



Enrolment Policy

Purpose:	This Enrolment Policy has been formulated to outline the steps that will be taken in the application and enrolment processes of Birali Steiner School. The following process is designed to enable a prospective parent to make an informed choice regarding the enrolment of their child at Birali Steiner School and to enable the school to access all relevant information pertaining to any application for enrolment.		
Scope:	Prospective and current parents and students, employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements. This policy is to be read in conjunction with Birali Steiner School's Multi-age Pre-School Enrolment Policy (if applicable).		
Status:	Authorised	Supersedes: Enrolment Policy Aug2017	
Authorised by:	Principal	Date of Authorisation: 09.07.20	Policy Owner: Principal
References:	<ul style="list-style-type: none"> • Birali Steiner School's Multi-Age Pre-School Enrolment Policy • Birali Steiner School's Anti-discrimination Policy • Birali Steiner School's Enrolment Application 		
Review Date:	Every 2 years	Next Review Date: August 2022	

Policy

This Enrolment Policy encompasses, as in all schools identifying with Steiner's Philosophy, that Birali Steiner School aims to provide an education which:

- a) Fosters the holistic development of the child.
- b) Enables each child to progressively realise their individual potential.
- c) Helps each child to develop qualities, competencies and skills to contribute to society.
- d) The educational programme of the Birali Steiner School differs from State and other Independent schools. It is essential that prospective parents be fully aware of the underlying philosophy and school expectations to ensure congruence between school and home for the child.
- e) Birali Steiner School, in accordance with State and Commonwealth anti-discrimination legislation, does not discriminate on the basis of race, colour, sex, sexuality, religion, physical or mental disability, national extraction or social origin.

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Enrolment Process

a) Enquiry

On the first enquiry, the Administration office will:

- i) discuss the next open day or school tour and address questions asked by enquirer (*if outside the scope of the Administration staff, they will refer them to ask the questions in person at the tour*)
- ii) direct the enquirer to the school website for further information

b) School Tour / Open Day Attendance

Families are required to attend a tour or open day prior to submitting an Enrolment Application. The purpose of the tour is to allow the families to familiarise themselves with Birali Steiner School and Steiner Philosophy.

c) Application forms received & fee paid

After attendance at a school tour, once the Enrolment Application and supporting documentation are received and the Enrolment Application fee/s are paid:

i) If there is no vacancy

The applicant will be waitlisted until a vacancy arises or unless the school is notified in writing or by email of the withdrawal of the applicant. 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 are emailed and texted requesting a response regarding their enrolment status. If no response is received the applicant will be removed from the waiting list.

ii) When there is a vacancy

The applicant will be contacted and an initial interview will be arranged with the Principal, or a delegated senior Teacher, and the Class Teacher. The purpose of this interview is to give the Principal and Class Teacher as much information about the child as possible.

The school may contact the child's current/former school to gather information about the child, including any reports from support professionals and/or agencies, i.e. eye and hearing tests, psychological etc.

d) Enrolment Offer made

Following a successful interview, Birali Steiner School will contact the applicant/s offering Enrolment and offer to arrange a meeting to review and sign the Enrolment Acceptance, Contract and other supporting forms required prior to the commencement of any student at Birali Steiner School. If the applicants are unable to arrange a meeting prior to the commencement of the student, the applicants may choose to complete the documentation and email back to the Enrolments Officer.

e) Confirmation of all paperwork received and commencement date

On return of the completed Enrolment Acceptance and Contract, other supporting forms and payment of the relevant Enrolment Confirmation Fee, parents will be notified of the confirmed enrolment commencement date.

f) Parent Orientation

Throughout the year, Birali will host Parent Meet and Greet sessions. These sessions provide an opportunity for parents to meet staff and hear overviews of the organisational life of the school, learn where to direct questions and concerns and how to participate in the school community.

Notification of Student Withdrawal

A full term's notice in advance of your intended withdrawal date is required in writing otherwise the fees for the term of withdrawal will be charged in full (e.g. to withdraw the Student at the commencement of Term 2, you will need to advise the school by the end of the first week of Term 1 to avoid Term 2 fees being charged).

Exit Questionnaire

All parents withdrawing children from the school will be encouraged to be involved in an exit questionnaire process which will aim to foster a feeling of goodwill between the exiting family and the school. The purpose of this questionnaire is for parents to give feedback about the school. All exit questionnaires are forwarded to the board.

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Parent Code of Conduct

The Parent Code of Conduct is an integral part of the enrolment policy and to be adhered to by parents and/or guardians upon confirmation of enrolment of their child/children at Birali Steiner School. This code of conduct for Parents and Guardians is developed on reasonable community expectations of behaviour encompassing mutual tolerance, respect and personal safety of all, with the goal of making Birali Steiner School a safe and pleasant environment within the professional setting of an independent Steiner School.

Overseas Students

Birali Steiner School does not accept Full Fee Paying Overseas Students.

Appendix A: Enrolment Application Priorities

All enrolment applications are recorded in date order of receipt of an Enrolment Application and the Enrolment Application Fee. When vacancies occur, an offer is made in accordance with the Priority Policy. At the date that the decision to fill the vacancy occurs, offers will be made in the following sequence:

Priority 1: Children of permanently employed teachers at Birali Steiner School (in date order).

Priority 2: Siblings of current students with fee payments up to date (in date order).

Priority 3: Steiner transfers and returning students (in date order). Conditions apply.

Priority 4: Children of staff members at Birali Steiner School (in date order).

Priority 5: Others (in date order).

The above factors will be considered in conjunction with the needs and dynamics of the class. Please note that the attendance of siblings does not automatically guarantee a place in a class.

Priority 1

Teacher's Children

* A permanently employed teacher at Birali Steiner School and has an enrolment application for any class. The teacher's child will have priority over all other applicants.

Rationale: This priority is essential to attract and retain Steiner trained teachers.

Priority 2

Siblings

* A child currently enrolled at Birali Steiner School has a sibling on the wait list. The child will have Priority 2. If more than one sibling application is in consideration, these are processed in date order.

Rationale: This recognizes the fact that family life runs well 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.

Priority 3

Transfers from another Steiner School

* A child transfers from another Steiner School and has an application for enrolment at Birali Steiner School. The child will have Priority 3.

* The child will be offered a place only after Priority 1 and Priority 2 applications are concluded.

* If more than one Priority 3 application is received, these are processed in date order.

Rationale: this recognizes the benefits of providing continuity of Steiner education to children who have undertaken previous Steiner education at Steiner schools. It also recognizes the benefit of retaining families in the Steiner community who are relocated due to family/work reasons.

Steiner transfers must be enrolled in another Steiner School for a minimum of 6 months.

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Returning Families

* A family may have relocated to another area and are considering returning to Birali Steiner School, they will be placed as a Priority 3, providing the length of absence does not exceed one year.

* If they have been enrolled in a Steiner school during the absence – they will be placed as a priority 3, in date order.

* Returning families will still go through the enrolment process and are not guaranteed a place.

Rationale: Returning families may lodge applications prior to returning to Beachmere to ensure a reasonable chance of re-entry to the school. Families considering relocating must appreciate that the positions will be filled and that re-enrolment at the school is not automatic.

Priority 4

Other Staff Children

* A permanent staff member employed at Birali Steiner School who has an application for their child/children will not have precedence above Priority 4 unless this is negotiated as a condition of employment for a key staff position or they are a permanently employed Teacher (Refer Priority 1).

* The child will be offered a place only after Priority 1, Priority 2 and Priority 3 applications are concluded.

* If more than one Priority 4 application is received, these are processed in date order.

Rationale: It is beneficial for staff members to have their children at the school. However, there may be circumstances where Key staff positions require priority and this approval process will ensure procedural fairness.

Priority 5

Others

* All other application forms are placed on the wait list in date order. The child will be offered a place only after Priority 1, Priority 2, Priority 3 and Priority 4 applications are concluded.