

## Enrolments Policy

<b>Policy Number:</b>	101	
<b>Status:</b>	Approved	
<b>Applies to:</b>	All applications for enrolment at Samford Valley Steiner School (SVSS)	
<b>Scope:</b>	All enrolment applications to SVSS	
<b>Supersedes:</b>	Previous Policy of (N/A)	
<b>Authorised by:</b>	Director	<b>Date of Authorisation:</b> 22/04/2016
<b>Review:</b>	Annually	<b>Next Review Date:</b> Jan 2017
<b>Policy Owner:</b>	Enrolments Officer	

Please do not retain hard copies of policies for a length of time; the latest version will be available on line.

**PURPOSE** The purpose of the Enrolment Policy is to provide clarity to current and prospective families on allocation of places at the Samford Valley Steiner School and guidelines to ensure a fair and equitable process of filling vacancies.

**DEFINITIONS** Nil

**WHEN IT APPLIES** For all enrolments received at SVSS

**PRINCIPLES** Fairness, equity

**POLICY** Samford Valley Steiner School (SVSS) aims to provide an education clearly aligned to the educational philosophy of Rudolf Steiner. The educational program of the SVSS is substantially different from other State and Independent schools. It is essential that prospective parents be fully informed about the underlying philosophy and school expectations to ensure congruence between school and home for the child.

In accordance with State and Commonwealth anti-discrimination legislation and the SVSS Anti-Discrimination Policy, the School does not discriminate in accepting an application for admission of a student on the basis of race, colour, sex, sexuality, physical or mental disability, religion, national extraction or social origin.

At the date that the decision to fill the vacancy occurs, applications for enrolment will be considered as follows:

1. According to date of receipt (i.e. in chronological order) of the completed enrolment application form and fee, except when:
  - a. There is a child of a current or new SVSS teacher with a signed contract seeking placement in a class;
  - b. There are siblings of current students who have been on the waiting list for at least 12 months.

**In all cases families must be able to demonstrate at interview, appropriate alignment with and capacity to support the underlying ethos of Samford Valley Steiner School.**

**All enrolment applications will be considered in conjunction with the needs and dynamics of the class as well as current class composition.**

Enrolment of siblings does not automatically guarantee a place in a class.

Wherever possible, parents should submit an application for enrolment early in order to receive a confirmed place on the waiting list.

**REVIEW OF  
POLICY**

Annual, taking account of any relevant legislative changes.

**ACTION  
CHECKLIST**

See Implementation Flowchart

**ADMINISTRATION**

Nil

**CONTACT**

Director

**REFERENCES**

**LINKED POLICIES  
OR DOCUMENTS**

SVSS Anti-Discrimination Policy

**Appendices**

- Appendix 1 – Implementation: Enrolment Process
- Appendix 2 – Implementation: Considerations in Accepting Enrolments
- Appendix 3 – Student Withdrawals and Exit Interviews

**APPENDIX 1****IMPLEMENTATION: Enrolment Process**

The following process is designed to enable a prospective parent to make an informed choice regarding the enrolment of their child at Samford Valley Steiner School and to enable the school to access all relevant information pertaining to any application for enrolment. The Enrolments Officer is accountable for any actions unless otherwise specified.

<b>Enquiry</b>	The school office will answer initial queries, direct the enquirer to the website and school tour/Open day.
<b>Application Form Received</b>	Once an application form and accompanying application fee is received the applicant is placed on a waiting list.
<b>If there is no vacancy</b>	<p>The applicant will remain on the waiting list until a vacancy arises.</p> <p>Email contact will be made with the applicant annually to ascertain whether they wish to remain on the waiting list for the following year or not. Applicants will be contacted requesting a response re enrolment status. If no response is received within 10 working days the applicant will be removed from the list.</p> <p>Parents on the waiting list are welcome and encouraged to participate in any Adult Education talks that occur throughout the year.</p> <p>Other ways parents can become involved in the school community whilst on the waiting list are:</p> <ul style="list-style-type: none"> <li>○ Playgroup</li> <li>○ Craft group</li> <li>○ Visiting the parent bookshop</li> </ul> <p><i>Participating in the above activities does not guarantee a place in the school.</i></p>
<b>If there is a vacancy</b>	<p>The applicant will be contacted and an <b>initial interview</b> will be arranged with the Class Teacher or Guardian. <b>Obtaining an interview does not guarantee an enrolment offer will be made. Families must be able to demonstrate that they have the willingness and capacity to fully support the ethos of the school.</b></p> <p>As part of this interview the Education Support teacher may conduct an assessment. The purpose of this assessment is to give the Teacher as much information about the child as possible.</p> <p><b>For the Initial interview a copy of the child's most recent report (Class 1 – 11), birth certificate and a pre – enrolment form will be needed.</b></p> <p>The pre-enrolment form will be sent to the applicant to be completed prior to the interview. This form covers areas such as health issues, existing learning problems, social/emotional or behavioural problems, family life and a brief history of the child to date. The parent is asked to provide a comprehensive, descriptive picture of the child.</p> <p>The school may contact the child's current school to gather information about the child, including any current reports from support professionals and/or agencies, i.e. eye and</p>

	hearing tests, psychologists etc.
<b>Offers of Enrolment</b>	<p><b>All enrolment offers will be reviewed by the Business Administrator prior to the offer being made to the student.</b></p> <p>On satisfactory completion of the enrolment process the parents or guardians will be offered a place for their child. On return of the completed Acceptance Letter/Enrolment Contract and payment of the relevant Acceptance fee, parents will be notified of the enrolment commencement date.</p> <p>Where a student with identified special needs or disability has been interviewed, an in-depth interview will be arranged. <i>See relevant section below for more information</i></p>
<b>Enrolment of Child/ Student</b>	<p>There will be a Week 5 and 10 review of the child and their transition into the classroom.</p> <p>At these reviews the Class Teacher initiates a meeting with the parents/guardians to discuss any issues that may have arisen, the child's progress, and how the child has settled into the class. These reviews are also opportunities for the parents to ask any further questions they may have. This may also occur earlier if it is required.</p>
<b>Enrolment of students with special needs</b>	<p>The Education Support teacher and proposed Class Teacher interview the family. They will identify what curriculum goals/ aims/ modifications and what level of parental involvement/ support will be required to meet the child's needs.</p> <p>Information is gathered to ascertain the type and level of support that will be required to meet the child's needs.</p> <p>This information may include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Assessment by Education Support Manager</li> <li>• Reports from previous schools / centres</li> <li>• Staffing needs and budget implications</li> </ul> <p>An Enrolment Group will convene, including a representative of the Education Support staff to discuss the implications of the school accepting the enrolment and to form a Student Support Plan for consideration.</p> <p>The Enrolment Group decides whether or not to accept the enrolment.</p> <p>Where needed it is expected that parents support the school in following through in a timely manner any recommendations/referrals to support the child e.g. Psychologist, counselling, assessment test, art therapy. This applies even if previously a special need has been identified.</p> <p>If at any stage it becomes clear that the school will be unable to meet the child's needs and therefore not enrol the child a letter to this effect will be sent to the family.</p>
<b>No response</b>	<p>If no response has been received within 10 working days to invitations for information or attendance at an interview, a second attempt should be made using whatever communications (email, phone or mail) available on the database. No further attempts are expected. Prospective parents are expected to advise the school of any changes of contact details.</p>
<b>Declined Interview or Position Offered</b>	<p>Where an interview or position offered is declined and there is a request for the offer to be deferred, the applicant will be moved to the bottom of the wait list, unless full fees for the period of deferment are paid by the parent to hold the place.</p>

## APPENDIX 2 IMPLEMENTATION

### Considerations

Children of teachers	This prioritising is essential to attract and retain Steiner trained teachers. A condition would be entering into an employment contract acceptable to SVSS. Without appropriately trained teachers, our educational offering is diminished.
Children of other staff	It is clearly desirable for staff members to have their children at SVSS.  Priority will only be given if this is negotiated as a condition of employment for the position. Such a condition requires Senior Leadership Team approval and would normally only apply for key senior staff roles.
Blended Families	Blended families are considered in the same light as sibling applications, where families have been blended for 12 months or more and are living at the same residence.  This recognises the fact that family life runs more smoothly if all of the children attend the one school. This enhances involvement of parents and aids a consistent approach to education for siblings. It also assists families making a significant contribution to the school community.
Transfers from other Steiner Schools – Class 4 onwards	Transfers includes students coming from Steiner schools in the Brisbane/South-East Queensland area as well as other Steiner schools further afield.  Transfers may be considered as priority from Class 4 onwards. This recognises the benefits of providing continuity of Steiner education to children who have undertaken previous Steiner education at Steiner schools. It also recognises the benefit of retaining families in the Steiner community who are relocated due to family/work reasons.
Returning Families	Families who have left the school to attend another school and now wish to return to SVSS, will be placed at the bottom of the waiting list. Returning families will still go through the normal enrolment process and are not guaranteed a place. From Class 4 onwards they may be prioritised as Steiner Transfers.
Extended Leave of Absence	Should a family wish to travel for an extended period of time they will need to consult with the enrolments officer regarding the chances of a place being held, it is not always possible for a place to be held for a student. In the case where a place is held for a student, fees will apply.  Decisions to hold a place for a student will depend on the waiting list and will be made in consultation with the Director, Business Administrator and Enrolments Officer.

## **APPENDIX 3**

### **IMPLEMENTATION: Student Withdrawals and Exit Interviews**

#### **NOTIFICATION OF STUDENT WITHDRAWAL**

If a student is withdrawn from the school, one (1) Term's written notice must be given to the office beforehand.

The full term's fees are payable if a child is withdrawn part way through a term.

#### **EXIT INTERVIEWS**

All parents withdrawing children from the school will be encouraged to undertake an 'exit interview' which provides an opportunity for exiting families to give feedback to the School and aims to foster goodwill between the exiting family and the School.

Exit Interviews can be undertaken either face-to-face or via an emailed survey link, depending on the preference and needs of the exiting family. The Enrolments Officer will conduct any exit interviews. Where there are questions or grievance issues raised in the exit interview, the role of the Enrolments Officer is to listen only and to seek answers as needed for the exiting family. They are not to be drawn into any disputes or make judgment about a matter. If grievances and questions are raised during an exit interview, the Director will be advised.

Completed exit interview information is provided to the Senior Leadership Team (SLT) as follows:

- Individual exit interview information is provided as it is received
- Collated exit interview information received over the Semester along with a summary of the issues raised by exiting families within one month of the end of each Semester