



# HELENA RIVER WALDORF SCHOOL

## ENROLMENT POLICY

Version No.	Date Review Due	Board Approved	Changes Made	Author of Changes
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
4		06/2022	Minor changes	CV
5	02/2028	02/2025	Minor changes	RD

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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 assess all relevant information pertaining to any application for enrolment. All relevant information must be provided prior to the completion of the enrolment process.

When assessing an application for enrolment, Helena River Waldorf School, in accordance with applicable State and Commonwealth legislation and subsidiary legislation, 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 applicable requirements of the Western Australian *School Education Act 1999*.

**Application for enrolment is open to all families and children who agree to accept the School's expectations, policies and ethos.**

## 2 POLICY

### 2.1 ENROLMENT GUIDELINES

HRWS Enrolments Policy applies to the enrolment of children of compulsory school age and the enrolment of pre-school children.

Enrolment will be offered where the School has the requisite resources to respond to any identified specific needs of a student unless the adjustment would impose unjustifiable hardships on the School.

Enrolment is subject to places being available.

Families need to have or be willing to adopt a genuine desire to support the School's ethos and values.

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

Upon acceptance of an offer of enrolment, the Principal will, at all times, enrol a student on a one-term trial period, which may be reviewed at intervals determined by the Principal.

On making a choice to withdraw a child from the School or transfer to another school, a minimum of one (1) term's notice is required. In the event of a child being withdrawn without one term's notice, and unless an alternate arrangement is made with the Principal, all fees due for the remainder of that term, as well as the following term's fees will be invoiced and expected to be paid.

## 2.2 ENROLMENT PROCEDURE

The following steps are designed to clarify the enrolment process whereby prospective parents and students are welcomed into the School community.

Enrolment of a student takes place in three distinct stages:

1. Application and initial information collection
2. Attendance of a school tour
3. Interview and further information collection
4. Offer of a place and signing of the 'Offer and Acceptance'.

### 2.2.1 Application

Upon first enquiry, office staff will supply an Application Form which must be completed in full. A one-off, non-refundable fee of \$50 is also payable to cover administrative costs.

Upon payment of the fee and confirmation of the accuracy of the information supplied in the Application Form, the application will be processed.

The School will make contact advising whether there is space in the class or whether there is a waiting list and extending an invitation to a School tour.

Following the School tour and if the family are still interested in pursuing a place, they will be invited to an interview with the teacher and principal or of their rank on the waiting list. When a student has progressed up the waiting list to the first or second position, the school will invite the parents/guardians and student(s) for an interview.

Parents will receive an enrolment package for completion prior to the interview.

An offer of a place is subject to places being available and, where applicable, reasonable adjustments have been considered if required. Where there are a limited number of places available or there is a waitlist for a place, preference is given to:

- Children of paid staff at this School.
- Siblings of students currently enrolled at this school where the family demonstrates a commitment to the School's ethos and values.
- Transfers from other Waldorf/Steiner schools.
- Compatibility with and demonstrated commitment to HRWS School's philosophy and ethos.
- Date of application.

It is important to keep the School informed of any changes in contact details. The School reserves the right to withdraw an application from the waiting list if the contact details are incorrect and we are unable to contact you.

### 2.2.2 Attendance of a school tour

Families will be invited to attend either a group school tour or an individual school tour. The tour will be an opportunity to provide the family with information on the school's ethos and values, Steiner curriculum, grounds and facilities, expectations and processes. Families will have the opportunity to ask questions so that careful consideration can be given as to whether Steiner education meets their child and family needs.

### 2.2.3 Interview

Invitations to interviews will be made following the guidelines listed above. The interviews will be conducted by the class teacher and the Education Coordinator or Principal.

The child will be required to attend the interviews with their parent/s.

At the interview, relevant school policies and procedures will be discussed. Parents are reminded that they will be agreeing to support and comply with these policies and procedures and will support the School in educating their child if they are offered a place and sign an Offer and Acceptance.

The School requires complete disclosure of any special needs at the time of interview and at least one report from the last school attended. Enrolment decisions are made based on the prospective student's ability to meet the essential requirements of the educational programme, the adjustments required to allow learning to occur and a determination whether these adjustments are reasonable for the School at that time.

Adjustments may include administrative, resource and facilities, procedural modifications, or modification to the School environment depending on the needs of the student. Decisions about what the student may or may not be able to achieve will be made upon the basis of full consultation with all interested parties and experts in the areas of need.

Where there is potential for School financial hardship, or that the School ethos may be compromised by a history of significant behaviour or discipline matters then the School retains the right to refuse enrolment.

An application is not considered to be submitted until all necessary paperwork has been received by the School.

### 2.2.4 Offer of a place

Once the school is completely satisfied that it has all the information it requires and the applicant(s) understand their commitments, an Offer and Acceptance is provided offering a place. Acceptance is acknowledged by parent(s) with the signing of an Offer and Acceptance. The Offer and Acceptance is a legally binding contract.

Student intake occurs at a time that is determined by the School to minimise disruption to existing classes.

## 2.3 EXIT FROM THE SCHOOL

If a family decides to withdraw a student from the School, they must give one term's clear notice (at least 9 weeks) in writing by completion of a Notification of Student Withdrawal form. A period of less than this is considered to be insufficient notice in which case parents are liable to pay fees for the term in which the notice is received plus the next term. Notice given during the summer break means parents/guardians are still liable for the first term fees of the new year.

A student who has been withdrawn from the School may apply to re-enrol using the above application procedure. This will be subject to approval by the principal. The School requires the student to wait until the next calendar year before re-joining his/her class, unless there are circumstances justifying an earlier start.

The School reserves the right to suspend, exclude, expel, or otherwise discipline students in accordance with its policies. In the event of a student being expelled or withdrawn as the result of disciplinary action, fees for the current term remain payable and will not be refunded.

## 2.4 ENROLMENT REGISTER

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

- The date of birth of the enrollee
- The names and usual place of residence of of:
  - (i) the enrollee
  - (ii) where the enrollee is a child the parents; and
  - (iii) 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 immunisation 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 applicable Regulations.

In addition to this information, emergency contact details and other information pertaining to the student's education and experience, 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 listed above as soon as practicable and within a week of the information changing. The enrolment record will be updated to ensure records are current.

## 3 REFERENCES

Related Documents	<ul style="list-style-type: none"> <li>• Disability and Enrolment Policy</li> <li>• Student Code of Conduct</li> <li>• Parent Code of Conduct</li> <li>• Positive Behaviour Policy</li> </ul>
Related Legislation	<ul style="list-style-type: none"> <li>• School Education Act 1999 Sect 20</li> <li>• Disability Discrimination Act 1992</li> <li>• Disability Standards for Education 2005</li> <li>• School Curriculum and Standards Authority Act 1997</li> <li>• Privacy Act 1988 and applicable legislation</li> </ul>
Appendices	<b>Flow Chart</b>