in school excursions, camps, outdoor education, festivals and other education programs.
3. ASHSS operates with a mixture of single stream and composite classes according to student numbers and appropriate class sizes.
4. Students will be placed in a class according to their age in line with Steiner principles of education, together with perceived levels of maturity and ability. Kindergarten enrolments usually comprise full-time students turning 6 years of age in that year, and may also comprise a small group of younger part-time students. Class 1 students are usually all turning 7 years of age in that year, Class 2 students turning 8 years of age and so on.
5. Consideration is given to the applicant's support for the ethos of ASHSS, siblings already attending the School, and other criteria determined by the School from time to time.
6. Consideration is also given to the needs of the incumbent students in each class.
7. Parents/guardians will be informed of the nature of Steiner education before they enrol their child. Parents and guardians are expected to be supportive of and involved in the Steiner educational impulse inherent in the ASHSS ethos, policies and programs and to adhere to ASHSS Rules and Codes of Conduct.
8. Clear enrolment procedures are in place for the enrolment of children into the appropriate classes. All applications for enrolment will be processed as per the Enrolment Procedures in order of receipt.
9. To maintain their enrolment, students and parents are expected to support the School's ethos; demonstrate appropriate effort, attitude and behaviour, and adhere to the ASHSS Codes of Conduct and rules.
10. Prior to enrolment, parents and guardians will be made fully aware of the financial requirements of the ASHSS enrolment contract. Continuing enrolment is subject to the satisfactory payment of all school fees and charges as per the ASHSS Fees and Charges Schedule, financial arrangements and terms of payment.
11. A non-refundable Application Fee is payable on submission of the Enrolment Application Form; a non-refundable Enrolment Acceptance Fee is payable in order to confirm the place offered to a student; and that 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 of school.
12. Where applicable, the enrolment contract is to be signed by both parents or by both guardians. An

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additional, separate enrolment contract is to be completed and signed by any third party responsible for paying school fees.

13. ASHSS provides a managed first aid and student sick bay area where students who are taken ill or injured are accommodated while contact is made with parents or guardians as quickly as possible. If a student requires urgent medical or hospital treatment of any nature and the School is unable to contact the parent or guardian after making reasonable efforts, parents/guardians authorise the School to give authority for such treatment. Parents indemnify the School, its employees and agents in respect of all costs and expenses arising directly out of such treatment.
14. Students are responsible for their personal belongings and the School will not be liable for any loss of these belongings.
15. If the Principal or their nominee considers that a student is in serious breach of or has otherwise engaged in conduct, which is harmful or detrimental to ASHSS or its students or staff, the Principal or their nominee may exclude the student permanently or temporarily at their absolute discretion. No refund of fees will be granted.
16. If the Principal or their nominee believes that a mutually beneficial relationship of trust and cooperation between a parent or guardian and the School has broken down to the extent that it adversely impacts on that relationship, then the Principal or their nominee may require a parent/guardian to remove their child from the School. No refund of fees will be granted.
17. Before a child is excluded permanently, the School will provide the student, parents or guardians with details of the conduct pertaining to the situation and give them a reasonable opportunity to respond.
18. The School has the right to amend its academic and other programs at any time without notice to parents. This may include the discontinuance of teaching subjects and other programs.
19. Students are required to take part in all school activities including, but not limited to, the primary strings program, school excursions, camps, outdoor education, festivals and other education programs.
20. It is the parent's/guardian's responsibility to inform the School of any change of address, telephone numbers or email as soon as it is known.
21. Students comply with early leaving and late arrival notification procedures and parents/guardians provide a signed note explaining reasons for lateness, partial and/or full day's absence.
22. Requests for extended leave must be made not less than 4 weeks before the anticipated date of departure in writing giving reasons for why such leave is requested and submitted to the Principal or their nominee. If the School decides that a place is unable to be reserved for your child and you wish to remove your child from the School, the re-entry of your child into the School will be subject to the School Enrolment Procedures.
23. The School shall not be obliged to continue any student who does not observe all of the foregoing conditions.
24. Parents/guardians wishing to withdraw their child from the school must observe the one term's notice requirement and follow the exit procedures. In cases where insufficient notice is given one term's fees remain due.
25. **For clarification, notice given to a teacher or member of staff other than the Principal or their nominee is not considered notice of withdrawal.**
26. In the event the withdrawal notice given is less than 14 days, the school requires the parents/guardians to engage with the school's grievance procedure before the school accepts the withdrawal. Where a resolution cannot be met, the exit procedure will follow as per normal.

#### **Overseas Students**

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

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## **ENROLMENT PROCEDURES**

### **Information**

We offer all prospective parents the following information by email, fax or mail:

- Aurora Southern Highlands Steiner School Prospectus
- Access to School's Policies via the website or hardcopy in the School office
- Current Newsletter
- An invitation to attend a school tour. Tours are held by arrangement throughout the year.

### **Application for Enrolment**

Complete the ASHSS Enrolment Application Form and attach the following documentation:

- A copy of your child's Birth Certificate
- A photograph of your child
- A photocopy of your child's two latest School Report (if applicable)
- A copy of your child's NAPLAN results (if applicable)
- A non-refundable Application Fee
- Copies of educational and/or medical assessment reports where relevant and Immunisation History Statement
- Copies of Family Court Orders or Parenting Plans if applicable

### **Receipt of Application Form, Documentation and Application Fee**

Receipt of the Application Form, Application Fee and attached documentation, will be acknowledged by telephone, email or mail. If a place is available, the School will forward an invitation to attend an interview with the Class Teacher and Principal or their nominee. If a place is not available, your child's name will be added to the *Waiting for Interview* list. You will be informed of this, and contacted for an interview once a place becomes available.

### **Interview with Class Teacher and Principal**

Both the parent/s or guardian/s and the student are required to attend an initial interview with the Class Teacher and Principal or their nominee at which all aspects of the student's education at ASHSS will be discussed including the financial requirements of the School, fees and charges. It is expected that parent/s or guardian/s and the Principal or their nominee will have some private time during the interview. Please make arrangements for younger students to be cared for while this happens. During this interview a start date may or may not be nominated and subsequent interviews may be requested.

### **Letter of Offer**

If a place is available for the nominated start date, an Offer of Place will be forwarded to the applicant.

### **Acceptance of Offer and Acceptance Fee**

To accept the offer, the *Conditions of Enrolment Form* together with a non-refundable Enrolment Fee must be returned to ASHSS within 14 days of receipt of the offer. Payment of this fee reserves a place for your child to commence at the nominated time. If the offer is not accepted, then it will lapse. Upon receiving the *Conditions of Enrolment Form*, you will also be required to read and accept the School's Policies and Procedures which will be made available to you.

### **Payment of Fees and Charges**

The first term's fees 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 for the newly enrolled child will be added to your existing account and invoiced accordingly.

**Exit Procedures**

Withdrawal notices are to be given in writing to the Principal or their nominee with adequate time given for the exit procedure outlined below to take place. The withdrawal notice will be deemed accepted once the exit procedure has been completed, at which time the school will issue a 'Release from Contract' notice in writing stating the formal date of withdrawal and confirming all steps have been completed.

Upon receipt of written notice the following procedure takes place:

- Opportunity for grievance resolution to take place, if required
- Release Form completed and signed to ensure all school issued materials have been returned, including library books, computers and musical instruments.
- Exit questionnaire completed
- Exit interview offered and completed (optional)
- Any monies owing are paid, or a payment plan negotiated and agreed to in writing
- Opportunity given for students to farewell their class.

**Enrolment Procedures for Kindergarten in the Next Year or Subsequent Years**

- Complete and lodge the *Application Form* and return by email, mail or fax.
- When you lodge this form you will need to pay a non-refundable Application Fee
- The *Application Form* needs to be returned to the School before Term 2 of the year prior to the commencement date in order to be considered in the first round of offers.

**Receipt of information**

Receipt of this information and Application Fee will be acknowledged by telephone, email or mail along with confirmation that your child's name has been placed on the *Kindergarten Pre-Enrolment List*.

**Enrolment in Kindergarten**

A letter inviting families on the *Kindergarten Pre-Enrolment* list to begin the enrolment process will be sent during the first few weeks of Term 2 in the year preceding commencement in kindergarten. The letter will include:

- An invitation to a parent teacher interview
- The *ASHSS Developmental History Form* to be completed and returned together with any other relevant documentation prior to the interview

**Interview with Kindergarten Teacher**

Interviews for Kindergarten are generally held throughout Term 2 in the year prior to commencement. Parents or guardians and their child attend an enrolment interview with the Kindergarten teacher/s at which all aspects of the student's education at ASHSS will be discussed. Where children have been previously enrolled at preschool or similar, additional information may be sought to complement information obtained during the application process.

**Letter of Offer**

If a place is available for the nominated start date, a Letter of Offer will be forwarded to the applicant.

**Acceptance of Offer and Enrolment Fee**

To accept the offer, the *Conditions of Enrolment* form together with a non-refundable Enrolment Fee must be returned to ASHSS within 14 days of receipt of the offer. Payment of this fee reserves a place for your child to commence at the nominated time. If the offer is not accepted, then it will lapse. Please note: The Enrolment Fee is separate from the Tuition Fees. Upon receiving the *Conditions of Enrolment* form, you will be required to read and accept the School's Policies and Procedures which will be made available to you.

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# AURORA SOUTHERN HIGHLANDS STEINER SCHOOL

## ENROLMENT POLICY AND PROCEDURE

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### Payment of Tuition Fees

For new families to ASHSS, the first term's fees 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 for the newly enrolled child will be added to your existing account and invoiced accordingly.

### Kindergarten Information Evening

A Kindergarten Information Evening for parents and guardians will be held in Term 3 in the year prior to commencement.

### Evaluation and Review

This policy will be reviewed annually.

### Related Policies, Procedures, Forms, Guidelines etc.

ASHSS Conditions of Enrolment Form  
ASHSS Enrolment Application Form  
ASHSS Camps and Excursions Policy  
ASHSS Codes of Conduct for Students  
ASHSS Codes of Conduct for Parents, Guardians and School Community  
ASHSS Fee Payment Policy  
ASHSS Behaviour Management and Discipline policy  
ASHSS Homework Policy  
ASHSS Student Wellbeing, Pastoral Care and Leadership Policy  
ASHSS Privacy Policy

### Related Acts and Regulations

Disability Discrimination Act  
Disability Standards for Education 2005

### Ratification

This policy was ratified by the SHASE Board on \_\_\_\_\_.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Chairperson

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School Board

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