



# Enrolment Policy and Procedures

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Related documentation: <ul style="list-style-type: none"> <li>• Parent Handbook</li> <li>• Fee Schedule 2026</li> </ul>

## Version Control

Version	Changes
ORIGINAL	Initial Release
2024	Change 'Education Director' and 'ED' to 'Principal'
2025	Change 'Faculty Coordinator' to 'Head of Faculty' Update Procedures
2026	Update related documentation Update procedure

## 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 Principal or delegated staff member.



3. The Principal their delegate 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 be asked to complete and return an enrolment form and provide supporting documents such as recent school reports and medical reports to the office then the child will be offered the opportunity of an experience or trial, consisting of 1-2 weeks. 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. A discussion will be held between the head of faculty and the principal to assess any need for a risk assessment as to ensure the health and safety of both students and staff.
5. The Principal and the Head of Faculty will consider the student after the experience/trial, after reviewing 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, if the student is transferring from Boongaiai Preschool or another Steiner school, and if they are a child of a staff member.
7. With Kindergarten enrolments, priority is given to students who will turn 6 in the kindergarten year. Applications for Kindergarten and the Boongaiai Preschool are open up to 2 years in advance. Typically, applications are finalised in Term 3 of the year prior to starting, which includes an interview with the Kindergarten teacher (for future Kindergarten children). This timeframe may change to earlier if we have large demand.
8. If the enrolment is accepted, the family will be informed by the Principal or their delegate 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 child is on the waiting list.
9. Before the student's start date, Parents will have the opportunity to meet the Principal and discuss tuition fees. Parents can apply for Tuition Fee Support.
10. Any decision to decline an enrolment must be approved by the Principal or their delegate, 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 ISNSW 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"> <li>• Letter stating what the school is able to provide and offering the enrolment</li> <li>• Implementation of adjustments identified in Individual Plan</li> <li>• Individual Plan reviewed regularly to ensure school continues to make reasonable adjustments to meet the student’s needs</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> </ul>