



Enrolment Policy

Overview:

Tarremah Steiner School seeks to treat all applications for enrolment fairly, with clear delineation of the principles and procedures involved.

Rationale:

Tarremah Steiner School invites applications from all members of the community. The School considers each application individually, to be clear about the needs of the individual student. Applications are accepted where the principles of the following policies can be met by the school and the parents/guardians: Enrolment of Students with Special Needs Policy, Waiting List Policy, Fee Payment Policy, Behaviour Management Policy and Issues Resolution Policy.

Policy and Procedure:

Age of school entry:

State Government legislation states that all children who turn five by the 1 January must be enrolled at school unless they are home schooled by a registered home educator or are otherwise given exemption by the Secretary of the Department of Education. At Tarremah, children who turn five by 1st January are enrolled into Prep.

Enrolment into Tarremah's Mixed- Age Kinder is as follows:

3 years old by 1 st January – Little Kinder	-	Minimum 6 hours per week
4 years old by 1 st January – Kinder	-	Minimum 12 hours per week
5 years old by 1 st January – Prep	-	Full time

Children will be enrolled in classes according to their birth year. From time to time borderline cases may exist. These cases will be considered on an individual basis and parents may have to gain an exemption from the Department of Education in some circumstances.

Enrolment Considerations:

All places are dependent on:

- Vacancy existing in the class
- Children with Special Needs Policy
- Enrolment interview
- Financial interview
- Parental/Guardian signature/s on the Enrolment Form and their acceptance of conditions of enrolment.

The child's name will be added to the waiting list or pre-enrolment list for ECC upon receipt of an Enrolment Application Fee.

Every effort will be made to give priority to:

- Siblings of children already enrolled at Tarremah, including those from blended families
- Children of members of staff
- Children transferring from other Steiner schools
- Children of past students of the School
- Children of families with a prior association with the school

Progression through the School

Once enrolled in Little Kinder, children continue on through to Class 10 without further enrolment applications being required. Progression through the school is governed by the adherence to the following policies:

- Fee Policy
- Behaviour Management Policy
- Issues Resolution Policy

Mandatory Reporting Responsibilities

Parents are advised that as an education institution Tarremah School and its teaching staff are bound by the Children, Young Persons and Their Families Act 1997 to report concerns of abuse or neglect of children.

The School Executive may change provisions of the Enrolment Policy at their discretion.

ENROLMENT PROCEDURE K-10

STEP	ACTION	COST Non refundable	Step Completed
1	COMPLETE AND LODGE ENROLMENT APPLICATION, WITH STUDENT'S MOST RECENT SCHOOL REPORT AND ANY SCREENING REPORTS (IF APPLICABLE)	\$100-00	
2	APPLICATION IS RECEIVED BY SCHOOL AND PROCESSED. CHILD IS PLACED ON EITHER PRE-ENROLMENT* LIST OR WAIT** LIST		
3	PARENT / CHILD INTERVIEW WITH PROSPECTIVE TEACHER LEARNING SUPPORT TO BE AT INTERVIEW IF TESTING IS INDICATED ON ENROLMENT FORM IF NO SCHOOL REPORTS SUPPLIED, TESTING WILL NEED TO BE COMPLETED		
4	PARENT INTERVIEW WITH BUSINESS MANAGER. FEE PAYMENT METHOD TO BE AGREED.		
5	IF CLASS TEACHER AND BUSINESS MANAGER ARE IN AGREEMENT, A LETTER OF OFFER FOR A PLACE IN THE SCHOOL WILL BE SENT		
6	ACCEPTANCE OF OFFER, ENROLMENT ACCEPTANCE AGREEMENT RETURNED TO SCHOOL	\$600-00	
7	ON SATISFACTORY COMPLETION OF ABOVE STEPS, CHILD CAN COMMENCE AT SCHOOL AND CLASS TEACHER WILL BE NOTIFIED		

* Pre-enrolment List is used where a Class is not full and there are places available

** Wait List is used where a Class is full. Child will remain on the Wait List until a place becomes available.

Policy Title	Enrolment Policy
Policies to be read in accordance with the above Policy	Attendance Policy, Waiting List Policy, Policy for Enrolment of Students with Special Needs, Fee Payment Policy,
Reference/Legislation	
Approval Authority	School Executive – 9 August 2017
	School Council
Council meeting reference	14 November 2017
Review Status	2 years
Information & Contact	School Chair