



**HELENA RIVER
STEINER SCHOOL**

Enrolment Policy

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1		08/2016	Creation of policy	TM
2		04/2018	Minor formatting amendments	TM
3		10/2019	Minor role name changes & inclusion of Student Code of Conduct requirements	TM
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1 INTRODUCTION

The enrolment process is often the first point of contact with the School for potential families. It is important that this process is clear and informative so that families can make informed decisions about their child's enrolment. The process must also allow the School to access all relevant information pertaining to any application for enrolment.

When assessing an application for enrolment, Helena River Steiner School, in accordance with State and Commonwealth legislation and regulations, does not discriminate on the basis of race, colour, sex, sexuality, physical or mental disability, religion, national extraction or social origin. The School's enrolment policy incorporates requirements of the School Education Act 1999.

2 POLICY

2.1 Enrolment Guidelines

Families need to have a genuine desire to support the ethos, goals, aims and objectives embedded in Helena River Steiner School. Helena River Steiner School is committed to a vision of parents as the first educators of their children.

Enrolment into the school expresses a commitment by family members to support school policies, practices and activities. This commitment extends to the Governing Body and the Parents and Friends' Association.

The acceptance of an application form does not guarantee an enrolment interview or an offer of enrolment.

In accepting an offer of enrolment, parents agree to pay all school fees and charges by the due date. If genuine financial need exists, parent contact with the Principal is required and alternative arrangements may be considered.

Upon acceptance of offer of enrolment, the Principal will, at all times, enrol a student with a one month trial period to be reviewed at determined intervals by the Principal.

The School is committed to principles of Reasonable Adjustment and will examine the needs of each student individually at time of enrolment and on an on-going basis.

One term's notice is required before transferring to another school. Term fees will be invoiced and expected to be paid for incomplete terms unless an alternate arrangement is made with the Principal.

A declaration must be signed by all custodial parents or guardians that to the best of their knowledge they have:

- Disclosed any special educational needs
- Disclosed any particular medical, social and/or emotional conditions as well as health care requirements

- Provided a copy of any Parenting, Restraint or other legally binding order that applies to the prospective student
- Provided the necessary visa documentation
- Fully understand that Helena River Steiner School predominantly follows the Australian Steiner Curriculum Framework, which is recognised by the Federal and State Governments and whilst it meets the same outcomes as the Australian Curriculum, there may be differences concerning the content and content delivery, which may have implications for their child if they are transferring to/from a Steiner School
- Fully understand and agree that they will accept that their child will participate in all required parts of the education program
- Fully understand and agree that their child's attendance will be monitored and reported as required
- Fully understand and agree to the terms and conditions set out in the school fee and school fee collection policies
- Fully understand and agree to abide by all school policies, including as amended, at all times
- Fully understand that there is a one month trial period for their child and will be reviewed to determine if the enrolment should continue
- Fully understand and agree that a full terms' notice in writing must be received prior to the withdrawal of a student, failure to do so will result in one full terms fee's and levies will be charged and is payable as per the school's fees policy
- Fully and truthfully completed the application for enrolment

2.2 Enrolment Preferences

Enrolment is subject to places being available. Where there are a limited number of places available or a waitlist, preference is given to:

- Children with a sibling currently enrolled at Helena River Steiner School
- Children who have been attending our playgroup
- Children of HRSS staff members
- Children transferring from another Steiner school
- Date of application for enrolment, including payment of enrolment fees
- Children of a particular gender should a significant imbalance currently exists in that class

2.3 Enrolment Register

An enrolment register is kept by the school containing up to date information and evidence as required by the Principal, as set out by the Education Act 1999 including:

- The date of birth of the enrollee;
- The names and usual place of residence of:
 - (i) the enrollee;
 - (ii) where the enrollee is a child;
 - (iii) the parents; and
 - (iv) any adult person, not being a parent, who is responsible for the child.
- Where the enrollee is a child, details of any provision in force at law:
 - (i) for the long-term care, welfare and development of the child; or
 - (ii) for the day to day care, welfare and development of the child.
- Where applicable, the name of the school at which the enrollee is enrolled or was last enrolled;
- The country of citizenship of the enrollee and, where applicable, whether the enrollee has the right to reside in Australia

- The vaccination status of the enrollee
- Details of any condition of the enrollee that may call for special steps to be taken for the benefit or protection of the enrollee or other persons in the school
- Any other information prescribed by the regulations.

In addition to this information, emergency contact details and other information pertaining to student's education and experience, learning style, special needs, medical history and family culture may also be collected at enrolment. This information is kept in the student's school file and in the student database. A record of daily attendance is maintained in the attendance roll.

The Principal must be informed of any changes to the information as listed above. The enrolment record is updated as need be to ensure records are current.

2.4 Exclusion of a Prospective Student

Helena River Steiner School accepts enrolments from all prospective students and considers each application received, however, the Education Coordinator (currently being the Principal) reserves the right to recommend that an application for enrolment be declined only after considering eligibility requirements and the capacity of the school to provide an appropriate educational program. Such exclusion should not infringe on the rights of a child or discriminate against a child.

In situations where a student may be excluded from enrolling, the following are considered:

- The nature of the benefit or detriment likely to accrue to, or be suffered by, the child and all other members of the school community;
- Any additional cost involved in providing the program for the child;
- The effect of the child's:
 - Behaviour; or
 - Disability or other condition, if any, on the child's participation in the program. (School Education Act 1999).
- Before recommending an application for a child with a disability be declined, the Education Coordinator will seek advice from appropriate officers within the Education Department and/or Disability Advisory Panel;
- The Education Coordinator will consult with the parents and take into account their wishes;
- The Education Coordinator understands that the parents have the right to review or appeal any decisions made;
- The Education Coordinator understands that all decisions made will comply with the School Education Act 1999, the Commonwealths Disability Discrimination Act 1992, Disability Standards for Education Act 2005, Western Australia Equal Opportunity Act 1984, the Commonwealth's Racial Discrimination Act 1984.
(Refer to Disability and Enrolment Policy)

2.5 Withdrawal of a Student

We accept that students may withdraw from Helena River Steiner School and we require one full terms notice in writing prior to a withdrawal.

The Office Administrator will communicate to the Class Teacher, the Education Coordinator and the Finance Business Manager of the withdrawal.

Wherever possible the family will be invited to attend an exit interview with the Education Coordinator.

The Class Teacher will finalise the students work and prepare any reports as required and the Finance Business Manager will finalise the families account.

The Office Administrator will prepare the student transfer note and make the appropriate changes to the class and school register.

The Office Administrator will ensure the file is complete and ready for filing in the "Past Students" filing cabinet.

The Principal may cancel the enrolment of an enrollee at the school in circumstances as outlined in the School Education Act 1999 Section 20.

A student is removed from the enrolment registry upon receipt of a Student Transfer Note being received by the School or, in accordance with the attendance policy, if the school has reported to the DOE Attendance Officer in the local Regional Office a "child whose whereabouts are unknown". The student's name will only be removed from the School's Enrolment Register at the direction of the authorised person at the regional office.

2.6 Procedure for Enrolment

Parents contact the School to make an appointment for a school tour. The school tour is conducted by the Principal or Enrolment Officer and includes a visit to the classroom and introduction to the relevant teachers if possible. Families will have the opportunity to ask any questions about the structure of the school, the curriculum, policies and what is involved in being a parent in the school community. Families will also be able to provide details about their child regarding their development and learning styles. An enrolment pack which includes a school prospectus, information on the philosophy and overall picture of the school and curriculum and the fee schedule can be given at this point, posted or emailed prior to visiting.

A one day free trial is available at this stage provided the teacher has already met with the child (during the school tour or other time) and has had an opportunity to assess the child's learning needs and whether we are able to cater for them at this stage. The child's date of birth, special needs information and emergency contact is required at this stage in order to comply with insurance and health and safety needs.

Parents complete and return the enrolment form and submit the application fee. This is non-refundable and per student. The child's immunisation records or evidence of conscientious objection, birth certificate, visa and passport if relevant and any Parent Arrangement / Court Orders if applicable are to be provided with the form.

The School will contact the family to arrange an admissions interview. Once the school has received the completed enrolment form and there is a suitable vacancy, the school will arrange an interview with the parents, child and main class teacher – and any other relevant staff member- in order to obtain background family and child information so as to gauge family support and prepare a successful transition for the child into the class. If the parents are separated, they will both be encouraged to attend.

From the interview, final decisions on places available will take into account:

- The existing class dynamic
- Consideration of parental support for the child's education and behaviour
- A degree of understanding of and commitment to Steiner Education

If the child is accepted into the class, an offer of place letter will be sent to the parents, with an Acceptance of Enrolment Form for them to sign.

Once a place has been accepted by the parents, they are invoiced with the term fees and any other applicable fees. Discounts apply for paying the term fee in full before the commencement of term. The family will also be sent a Student Code of Conduct for their reference.

A one term trial period commences and during this time and staff meet regularly with the family should the need arise. This trial period is reviewed by the Principal. Fees for the time spent at the school will be invoiced should the trial reveal that the school is not a suitable placement.

On enrolment, a student record must be opened for the student and the School Curriculum and Standard Authority must be informed (Section 19E of the SCSA Act 1997).

2.7 Students with Disabilities

Please refer to the Disability and Enrolment Policy for students who have a disability.

2.8 Procedure for Maintaining the Enrolment Register

The enrolment register is updated at the beginning of each year, each term, and as a new student arrives or departs at any stage throughout the year by administrative staff.

At least once a year, administration will ask parents to confirm or update their details.

For students transferring from Helena River Steiner School, the Education Coordinator will send a "Student Transfer Note" to the student's new school, clearly stating the starting and finishing date of the child's attendance at the school.

Section 21 of the School Education Act 1999 gives the Education Coordinator the authority to remove a student's name from the school's attendance records when there are reasonable grounds to believe that the student is enrolled in another school, enrolled in home schooling, is no longer resident in the state or has been granted an exemption under Section 11.

If a student leaves the school and a transfer note is not received and their whereabouts are unknown, the student is considered to be 'missing'.

'Missing' students must be reported to the Department of Education. If the Minister has not been able to establish the child's whereabouts, she / he may authorise removal of the student from the Enrolment Register under Section 21.

All records of students no longer enrolled at the school will be filed under "Past Students" for a period of 7 years after they cease to be enrolled. Thereafter, they must not be destroyed without the authority of the Director General who is responsible, in so far as practicable, for ensuring the particulars are permanently retained.

3 REFERENCES

Related Documents	<ul style="list-style-type: none"> • Disability and Enrolment Policy • Student Code of Conduct
Links With	
Related Legislation	<ul style="list-style-type: none"> • School Education Act 1999 Sect 20 • Disability Discrimination Act 1992 • Disability Standards for Education 2005 • School Curriculum and Standards Authority Act 1997
Appendices	

4 APPENDICES