

## Enrolment Policy

Policy No:	18 (1.1)	Version:	6 (March 2022)
Responsibility:	School Chair	Scheduled Review Date:	April 2024

### 1.0 Purpose

Tarremah Steiner School invites enrolment applications from all members of the community whose values align with those of the School. The School considers each application individually in order to be clear about the needs of the individual student and their family. The enrolment process is necessary to determine whether the School's resources are adequate to meet the needs of the student as well as confirming the parents'/guardians' understanding of the School's values and pedagogy.

### 2.0 Policy Statement

This document defines the legal requirements for school entry as stated by the Tasmanian State Government and the School's procedures for enrolling students.

### 3.0 Policy Elements

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 an exemption by the Secretary of the Department of Education. At Tarremah, children who turn five by 1<sup>st</sup> January are enrolled into Prep.

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.

#### 3.1 Enrolment into Tarremah's Pre-Kinder, Kinder and Prep is as follows:

3 years old by 1 <sup>st</sup> January – Pre-Kinder	-	Minimum 6 hours per week
4 years old by 1 <sup>st</sup> January – Kinder	-	Minimum 12 hours per week
5 years old by 1 <sup>st</sup> January – Prep	-	Full time

#### 3.2 Enrolment Considerations:

**Every effort will be made to process enrolment applications in chronological order**

All places are dependent on:

- Vacancies existing in the class
- Successful enrolment meetings
- Parental/Guardian completing the Enrolment Form indicating their acceptance of conditions of enrolment as stated therein.

### **3.3 Progression through the School**

Once a student is enrolled in the Early Childhood Centre (ECC), Grade 1 or at any other level, they 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
- Complaints Management Policy
- Parent/Community Rights and Responsibilities Policy

### **3.4 Part-time Enrolment**

Tarremah Steiner School only accepts part-time enrolments for students with medical conditions, as documented by a registered medical practitioner, which makes it impossible for them to attend full-time.

### **4.0 Enrolment Procedure**

1. Enquires are taken at the Office where school brochures and information on enrolments are available.
2. Enrolment Application Form is completed
3. Payment of non-refundable Application Fee

### **4.1 Enrolment for Current Year**

1. The applicant will be placed on a Pre-enrolment List. A letter is sent to the parents confirming this.
2. When an applicant is placed on a Pre-enrolment List, the Enrolment Officer informs the relevant Class Teacher/Guardian.
3. The Class Teacher/Guardian contacts the prospective parents to arrange a meeting with the parents and the child (age dependent) and a financial meeting with the Enrolments Officer. The meeting with the Class Teacher is an opportunity to discuss the child's development and their specific needs as well as confirming the family's understanding of the School's values and pedagogy.
4. At the successful completion of this process, the child is placed on a waitlist for that class.
5. When a place becomes available, the Enrolment Officer contacts the parents to offer a place in the class and commencement date.
6. Acceptance of this offer is subject to confirmation by parents through the lodgement of the Facility Fee and signing of an Enrolment Acceptance Agreement.

### **4.2 Enrolment for Future Years**

1. The applicant will be placed on a waitlist for the year the parents have selected. A letter is sent to the parents confirming this.
2. The Enrolment Officer will inform the relevant Class Teacher/Guardian of any students on their waitlist, in Term Four of the year prior to the requested enrolment year.
3. The Class Teacher/Guardian contacts the prospective parents to arrange a meeting with the parents and the child (age dependent) and a financial meeting with the Enrolments Officer. The meeting with the Class Teacher is an opportunity to discuss the child's development

and their specific needs as well as confirm the family's understanding of the School's values and pedagogy.

4. At the successful completion of this process, the child is placed on a waitlist for that class.
5. When a place becomes available, the Enrolment Officer contacts the parents to offer a place in the class and commencement date.
6. Acceptance of this offer is subject to confirmation by parents through the lodgement of the Facility Fee and signing of an Enrolment Acceptance Agreement.

## **5.0 Waiting List**

**There are several considerations when selecting a student from the waitlist, these include:**

- The family's understanding of and alignment with the School's values and pedagogy
- Chronological order of enrolment applications
- 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 the School's Alumni
- Children of families with a prior association with the School

## **6.0 Responsibilities**

- Parents are responsible for the full disclosure of medical conditions, learning and behaviour challenges that would require differentiation and additional resources.
- Parents are required to supply a copy of their child's birth certificate.
- When a child has come from another learning institution, parents are required to supply the School with the most recent school report with their enrolment application. When a child is coming from a home-schooling environment a brief description of the curriculum followed should accompany the application.
- Copies of any medical/psychological/educational assessments that would further inform the teacher may be requested.
- A copy of the child's Immunisation History must be supplied at the time of application. If a child is not immunized parents must supply a Statutory Declaration stating so.
- When a child was born outside of Australia, parents are required to supply a copy of the child's Visa or Australian Citizen Certificate.
- When a child has a significant allergy, is anaphylactic or asthmatic, parents are required to supply all relevant medical documents and action plans.
- Court Orders or Custody Arrangement Forms are also required if applicable.
- There is an expectation that parents will relay all pertinent information truthfully and in good faith, failure to do so will result in a review of enrolment and may result in a rescindment of the enrolment.

## **7.0 Related Documents**

Applications are accepted where the principles of the following policies can be met by the school and the parents/guardians:

- Fee Payment Policy
- Behaviour Management Policy
- Issues Resolution Policy
- Enrolment Application Form
- Enrolment Acceptance Agreement
- Enrolment Application Meeting Questionnaire

## **8.0 Reference/Legislation**

- Education Act 2016, Tasmania

## **9.0 Contact Point**

- Enrolments Officer
- School Chair

## **10.0 Authorisation**

Executive:

Council:

Name:

Date: