



Enrolment Policy & Procedures

Purpose:	The purpose of the enrolment policy is to ensure the enrolment process is consistent, fair, thorough and explicit for all applicants.	
Scope:	This policy applies to new and existing students, parents, staff and relates to Disability Discrimination Act and Disability Standards	
Status:	Approved	Supersedes: March 2023
Authorised by:	Principal	Date of Authorisation: May 2026
Review Date:	1 Year	Next Review Date: May 2027
Policy Owner:	Principal	

OVERVIEW

Goora Gan Steiner School [hereon referred to as GGSS or the School] is a comprehensive, secular, coeducational P-6 school providing an education underpinned by the philosophy and values of Steiner education and accredited by the Non-State Schools Accreditation Board.

All applications will be processed in order of receipt and consideration will be given to the applicant's support for the ethos of the school, siblings already enrolled in the school and other criteria determined by the school from time to time. To maintain their enrolment, once enrolled, students are expected to act consistently with the school's ethos and comply with the conditions and terms of enrolment. Parents and guardians are also expected to be supportive of the ethos of the school and comply with GGSS policies and procedures.

Policy

This Enrolment Policy encompasses the aim of Goora Gan Steiner School to be true to the spirit and intentions of the educational impulses and insights offered by Rudolf Steiner:

- by supporting each individual child as they strive to reach their own full potential, we work to encourage each child's unique gifts and potentials to unfold in a creative, nurturing, and respectful environment.
- to develop equally the faculties of thinking, feeling and willing – head, heart, and hands – within each child, so that strong foundations are laid for initiative and moral strength in adult life.
- to create a place where goodness, beauty and truth permeate the pedagogical, physical, and social fabrics.
- to be aware of, and responsive to, the unique learning opportunities provided by the natural environment.

GGSS determines the capacity of classes and individual year levels, based on various factors, including:

- a) balance of the needs of the class as a whole - including composite class ratios and student needs.
- b) 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 their general health and well-being, this would be at the family's cost.

Enrolment Process

a) Enquiry

On the first enquiry, the Administration office will:

- i) Address questions asked by enquirer and arrange a tour if relevant;
- ii) direct the enquirer to the school website and Steiner Education Australia website, for further information.

b) School Tour / Open Day Attendance

Families are required to attend a GGSS School Tour as part of the enrolment process. The purpose of the tour is to allow the families to familiarise themselves with the School.

c) Application forms received and Application Fee paid

Following attendance at a School Tour, the receipt of an Enrolment Application with supporting documentation, and payment of the Enrolment Application fee/s:

i) If there is no vacancy

- 1) The applicant will be waitlisted until a vacancy arises, or until the school is notified in writing or by email of the withdrawal of the applicant.
- 2) 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 requesting a response regarding their enrolment status.
- 3) If no response is received within 10 working days the applicant will be removed from the waiting list and notified of this.

ii) When there is a vacancy

When vacancies occur, an interview offer is made in accordance with the Priorities listed in Appendix A of this Enrolment Policy.

- 1) The school may 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. The Principal may request a meeting to discuss the application prior to an interview with the applicable Class Teacher.
- 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. There may be a second interview arranged.

d) Enrolment Offer made

Following a successful interview process, GGSS will contact the applicant/s offering Enrolment.

The family will receive:

- A Letter of Offer of Enrolment
- And an Enrolment Contract

- Information regarding the enrolment process, school policies, the Parent Handbook and other administrative information.
- Other supporting forms required prior to the commencement of any student at GGSS.
- All signed documentation must be returned, and Enrolment Acceptance Fee paid prior to the student commencing at GGSS.

e) Confirmation of all paperwork received and commencement date

On return of the completed Offer of Enrolment and Contract, other supporting forms, and payment of the relevant Enrolment Acceptance Fee, parents will be notified of the confirmed enrolment commencement date.

f) Parent Orientation

Throughout the year, GGSS has various embedded parent engagement opportunities which are communicated by the School throughout the year, and provide opportunity for parents to participate in the school community, and to support their child and their learning.

CONDITIONS OF ENROLMENT

Students are enrolled at GGSS on the following conditions:

1. GGSS welcomes students from all backgrounds and acts in accordance with antidiscrimination legislation, Disability Discrimination Act and Disability Standards.
2. The educational program at GGSS meets the Non-State Schools Accreditation Board registration and accreditation requirements. The School follows the philosophies of Rudolph Steiner in accordance with the ethos of Steiner education. This includes the use of natural materials in play such as dirt, grass, logs and climbing trees during supervised play times; and school excursions, camps, outdoor education, festivals and alternative education programs.
3. GGSS currently operates a multi-age classroom setting, with four classroom teachers, and some speciality teachers.
4. An Enrolment Application Form, Child Biography, and Enrolment Contract must be completed for each student enrolled in the School, and signed by parents or guardians who are responsible for the Enrolment.
5. All applications for enrolment will be processed as per GGSS Enrolment Policy and Procedures.
6. Students will be placed in a class according to their age in line with Steiner principles of education, together with perceived levels of maturity and ability. Foundation 'Prep' enrolments usually comprise full-time students turning six years of age in that year (Calendar year January-December). Class 1 students are usually all turning seven years of age in that year, Class 2 students, turning eight years of age and so on.
7. Prior to enrolment, parents and guardians must disclose any special circumstances that may need to be taken into account by the School including medical, behavioural, psychological and educational testing and information.
8. Prior to enrolment parents/guardians will be informed of the nature of Steiner education. Parents and guardians are expected to be supportive of and involved in the Steiner educational impulse inherent in the GGSS ethos, policies and programs and to adhere to GGSS Agreements, Codes of Conduct and school rules.
9. To maintain their enrolment, students are expected to support the School's ethos, demonstrate satisfactory effort, attitude and behaviour, and adhere to the GGSS Agreements, Codes of Conduct and school rules.

10. Prior to enrolment, parents and guardians will be made fully aware of the financial requirements of the GGSS enrolment contract.
11. To maintain enrolment, payment of tuition fees and all other applicable fees and charges must be made in accordance with the GGSS Fee Policy Schedule. A non-refundable Enrolment Application Fee is payable upon submission of the Enrolment Application Form, and a non-refundable Enrolment Confirmation Fee is payable upon acceptance of an Offer of Enrolment to secure the student's place. Tuition fees and other charges will be invoiced in accordance with the GGSS Fee Policy Schedule. Where an alternative payment arrangement is approved by the School, a written payment agreement may be required. Parent(s)/guardian(s) who sign the Enrolment Application Form and/or any approved payment agreement will be jointly and severally liable for the payment of all fees and charges, unless GGSS has agreed otherwise in writing.
12. Where applicable, the enrolment contract is to be signed by both parents or by both guardians. The enrolment contract must also be completed and signed by any third party responsible for paying school fees.
13. It is the parent's/guardian's responsibility to inform the School of any change of address, telephone numbers or email as soon as it is known.
14. GGSS provides First Aid where students who are taken ill or injured are assessed and if necessary accommodated while contact is made with parents or guardians as quickly as possible. If a student requires urgent medical or hospital treatment of any nature and the School is unable to contact the parent or guardian after making reasonable efforts, parents/guardians authorise the School to give authority for such treatment. Parents indemnify the School, its employees and agents in respect of all costs and expenses arising directly out of such treatment.
15. Students are responsible for their personal belongings and the School will not be liable for any loss of these belongings.
16. If the GGSS Board or Principal considers that a student is in serious breach of or has otherwise engaged in conduct, which is harmful or detrimental to the School or its students or staff, the GGSS Board may remove the student permanently or temporarily at their absolute discretion. No refund of fees will usually be granted in these circumstances.
17. If the GGSS Board or Principal believe that a mutually beneficial relationship of trust and cooperation between a parent or guardian and the School has broken down to the extent that it adversely impacts on that relationship, then the Principal and Board may require a parent/guardian to remove their child from the School. No refund of fees will usually be granted in these circumstances.
18. Before a child is removed permanently, the School will provide the student, parents or guardians with details of the conduct pertaining to the situation and give them a reasonable opportunity to respond.
19. The GGSS Board may alter these conditions of entry at any time providing not less than two terms notice, and which will take effect from 1 January in the following year.
20. Students are required to take part in all school activities including school excursions, camps, outdoor education, festivals, and alternative education programs.
21. Students must comply with attendance, early leaving and late arrival notification policy and procedures. Parents of students who arrive early or leave early must notify the school in advance. Parents must notify the school of a student's absence in person, through a phone call or email. The School will record or print all messages as per the Attendance Policy. All unexplained absences are followed up by Administration.
22. Withdrawal of students: For a student to be withdrawn from school once they have commenced at GGSS i.e. for parents to end the enrolment contract, the School requires one terms notice. Parents and guardians must inform and submit a Student Withdrawal Form to the Principal one term in advance if

they intend to withdraw their child from the school and end the enrolment contract. If no such notification is received a Withdrawal Fee of one term's fees will usually be charged.

23. Before enrolling their child in another school, parents and guardians of students enrolled at GGSS must notify the GGSS Principal of this intention in writing.
24. The School shall not be obliged to continue the enrolment of any student who does not observe all the foregoing conditions or whose parents or guardians do not observe all of the foregoing conditions.

ENROLMENT PROCEDURE

1. All applications should be processed within the school's enrolment policy.
2. Consider each applicant's supporting statement/interview responses regarding their ability and willingness to support the school ethos.
3. Consider each applicant's educational needs. To do this, the school will need to gather information and consult with the parents/family and other relevant persons.
4. Identify any adjustments which need to be put into place to accommodate the applicant.
5. Inform the applicant of the outcome.
6. Continuing enrolment is subject to the student adherence to school rules (see behaviour support policies) and payment of all school fees.
7. Applications to enrol siblings of current children may not proceed whilst an existing debt remains unpaid.
8. The Principal may halt any application until they are satisfied that fees can and will be paid on time.

Progression to Class One

At GGSS, children must have turned five before 1st January of the year commencing in Prep. The School's preference is for children to be turning seven during class one. All children are assessed for class one readiness, which involves consultation with parents, before the end of the Prep year.

Appendix A: Enrolment Application Priorities

All enrolment applications are recorded in date order of receipt of a full completed application which includes: Enrolment Application Form, the Enrolment Application Fee and submission of all required documentation. When vacancies occur, an offer is made in accordance with the Priorities below and by date of application. 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 Staff at GGSS (in date order).

Priority 2: Siblings of current students with fee payments up to date (in date order).

Priority 3: Families with connection with philosophy of Steiner education, (in date order) including, but not limited to:

- Returning families
 - Applicant has previously attended another Steiner School*
 - Parent(s) undertaking anthroposophical-based course*
 - Parent(s) attended a Steiner school*
- *Evident during initial interview with Class Teacher and / or Principal

Priority 4: All other applications (in date order).

In all cases, families must be able to demonstrate at interview, appropriate alignment with and capacity to support the underlying philosophy of GGSS.

- The above factors will be considered in conjunction with the needs and dynamics of the class.
 - Current, permanent residents of the local community will be given priority.

Priority 1 – Staff Member’s Children

A permanently employed Staff Member GGSS. Refer to relevant clause of staff contract.

Rationale: This priority is essential to attract, support and retain quality teachers and ancillary staff.

Priority 2 – Siblings

A child currently enrolled at GGSS has a sibling on the wait list and the family’s fee account is up to date (this includes blended families where the family has been blended for 12 months or more and live at the same address). Please note that the attendance of siblings does not automatically guarantee a place in a class.

Rationale: This recognises 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 – Families with connection with philosophy of Steiner education, including, but not limited to:

- Returning Families: A family may have relocated to another area and are considering returning to GGSS, providing the length of absence does not exceed one year.

Returning families will still go through the enrolment process and are not guaranteed a place; however, if returning within 12 months of withdrawal, the Enrolment Acceptance Fee is not required when the Contract is offered.

- The applicant has previously attended another Steiner School for a minimum of 12 months*
- The family is home schooling by means of a Steiner Curriculum*
- Parent(s) attended a Steiner School*
- Parent(s) have undertaken an anthroposophical-based course*

* Evident with application and / or during initial interview with Class Teacher and / or Principal

Priority 4 - Others

* All other applications are placed on the wait list in date order.

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 aide, 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.education.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.education.gov.au/disability-standards-education-2005/2020-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.