Enrolment Policy

Policy No:	1.1	Version: 8	April 2026
Responsibility:	School Chair	Scheduled Review Date:	April 2029

1.0 Purpose

To clearly explain the School's enrolment process, for the benefit of both parents and staff.

2.0 Policy Statement

At Tarremah Steiner School we value the individuality of each person. We welcome enrolment applications from all members of the community. The School considers each application individually to ensure there is a clear picture of the needs of the child. The enrolment process ensures the School is in the best position to determine those needs, and that parents'/guardians' understand and are looking to engage with the School's values and pedagogy.

3.0 Policy Elements

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3.1 Enrolment into Tarremah's Pre-Kinder, Kinder and Prep

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3.1 Enrolment into Tarremah's Pre-Kinder, Kinder and Prep

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

3.2 Legal Considerations Affecting Enrolment

Children will be enrolled in classes according to their birth year. The Tasmanian State Government requires all children who are five years old, on the 1st January to undertake formal education. They must either be enrolled at school or be home schooled by a registered home educator, unless they have an exemption from the Secretary of the Department of Education.

At Tarremah, children who turn five by 1st January are enrolled into Prep. Occasionally borderline cases exist, which will be considered individually. Parents may need to gain an exemption from the Department of Education to alter this expectation.

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 Application 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 above, they continue 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 Support 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 transitioning back to full-time enrolment and whose educational psychologist documents that part-time enrolment is critical for their mental health. All such part-time enrolment applications will require the consideration of the School Executive.

4.0 Enrolment Procedure

1. Enquires are taken by the Enrolments Officer, who provide all relevant information about the enrolment process.
2. Parents complete an Enrolment Application Form, providing all relevant information requested.
3. Parents pay a non-refundable Application Fee.

4.1 Enrolment for Current Year

1. On receipt of an application, our Enrolments officer will confirm that the applicant has been placed on a Pre-enrolment List.
2. The Enrolment Officer informs the relevant Class Teacher/Guardian when an applicant is placed on a Pre-enrolment List for their class.
3. If the class is not full, the Enrolment Officer contacts the prospective parents to arrange a meeting with the Class Teacher/Guardian. This meeting with the Class Teacher is an opportunity for them to meet the parents and the child, to discuss the child's developmental and any other specific needs, as well as confirming the family's understanding and desire to engage with of the School's values and pedagogy.
4. The Enrolment Officer conducts a financial meeting with the prospective parents to explain the fee schedule and fee payment policy.
5. Upon the successful completion of this process, the child is either offered a place or is placed on the waitlist for that class for when a place may become available.
6. If offered a place or when a place becomes available, the Enrolment Officer contacts the parents to make the offer with a commencement date.
7. Acceptance of this offer is subject to confirmation by parents through the lodgement of the Enrolment Acceptance Fee (age dependent) and signing of an Enrolment Acceptance Agreement.

4.2 Enrolment for Future Years

1. On receipt of an application for a future year, our Enrolments Officer will confirm that the applicant has been placed on a Waitlist for that specific year.
2. In Term Two the year prior to the requested enrolment year, the Enrolment Officer will inform the relevant Class Teacher/Guardian of any students on their Waitlist, to schedule an Enrolment Meeting.
3. The process from here is then the same as detailed above - (4.1.3 - 4.1.7)

5.0 Waiting List

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

5.1 Student's Family

- Siblings of children already enrolled at Tarremah, including those from blended families
- Children of members of staff
- Children of families with a prior association with the School
- Children of the School's Alumni.

5.2 Familiarisation with Steiner Education

- The family's understanding of and alignment with the School's values and pedagogy
- Children who have attended a Tarremah Playgroup
- Children transferring from other Steiner schools.

5.3 Time of Enrolment Application

- Chronological order of enrolment applications.

6.0 Parental Responsibilities

For the School to accept an Enrolment Application, parents must provide the following documents:

1. When a child has come from another learning institution, parents are required to supply the School with the most recent School Report and all relevant Learning Plans with their enrolment application. When a child is coming from a home-schooling environment a brief description of the curriculum followed with work samples should accompany the application.
2. Parents are required to supply a copy of their child's birth certificate.
3. Parents are responsible for the full disclosure of medical conditions, learning and behaviour challenges that would require differentiation and additional resources/support. This includes the need to disclose any special requirements to support their child's independence (eg. Toileting).
4. A copy of the child's Immunisation History must be supplied at the time of application. If a child is not immunised parents must supply an Exemption of Immunisation or a Statutory Declaration stating so.
5. A copy of a current utility bill, showing the families current street address.

When relevant, parents must also provide:

1. Copies of any medical/psychological/educational assessments that would further inform the teacher.
2. A copy of the child's Visa or Australian Citizen Certificate, when a child was born outside of Australia.
3. All relevant medical documents and action plans, if their child has a significant allergy, is anaphylactic or asthmatic.
4. Court Orders, Parenting plan and or complete the School's Custody Arrangement Form.

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 Support Policy
- Complaint Management Policy
- Enrolment Application Form
- Enrolment Acceptance Agreement
- Enrolment Application Meeting Questionnaire
- Inclusion Policy

8.0 Reference/Legislation

- Education Act 2016, Tasmania

9.0 Contact Point

- Enrolments Officer
- School Chair

10.0 Authorisation

Executive: Council:

Name: Date:

VERSION	UPDATE	EDITED BY	CHANGE DESCRIPTION
8	April 2026	KM, TC, MB	Updated to include current enrolment practices.