



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: November 2020
Authorised by:	School Board	Date of Authorisation: February 2022
Review Date:	1 Year	Next Review Date: February 2023
Policy Owner:	School Board	

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.

When enrolment applications exceed available spaces, priorities may include the following in whatever order is determined:

1. Families with connection to the philosophy of the school

Connection with philosophy of Steiner education is evident:

- During initial interview with Class Teacher and / or School Facilitator
- When applicant is transferring from another Steiner School
- If parent(s) undertaking anthroposophical-based course
- If child(ren) have previously attended Steiner playgroup / pre-school
- Parent (s) attended a Steiner school
- Parent(s) or guardians who are GGSS staff members

2. Siblings of current children

Siblings do not *automatically* have priority on the waiting list for a class.

3. Order of completed applications received (with application fees PIF)

4. Transfers from other Steiner schools

5. Child's suitability to Steiner Education

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 three classroom 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.
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 all tuition and other fees and charges must be satisfactorily observed as per the GGSS Fees and Charges Policy for each year. A non-

refundable Enrolment Application Fee is payable on submission of the Enrolment Application Form; and a non-refundable Enrolment Confirmation Fee upon Acceptance of an Offer of Enrolment. Fee is payable to confirm a place offered to a student; and when a new family joins the school, the first year's Fees and Charges are to be paid in advance of the student commencing their first day of school, or the first term Fees and Charges as per schedule of Fees. Parent/guardian signatories to the Enrolment Application Form and/or the Payment of Fees and Charges Agreement will be jointly and severally liable for the payment of fees (unless GGSS has entered into a written agreement with the parent/guardians to the contrary). A fee agreement will be issued and is required to be signed at the start of enrolment and at the start of each school year.

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 School Facilitator 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 School Facilitator 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 School Facilitator 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. 25. 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 School Facilitator 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 one term's fees will usually be charged.
23. 26. Before enrolling their child in another school, parents and guardians of students enrolled at GGSS must notify the GGSS School Facilitator of this intention in writing.
24. 27. 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 School Facilitator may halt any application until they are satisfied that fees can and will be paid on time.

Progression to Class One

At GGSS we prefer children to have turned five before 1st January of the year commencing in Prep. Our 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.