

## STUDENT ENROLMENT POLICY

### INTRODUCTION

Central Coast Steiner School is an inclusive, co-educational and non-denominational school. Enrolment applications are welcomed from Parents and Guardians seeking an education based on the principles indicated by Rudolf Steiner.

Reverence for the human being underpins all that we do at the Central Coast Steiner School. In enrolling a child at Central Coast Steiner School (CCSS), Parents and Guardians enter into a partnership with the school based on mutual respect and responsibility.

This *Student Enrolment Policy* applies to all school levels from Kindergarten - Year 12. Admission to our **Playgroup** and **Early Kindergarten** programs does not guarantee an offer of school enrolment in Kindergarten.

Admission to the School's **International Baccalaureate Diploma Programme** (Years 11 and 12), is regulated by this *Student Enrolment Policy* and the School's *Admissions Policy for the International Baccalaureate Diploma Programme*.

This *Student Enrolment Policy* provides a consistent approach in relation to the enrolment of all students; one that complies with the *Disability Discrimination Act* and the *Disability Standards for Education*.

### 1. STUDENT BACKGROUND INFORMATION

In the course of the enrolment procedure, the School considers a range of information in order to best process the application. Schools are required to consider all measures needed to meet a prospective student's needs. This means that each student's needs must be assessed and discussed with the parent/guardian. Where enrolment is sought for a student who is considered to have additional needs, these will be discussed and documented throughout the enrolment process. The nature of the additional needs or disability will be clarified in consultation with the Parents/Guardians and student in the interview process. Previous schools may be contacted for further clarification.

All available reports and assessments need to be provided to clarify the student's need for adjustments to his/her/their learning program. If a student with a disability/additional needs is seeking enrolment, any strategies or adjustments to accommodate the student's additional needs will be identified before the enrolment is confirmed.

The School's collaborative consultation and planning process includes engaging with the student, their Parents/Guardians and specialist advice, where appropriate, to identify the adjustments, interventions and other supports required to address the student's needs and adjustments, including, if required, engaging counselling/support services and considering an Attendance Improvement Plan. If the School proceeds with the enrolment, ongoing consultation and collaboration would be part of the school's partnership with Parents/Guardians to achieve high quality outcomes (as per the student's Individual Learning Plan).

The school may not offer enrolment where the required adjustments to enable a student with a disability to access education would impose unjustifiable hardship.

## STUDENT ENROLMENT POLICY

Where information obtained by the school suggests a profile of wilful misconduct, defiance, illegal activities, extremely disruptive or strong anti-social behaviours that indicate that the student's enrolment at the School is likely to be detrimental, or pose risk to other students, the staff or the School, the Principal may decline to proceed any further with the enrolment process until a comprehensive risk assessment has been conducted. Any decision made about a potential enrolment will take identified risks into account and consider the School's capacity and resources to reasonably manage the identified risks.

Competence in English is a pre-requisite for enrolment. If the School considers that the English language capabilities of the students are not sufficient, it may require the student to undergo an intensive English language course. If the required language level is not reached, the School may decide that the enrolment will not proceed.

### 2. THE ENROLMENT PROCESS

All applications will be processed in order of receipt with due consideration given to the applicant's support for the principles of Steiner education and other criteria determined by the school from time to time. Acceptance of an application form will not guarantee an offer of enrolment.

#### Stages of the Application Process

- Initial enquiry – Information provided with overview of Enrolment Process.
- Interview with the Principal/Deputy Principal (compulsory), which may include a School tour. This interview will serve to provide information about the School and its philosophy and to gather background information about the student.
- Reports from previous schools/pre- schools attended are required to be submitted as part of the enrolment application process.
- Lodgement of *Application for Enrolment* form, all relevant paperwork provided to the school.
- Requests for further information may be made by the School under Chapter 16A of the Children and Young Persons Care and Protection Act.
- Meeting with Principal/Teacher/Class Guardian to consider all learning, behaviour and wellbeing needs and appropriate adjustments.
- If the application is successful, a non-refundable *Finalisation fee* of \$150 is payable and a formal offer of acceptance is made by the School. An *Acceptance Package* is provided by the Enrolments Officer.
- Enrolment is confirmed upon payment of a non-refundable \$500 *Acceptance Fee* and full completion of all documentation including a passport size photo and certified copy of the birth certificate.
- A meeting with the Business Manager/Accounts Officer may follow if required. All fee arrangements must be signed and finalised prior to commencement.
- An offer of enrolment must be accepted by both Parents/Guardians where appropriate, unless the School agrees to waive this requirement. Upon acceptance of an offer, all signatories to the terms and conditions will be jointly and severally liable in respect to the obligations contained in these terms and conditions.
- If the student does not commence the enrolment, the Finalisation and Acceptance fees will not be refunded unless the school, acting reasonably, agrees that there are special circumstances supporting a full or partial refund. A decision to enrol the student at another school will not, of itself, constitute special circumstances.
- If the Parents/Guardians wish to defer the entry of a student to a different calendar year to the initial request, the School will advise whether it is able to agree to this. If it is unable to agree, the

## STUDENT ENROLMENT POLICY

student will be placed on the applicant list for the requested year, but enrolment cannot be guaranteed.

If there are reasons for the School to give further consideration to the enrolment application, additional documentation may be requested and/or a *Risk Assessment* may be developed.

Parents or Guardians will be required to declare during the enrolment application process, and at any time prior to the **Offer of Enrolment** being made that they have:

- disclosed all additional support/special needs of the prospective student where it relates to the student's education;
- disclosed all relevant medical or psychological conditions and/or health care requirements of the prospective student;
- disclosed any prior serious incidents and/or disciplinary action/s taken by previous schools;
- disclosed all known risk factors;
- provided a copy of any Court Orders which apply to the prospective student and/or parent/s;
- provided all relevant visa documentation if the student is not a resident of Australia;
- fully and truthfully completed the *Application for Enrolment* form with all required documentation.

The Central Coast Steiner School is committed to a fair consultative and collaborative process in working with Parents and Guardians prior to enrolment in the best interest of the prospective student. As part of this collaborative process, if Parents/Guardians have not provided, or are unwilling to provide all requested documentation, the application for enrolment may be unsuccessful. If it is anticipated that the application for enrolment may be unsuccessful, the Principal (or delegate) or the School's Enrolments Officer will contact the Parents/Guardians to further consult and/or advise of the outcomes. If a Parent or Guardian withholds information relevant to the application/enrolment process, the Principal reserves the right to not proceed with the enrolment on that ground.

### 3. REQUIREMENTS FOR CONTINUED ENROLMENT

Continued enrolment is conditional. Continued enrolment requires students and Parents/Guardians to uphold their obligations.

#### Obligations of Students

##### Conduct

Students are expected to comply with the Student Code of Conduct. To maintain their enrolment, students need to demonstrate satisfactory effort, attitude and behaviour. Students are expected to support the School's ethos and to treat others with respect at all times. Students must behave and communicate so that they do not bring the school into disrepute, including verbally, in print and electronic media.

## STUDENT ENROLMENT POLICY

### Attendance

Punctuality and daily attendance are required, except in the case of an exemption being provided or in the case of sickness. All students are expected to take part in all school activities including school excursions, camps and festivals, unless medically exempt, as these form an integral part of the school's program.

### Obligations of Parents and Guardians

#### Conduct

Parents/Guardians are required to always comply with the *Parents and Guardians Code of Conduct*. All communication should be respectful and courteous. Parents/Guardians may not disseminate inaccurate, misleading or defamatory information verbally, in print, digitally or on social media in relation to the school, staff, students or any members of the school community. This is a requirement of ongoing enrolment. Non-compliance of Parents/Guardians with any parts of the *Parents and Guardians Code of Conduct* may result in the termination of the enrolment.

Parents and Guardians must accept and abide by the requirements and directions of the school, as regulated by the Principal and the School Board of Directors. The School's leadership is to be respected, and Parents and Guardians should not seek to interfere with the management and administration of the school. Support for the school's implementation of the Steiner philosophy and its ethos needs to be upheld.

#### Attendance

As above, punctuality and daily attendance are required, except in the case of an exemption being provided or in the case of sickness. All students are expected to take part in all school activities including school excursions, camps and festivals, unless medically exempt, as these form an integral part of the school's program.

#### Communication

Parents and Guardians are required to view the school's parent portal (Compass) on a regular basis in order to stay informed about the school's activities and expectations. They are expected to make efforts to regularly attend Parent/Guardian teacher interviews/meetings and Parent/Guardian forums which are relevant to the student's progress and educational program.

Parents and Guardians must promptly advise the School:

- (a) In writing of any change of home, mailing, email address or contact details or other information submitted at the point of enrolment. Ongoing enrolment may be reviewed or cancelled if the school loses contact with the Parents or Guardians.
- (b) If the student will be absent from the school due to ill health or other reasons.
- (c) In writing of any orders or arrangements that affect the student concerning custody or access, any change to them or any other orders or arrangements which are relevant to the student's education and welfare. Copies of any orders must be provided to the school.

## STUDENT ENROLMENT POLICY

### Health and Safety

- (a) Parents/Guardians must advise the School as soon as reasonably practicable if they become aware of any special needs that the student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs. This is an important part of the School's ongoing consultative and collaborative partnership with Parents/Guardians.
- (b) Parents/Guardians are required to be part of an ongoing consultative and collaborative partnership in order for the school to best meet relevant support needs and safety requirements of the student that may become apparent in the course of the student's enrolment. Failure on the part of Parents/Guardians to meaningfully engage in ongoing consultation and collaboration regarding support needs and safety requirements, including failure to disclose relevant information during a student's enrolment would constitute a breakdown in the relationship to the school. This may result in the termination of the student's enrolment, as outlined in the School's *Code of Conduct for Parents and Guardians*.
- (b) Parents/Guardians must complete and return to the School the required health forms for the student prior to the Student commencing at the School, and provide updates if circumstances change or as required by the School from time to time. This is outlined in the School's *Code of Conduct for Parents and Guardians*.
- (c) If the student is ill or injured, requiring urgent hospital and/or medical treatment (including but not limited to injections, blood transfusions, surgery) and where a Parent/Guardian is not readily available to authorise such treatment, the Principal or, in the Principal's absence, a delegate/senior staff member of the School, may give the necessary authority for such treatment. The Parents/Guardians indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment except to the extent that such costs or expenses arise as a result of the reckless or negligent conduct of the School, its agents or employees.
- (d) Parents/Guardians must observe School safety and security procedures for the protection of students.
- (e) Students are responsible for their personal belongings. The School does not accept any responsibility for the loss or damage to those belongings.
- (f) The Principal or the Principal's delegate may search the student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

If the school reasonably considers that the progress of a student is unsatisfactory and that, despite ongoing consultation with collaboration with Parents/Guardians, and despite reasonable adjustments provided, that it can no longer meet the student's needs, it may terminate the enrolment of the student by giving no less than one term's notice.

### Fees

To maintain an active enrolment, payment of all tuition and other fees and charges must be satisfactorily completed as per the current *Fee Schedule* for that year. The *Fee Schedule* is revised

## STUDENT ENROLMENT POLICY

annually and may be amended each year. Where possible, the school will give not less than 12 weeks' notice of any change to the schedule of fees.

Fees and charges will not be remitted in whole or in part if the student is absent due to illness, leave or suspension. While an invoice for fees and charges remains outstanding, the School may determine that the student will not be permitted to participate in any discretionary activity offered by the school.

If students are undertaking activities which incur extra fees, not less than four weeks' notice must be given to discontinue these activities, or these extra fees will be charged to Parents/Guardians.

All medical expenses reasonably incurred on behalf of a student must be reimbursed by Parents/Guardians.

Failure to abide by agreements made with the School relating to the payment of fees may result in the termination of the enrolment without further notice.

### 4. LEAVE

Enrolled students may be granted leave at the discretion of the Principal during term time. This must be done by submitting a request for an *Application for Leave* form for approval by the Principal. The Principal's decision regarding leave approval is final. Fees must still be paid for that period in order to hold the child's place at the school. Ongoing fees or a holding deposit will be required for any extended holidays and will be determined at the discretion of the school. If the Parents/Guardians wish to seek leave for the student not to attend any School academic or co-curricular program or activity during a term, they must apply to the Principal/Deputy Principal prior to the activity taking place. Leave will usually only be granted in exceptional circumstances.

### 5. WITHDRAWAL OF STUDENT/S

If a child is to be withdrawn from school, either during term or between terms, prior notice is required in writing as per the current *Fee Schedule* for that year. Fees paid for that term, including excursion fees are not refundable. An Exit Fee may apply where insufficient notice is given.

Where students leave to enrol at another school or home-schooling program, the NSW Education Standards Authority (NESA) requires that Parents/Guardians advise the School in writing of the name of the school the student will be attending and the grade level the student will be entering at the new school, or provide the home-schooling registration number.

### 6. SUSPENSION AND TERMINATION OF ENROLMENT

The School may suspend or terminate the enrolment of a student at any time for reasons which may include, but are not limited to:

- (a) a serious breach of the School's rules or Code of Conduct;
- (b) where a Parent has breached the Requirements for Ongoing Enrolment or the ***Parent Code of Conduct***;
- (c) conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;
- (d) where the Principal or School Board of Directors reasonably believe that a mutually beneficial relationship of consultation, collaboration and trust between the School and the Parents/Guardians has broken down to the extent that it adversely impacts on that relationship.

## STUDENT ENROLMENT POLICY

The School may terminate the enrolment of the Student on 14 days' notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the Student have not been provided to the School or the particulars provided are materially incorrect or misleading, and the failure to provide that information has had a material effect on the School or the student's welfare or both.

The School will only exercise its powers under this clause to terminate the enrolment if it has provided the Student and their Parent(s)/Guardian(s) with details of the conduct which may result in a decision to terminate the enrolment and provided them with a reasonable opportunity to respond and where there has been procedural fairness.

### **7. EVALUATION**

This *Student Enrolment Policy* will be periodically reviewed and updated to ensure its relevance and effectiveness. Any revisions will be communicated on the School's website, and be made accessible to relevant parties.

Reviewed: 19/03/2024 RM