



Enrolments Policy

Status:	APPROVED	
Applies to:	All applications for enrolment at Samford Valley Steiner School (SVSS)	
Scope:	All enrolment applications to SVSS	
Supersedes:	May 2020	
Authorised by:	School Director	Date of Authorisation: March 2021
Review:	Annually	Next Review Date: March 2022
Policy Owner:	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 staff and 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. It is essential that prospective parents are well informed about the underlying philosophy and school expectations to ensure congruence between school and home for the child.

In accordance with the [QLD Anti-Discrimination Act 1991](#) 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, gender, gender identity, religious belief or impairment.

Applications for enrolment will be prioritised as follows:

- a. There is a child of a 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;
- c. According to date of receipt of the completed enrolment application form and fee or other considerations as in Appendix 2.

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

Determining if a vacancy exists in a class is at the school's discretion.

REVIEW OF POLICY Annual, taking account of any relevant legislative changes.

REFERENCES [Qld Anti-Discrimination Act 1991](#)

LINKED POLICIES OR DOCUMENTS SVSS Anti-Discrimination Policy
SVSS School Handbook and Kindergarten Handbook
SVSS Enrolment Application Form
SVSS Enrolment Contract
SVSS Class Size Policy

Appendices

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

APPENDIX 1**IMPLEMENTATION: Enrolment Process**

Enquiry	<p>The school office will answer initial queries, direct the enquirer to the website and school tour information, take school tour bookings and pass the enquiry to the Enrolment Officer.</p> <p>As part of our Enrolment Application process, we request that all parents/guardians attend at least one guided tour of the school, as well as one Parent Education information session prior to being offered an interview.</p>
Application Form Received	<p>Once an application form and accompanying application fee is received the applicant is placed on a waiting list or contacted if there is a current vacancy.</p>
If there is no vacancy	<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. If no response is received within 5 working days the applicant will be emailed or phoned. If no response, the Enrolment Officer may decide to cancel the application.</p> <p>Parents on the waiting list are welcome and encouraged to participate in any Parent 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"> ○ Playgroup ○ Craft group ○ Visiting the parent bookshop <p><i>Participating in the above activities does not guarantee a place in the school.</i></p>
If there is a vacancy	<p>The applicant will be contacted and an initial interview will be arranged with the Class Teacher or Guardian and one other person, often the Learning Enrichment Co-ordinator. 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 philosophy of the school. If any concerns arise from the interview, this is discussed with the Enrolments Officer and the appropriate Education Administrator or School Director.</p> <p>As part of the interview process, the Learning Enrichment Coordinator may conduct an assessment. The purpose of this assessment is to give the Teacher as much information about the child as possible.</p> <p>Before the initial interview a copy of the child's most recent school report, any specialist reports or assessments, birth certificate, any custody orders, visa status and a pre-enrolment form will be required.</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, identified learning needs,</p>

	<p>social/emotional or behavioural needs, family life and a brief history of the child to date. The parent is asked to provide a comprehensive, descriptive picture of the child and outline their alignment with Steiner philosophy. Prior to interview, the parent/guardian should have attended a school tour, information evening/talk and/or read texts/articles on Steiner education to gain some initial understanding of the philosophy underpinning the education offered at SVSS.</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 hearing tests, psychologists etc.</p>
<p>Offers of Enrolment</p>	<p>All enrolment offers will be reviewed by the Enrolment Officer, with the Class Teacher or Guardian agreeing to accept the child into their class before the offer of a place is made.</p> <p>Once a place is offered, the return of the completed Acceptance Letter/Enrolment Contract and payment of the relevant Acceptance fee is required by the date stated in the Contract. Parents are notified of the enrolment commencement date at the time of offer.</p> <p>Where a student is identified with a disability or identified additional needs a further step in the enrolment process is undertaken before any offer is made. <i>See relevant section below for more information</i></p>
<p>Enrolment of students identified with a disability or additional needs</p>	<p>Where a student is identified with a disability or identified additional needs that might require a Student Adjustment Plan, the Learning Enrichment Team will work together with the family and teachers to ensure that the school has enough information to determine which adjustments would need to be made to support the student, and to determine if the school is able to provide the necessary adjustments. Subsequent meetings may be arranged and further reports may be requested.</p> <p>When requested, 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.</p> <p>If at any stage it becomes clear that the school will be unable to meet the student's needs, the School Director will review the process in consultation with the relevant staff and make a final decision, taking all considerations into account. If the School Director decides the school cannot meet the student's needs without making adjustments that would cause unjustifiable hardship, the parent/guardian is informed and a formal letter to this effect will be sent to the parent /guardian from the School Director.</p>
<p>Enrolment of Child/ Student</p>	<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</p>

	<p>ask any further questions they may have. This may also occur earlier if it is required.</p> <p>The Enrolment Officer monitors review records on the student's file.</p>
No response	<p>If no response has been received within 5 working days to invitations for information or attendance at an interview, a second attempt will 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>
Declined Interview or Position Offered	<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 relevant wait list.</p>

APPENDIX 2 IMPLEMENTATION

Considerations for Accepting Enrolments

Children of teachers	This prioritising is essential to attract and retain Steiner trained teachers. Children of SVSS teachers with a signed contract seeking placement in a class have first priority.
Siblings of current students	There are siblings of current students who have been on the waiting list for at least 12 months.
Children of other staff	It is clearly desirable for staff members to have their children at SVSS. Priority may be given to the children of other staff, however this requires Senior Leadership Team approval and would normally only apply for key positions.
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	Transfers includes students coming from other Steiner schools. Transfers may be considered a priority to recognise 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 relocating due to family/work reasons or are transferring from a Steiner Primary School into the High School.
Children of Steiner Alumni	Children of Steiner Alumni may be considered a priority when they have a strong alignment with the Steiner philosophy.
Returning Families	Returning families and are not guaranteed a place, but will go through the normal enrolment process.

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 may be charged in lieu of notice 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 are usually undertaken face to face with the School Director or relevant EA, depending on the preference and needs of the exiting family.