



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.				
Status:	Authorised	Supersedes: Enrolment Policy 20200709			
Authorised by:	Principal	Date of Authorisation:	15.11.2021	Policy Owner:	Principal
References:	<ul style="list-style-type: none"> • Birali Steiner School's Anti-Discrimination Policy • Birali Steiner School's Enrolment Application 				
Review Date:	Every 2 years	Next Review Date: November 2023			

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.

Birali Steiner School determines the capacity of classes and individual year levels based on various factors including:

- a) Development Approval of the Master Plan for 25 students per class with allowance for some additional students if the need arises, and in consultation with the Principal and Class Teacher.
- b) Balance of the needs of the class as a whole including composite class ratios and student needs.
- c) Other factors that arise from time to time.

Student's Parents/Carers must provide full and accurate information, and comprehensive documentation about the family background, educational background including school enrolment history and school reports, behavioural background, medical history, psychological background, special needs, and health and well-being of the student, including information about any matter that may impact the student's attendance at the school. This is a mandatory obligation.

Student's parents/carers must provide (certified) copies of all information and documentation relevant to the student's education, health and wellbeing including, but not limited to:

- birth certificate;
- psychological, psychiatric and medical reports;
- educational and IQ reports and testing results;
- student education support and learning plans from previous school enrolment; and
- court orders, parenting plans and family law matters.

Should the student be referred to a paediatrician or other medical and/or allied health professionals for assessment to obtain further information about the nature and extent of the student's condition, and his general health and well-being, this would be at the family's cost.

Enrolment Policy

Enrolment Process

a) Enquiry

On the first enquiry, the Administration office will:

- i) discuss the next Birali School Tour and address questions asked by enquirer (*if outside the scope of the Administration staff, they will refer them to the Enrolments Officer or 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 Birali School Tour 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 and notified of this.

ii) **When there is a vacancy**

All enrolment applications are recorded in date order of receipt of an Enrolment Application and the Enrolment Application Fee. When vacancies occur, an interview offer is made in accordance with the Priorities listed in Appendix A of this Enrolment Policy.

- 1) The school will contact the child's current/former school to gather information about the child, including any student reports and/ or reports from support professionals and/or agencies i.e. eye and hearing tests, psychological, etc.
- 2) The applicant will be contacted and an initial interview will be arranged with the relevant Class Teacher. The purpose of this interview is to give the Class Teacher as much information about the child as possible. The Birali Enrichment Team may be consulted during the interview process if the Class Teacher and/or Principal/Teaching and Learning Coordinator deem appropriate. There may be a second interview arranged.
- 3) The school may invite the parents to enter into a "Deed of Commitment" during the pre-enrolment process which would oblige the parents to provide all relevant information to the school and allow liaison with medical and allied health practitioners.
- 4) The Deed may include a provision stating that, in the event the student is enrolled, the student's continuing enrolment will be subject to and conditional upon:
 - a. the student's compliance with set conditions;
 - b. a set or modified behaviour management plan; and Guidance Notes,
 - c. there having been no relevant information withheld or omitted during the pre-enrolment process.
- 5) The applicant will be scheduled to meet or discuss by phone, school policies and other administrative information with the Principal or Business Manager.

Enrolment Policy

d) Enrolment Offer made

Following a successful interview process, Birali Steiner School will contact the applicant/s offering Enrolment. An Enrolment meeting will be offered to review and sign:

- the Enrolment Acceptance,
- The 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.
- All signed documentation must be returned, and Enrolment Confirmation Fee paid prior to the student commencing at Birali.
- Enrolment offers made in advance (eg. for the following term or year) - the applicants will be given a maximum 30 days to return the contract and pay the fee.

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
- hear overviews of the organisational life of the school,
- learn where to direct questions and concerns and
- how to participate in the school community and
- to support their child and their learning.

Notification of Student Withdrawal

A full term's notice in advance of a student/s' intended withdrawal date is required in writing.

If a full term's notice of intention to withdraw a student is not provided, the fees for the term of withdrawal will be charged in full. *eg. To withdraw the Student at the commencement of Term 2, a parent/ carer will need to advise the school by the end of the first week of Term 1 to avoid Term 2 fees being charged to the family.*

Withdrawal of a student prior to commencement of a new year: In consideration of the school's required forward planning for resources and staffing, the extended duration of the end-of-year break and to allow for the period of the office closure, families may be able to request Term 1 fees are waived if withdrawal notification is given in writing by Week 5 of Term 4 for the end of Term 4 of that year.

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 Birali Board.

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 Birali Parent 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.

Enrolment Policy

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, support 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.

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.

Enrolment Policy

Appendix B: Reasonable Adjustments

“Reasonable adjustments” should seek to overcome any identified activity limitations and participation restrictions arising from the student’s disability. An “adjustment” in this context refers to an action or a measure taken by the school to assist the student. An adjustment may include an aid, a facility or a service that the student requires because of disability.

The Education Standards require that:

- i) the school must take reasonable steps to ensure that the student is able to participate in the courses or programs provided by the school, and use the facilities and services provided by it, on the same basis as a student without a disability, and without experiencing discrimination;
- ii) the school must consult the student or student’s parents about whether the disability affects the student’s ability to participate in the courses or programs for which the student is enrolled and use the facilities or services provided by the school;
- iii) the school must consult the student or student’s parents about the need for an adjustment and the nature of an adjustment. This might include consultation on whether there is any other adjustment that would be no less beneficial for the student but less disruptive and intrusive for others; and
- iv) the school must, in the light of the consultation, decide whether an adjustment is necessary to ensure that the student is able to participate in the courses or programs provided by the school, and use the facilities and services provided by it, on the same basis as a student without disability.
- v) The school is only required to implement “reasonable adjustments”.
- vi) The school is not required to make an “unreasonable adjustment”.

The Australian Government Department of Education, Skills and Employment (DSE) website includes a link to the Education Standards, together with guidance notes and useful information sheets. The website address is: <https://www.dese.gov.au/disability-standards-education-2005>

Throughout 2020 the DSE has conducted a review of the Education Standards. A summary of the Review recommendation is available at the following link: <https://www.dese.gov.au/disability-standards-education-2005/resources/summarydocument-2020-review-disability-standards-education-2005>

To properly support a student with disabilities it may be necessary to consider adjustments to the education program (Individual Education Plan) and the behaviour management policies (Individual Behaviour Plan) within a global Action Plan.

A student’s Education Support Group may work collaboratively to develop an Action Plan to guide:

- i) an information gathering process to collate relevant information about the student; the determination of appropriate adjustments that may be required or advisable for the student; and
- ii) the implementation of appropriate adjustments in an attempt to support the student.
- iii) The Action Plan may incorporate:
 - a. Rationale;
 - b. Statement of commitment;
 - c. Student profile;
 - d. Health and safety information and considerations;
 - e. Education Standards,
 - f. Parental input on expectation and concerns;
 - g. School input on expectations and concerns;
 - h. the Individual Education Plan; and
 - i. the Individual Behaviour Plan.
 - j. The Individual Behaviour Plan may set out a list of required behaviours for the student based on adjustments to the school’s Student Behaviour Management Policy or Student Code of Conduct.

If, at the conclusion of the consultative process, there is concern as to whether the school has justifiable and defensible grounds to decline the enrolment, the school may wish to consider a Qualified Enrolment for a set period of time subject to tight conditions.

The school should set out the tentative decision and invite the parents to respond, with sufficient time being given for the response. The school will need to fully consider the parents’ response before a final decision is made.