



Enrolment Policy

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Related documentation: <ul style="list-style-type: none">• Parent Handbook

Version Control

Version	Changes
ORIGINAL	Initial Release
2024	Change 'Education Director' and 'ED' to 'Principal'
2025	<ul style="list-style-type: none">• Change 'Faculty Coordinator' to 'Head of Faculty'• Update Procedures

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 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 is 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 Principal.
3. The Principal will review the expression of interest form and then contact the parents by phone or email to arrange a meeting. At that meeting a tour of the school will be undertaken, parents/carers will have Steiner Education explained, and the expectations of the parents/carers will be discussed. Parents will then be given further information about the school, including the current *Fee Schedule*. If the student has a disability, then proceed to following section *Enrolment Process for Students with Disability*.



4. The parents/carers will then be offered the opportunity of an experience or trial, consisting of 1-2 weeks 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 or Head of Faculty may be arranged if necessary and followed by a written offer and date for an experience/trial.
5. The Principal and the Head of Faculty will consider the student after the experience/trial, after considering the following:
 - a) the applicant's educational needs
 - b) any strategies which need to be put in place to accommodate the applicant
 - c) any need for a risk assessment as to the health and safety of both students and staff.The parents/carers may be contacted for further information, and the former school may be asked to complete a Student Data Request Form. For higher classes a meeting with the Principal, Head of Faculty 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 Boongaia 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 of acceptance via welcome email with a starting date for the student. If there is a waiting list, the parents/carers will be informed that their student is on the waiting list.
9. Before the student's start date, the Enrolments Officer will notify the Business Manager to arrange a meeting with the family, if required, to establish payment arrangements.
10. Any decision to decline an enrolment must be approved by the Principal, who will inform the parents or carers of the non-acceptance via email.

Enrolment Process for Students with Disability

(Further information can be found in *Guidelines for Enrolling and Supporting Students with Disability for AISNSW Member Schools*)

1. Gather Information and Consult (Students with disability)

Note: These are the first two steps of the Collaborative Planning Process

- Written permission from parents/carers provided to the school to gather further information about the student's needs from the previous school or early childhood/childcare setting as well as health professionals such as pediatricians, psychologists, speech pathologists, and occupational therapists.
- Parents/carers and school collect information to determine the student's educational needs and identify adjustments regarding: physical access, equipment, building modifications, health issues, personal care needs, communication needs, curriculum access, specialist agencies, and emergency procedures.

2. Enrolment Decision



- Issues/barriers are discussed, and adjustments identified.
- Consideration of how the school can meet the students' needs.
- Principal or Head of Faculty to meet with the parents/carers and other relevant. health professionals to consult regarding the adjustments that have been identified and how and if these can be implemented as determined as part of the initial two steps of the collaborative planning process.
- School makes assessment regarding reasonable adjustment.
- School considers whether reasonable adjustment would nonetheless cause unjustifiable hardship
 - School advises parents/carers of preliminary view regarding those matters.
 - School provides parents/carers with the opportunity to respond to the preliminary view before making final decision about adjustments.

3. Action Following the Enrolment Decision

Enrolment Proceeds	Enrolment does not Proceed
<ul style="list-style-type: none">• Letter stating what the school is able to provide and offering the enrolment• Implementation of adjustments identified in Individual Plan• Individual Plan reviewed regularly to ensure school continues to make reasonable adjustments to meet the student's needs	<ul style="list-style-type: none">• Parents/carers choose not to continue with enrolment if they believe the school cannot adequately meet their child's needs or the school can demonstrate that the enrolment will cause unjustifiable hardship in relation to the student and the circumstances of the school