



Enrolment Policy

The Armidale Waldorf School is a comprehensive, co-educational, non-denominational Kindergarten to Stage 6, operating in accordance with the NSW Education Standards Authority (NESA) requirements and providing an education according to the indications of Rudolf Steiner.

Continuing enrolment is subject to the student's adherence to school rules and school ethos and regular attendance. Parental support for the school's philosophy and ethos and payment of all school fees are part of the enrolment contract.

Procedures:

1. All applications are processed within the school's enrolment policy.
2. Upon receiving an enquiry, information about the student/family will be collected on the *Expression of Interest Form* by the Administration staff. This can be filled in by the parents or the administration staff. The form will then be given to the Enrolment Officer and Education Director.
3. The Education Director will review the expression of interest form and then contact the parents/guardians by phone or email to arrange a meeting. At that meeting a tour of the school will be undertaken, parents will have Steiner Education explained and expectations of the parents will be discussed. Parents will then be given further information about the school including the current *Fee Schedule*.
4. If the class has space, the parents/guardians will then be offered the opportunity of an experience week or trial and asked to complete and return an enrolment form and provide supporting documents such as recent school reports and medical reports to the office. A meeting (phone or in person) prior to the experience week with the class teacher will be arranged and followed by a date for the experience/trial.
5. The parents/guardians may be contacted for further information to support the best possible outcome of the student's enrolment, and the former school may be asked to complete a Student Data Request Form. Information gathered includes, but is not limited to, individual learning plans, behavioural plans and medical diagnosis.
6. The Education Director and the Class Teacher will consider the student after the experience/trial. For higher classes a meeting with the Education Director, Faculty Coordinator and family will be conducted and the student may be asked to sign a Student Contract.

6. Subject to availability, offers of a place will be considered according to the following criteria: the order of application, whether there are siblings of the student already at the school and if the student is transferring from Boongaii Preschool or another Steiner school.
7. With Kindergarten enrolments, priority is given to students who will turn 6 in the kindergarten year. Applications for Kindergarten are due at the end of term 2 and are then interviewed by the Kindergarten teacher in early third term of the year prior to starting. Applications may be accepted outside of this timeframe depending upon availability.
8. If the enrolment is accepted, the family will be informed by the Enrolment Officer via a welcome letter/email with a starting date for the student. If there is a waiting list, the parents/guardians will be informed that their student is on the waiting list.