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## **ENROLMENT POLICY & PROCEDURES**

### **Contents**

#### **Procedures**

1. Application for Enrolment
2. Interviews and Meetings
3. Conditional Enrolment
4. Holding Fee
5. Withdrawal of Children

### **Attachments**

- A: Excerpt from the *Disability Discrimination Act 1992*
- B: Disability Standards for Education (2005)
- C: Enrolment Information (from Enrolment Pack)
- D: Playgroup Enrolment Procedures

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### **Policy**

Mumbulla School for Rudolf Steiner Education is an inclusive, secular, co-educational K–6 school providing an education underpinned by the philosophy and values of Steiner education, and registered by the NSW Education Standards Authority (NESA) formally BOSTES. 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/Carers are also expected to be supportive of the ethos of the school and adhere to the Parent/Carer Code of Conduct.

## PROCEDURES

On initial enquiry and prior to an interview, families will receive an enrolment package which includes a School Handbook, an *Enrolment Application Form-Enrolment Contract*, the *Enrolment Information and Fee Contract* and information.

### 1. Application for Enrolment

- a. Parents/carers are required to lodge an *Enrolment Application Form-Enrolment Contract* at the Front Office for each child, with a \$300 per family Application Fee. Enrolment must have the signed consent of both the child/ren's parents/carers unless only one parent/carer is authorised to sign. Please note that a family who enrolls a sibling of a student who has graduated from Mumbulla School will be charged the Application Fee of \$300 again as they are no longer considered to be a currently enrolled family.
- b. A receipt for the Application Fee will be sent to parents/carers along with information about the enrolment process and whether there is a position available in the relevant class.
- c. If a place is available and is offered, \$100 is retained by the school to cover administration costs and the remaining \$200 is credited to the first year's fees.
- d. \$200 of the Registration fee will be reimbursed if:
  - the school is unable to offer child/ren a place
  - the parents/carers decide to withdraw their child/ren from a waiting list:
    - For Kindergarten children, notification of withdrawal must be received by the school before 30<sup>th</sup> September in the year before the child is due to begin Kindergarten, except in exceptional cases
- e. The school will retain the full \$300 Registration fee if:
  - the *Enrolment Application Form-Enrolment Contract* is withdrawn by the child's parents/carers after a place has been offered; or
  - in the case of Kindergarten children, the *Enrolment Application Form-Enrolment Contract* is withdrawn after 30<sup>th</sup> September in the year before the child is due to begin Kindergarten, except in exceptional cases
- f. The school will retain \$100 of the Registration fee in all cases.
- g. If a place is not available in the relevant class, the parent/carer has the option to either place their child on the waiting list or withdraw the *Enrolment Application Form-Enrolment Contract*.

### 2. Interviews and Meetings

- a. Enrolment will be contingent upon parents/carers fully disclosing available information about matters relevant to their child's education, which may include medical reports, educational assessments and, for children previously enrolled at other schools, school reports.
- b. As part of the enrolment process, families need to have a school tour before an interview with the teachers can take place.
- c. Initial Interviews:
  - i. Kindergarten: in July the year before children are due to start Kindergarten, a letter will be sent to parents/carers asking them to attend an interview with the Kindergarten teachers.
  - ii. Classes 1-6: parents/carers will be asked to attend an interview as soon as possible once a place in the relevant class becomes available.

The initial interview with a class teacher is an important opportunity to clarify the expectations of both parents/carers and the school.

- i. For Kindergarten children, it is encouraged that parents/carers attend this interview without their child/ren.
- ii. For Classes 1-6, the teachers will need to meet the child/ren.

At this initial interview, information such as the following may be discussed:

- iii. relevant family circumstances;
- iv. background information about the child;
- v. any relevant previous assessments or reports;
- vi. any specific needs of the child and/or forecasted adjustments to the educational program.

Parents/carers will have an opportunity to talk through any questions that have been raised by their reading of:

- i. the School Handbook;
  - ii. the *EnrolmentApplication Form-Enrolment Contract*;
  - iii. Any concerns over the contents of the *EnrolmentApplication Form-Enrolment Contract* or *Fee Contracts* must be talked through with the Education and/or Business Managers before signing.
- d. Decisions regarding enrolments will be made in consultation with the Education Manager and the class teacher. Where relevant the Business Manager and the College of Teachers may also be consulted.
- e. When making a decision on enrolments, including from waiting lists, the School will take into account the following factors:
- i. Siblings of students attending the school
  - ii. Children of teaching staff
  - iii. Transfer from another Steiner School
  - iv. Date of receipt of a completed *EnrolmentApplication Form-Enrolment Contract*
  - v. Family circumstances and individual needs of the child and the class
  - vi. Age of the child in relation to the class.

The above factors will be considered in conjunction with the needs and dynamics of the class. Please note that the attendance of siblings or the previous attendance of a child or family does not automatically guarantee a place in a class with a waiting list.

- c. Once the initial interview has taken place and there are no identified issues which will require extra meetings, then your *EnrolmentApplication Form-Enrolment Contract* will be accepted and processed.
- f. If additional needs are identified that require either an Individual Plan to be made for the child or adjustments made to the school infrastructure including access or classroom arrangements, a further meeting will be scheduled to discuss these before enrolment is formally accepted;
- g. A further interview may be arranged if there are remaining questions about how the school can meet the child's needs. The school may:
- i. review the child's physical, social, educational and emotional needs;
  - ii. schedule a meeting with Learning Support staff to prepare an Individual Plan (IP);
  - iii. thoroughly explore ways to meet the child's specific needs as outlined in the IP through further discussion with the family and relevant specialists;
  - iv. seek advice on available funding;
  - v. consider the impact of the child's enrolment on the school;
  - vi. be guided by the *NSW Disability Discrimination Act 1992 (Attachment A)* and *The Education Standards 2005 (Attachment B)*.
- h. The College of Teachers will inform the Board of Directors of any significant costs in providing appropriate support for the child.
- i. The Board and College together will provide information to the family about how the school may meet the child's needs, documenting the extent of the services the school can currently offer or may be able to provide in the future.
- j. In all cases the Enrolment process will be completed as quickly as possible.
- k. For enrolment to Classes 1-6, an interview will not be held until there is a place available, following which a decision will be made.

### 3. Conditional Enrolment

- a. To support a child's individual circumstances, it is at the School's discretion to place conditions on the enrolment of a child. The School also has the discretion to provide a staged enrolment or a re-enrolment program that may have a conditional element. These may address:
- attendance
  - behaviour
  - other factors that the School deems relevant to Conditional Enrolment

- b. Such conditional enrolments need to be arranged with the signed consent of both the child/ren's parents/carers unless only one parent/carer is authorised to sign, regarding the specific arrangements being made for the student. The arrangement may provide for a review at a specified time.

#### 4. Holding Fee

- a. When a child is withdrawn for an extended absence (half a term or more), parents/carers will need to submit an *Application for Exemption from Attendance at School Form* (available from the Front Office) to the Education Manager. This form outlines the period of absence and the reason for absence. The Education Manager reserves the right to refuse a request for extended absence in line with the School's Attendance Policy and Section 25 of the Education Act 1990.
- b. If parents/carers would like their child's place in the school to be held available for them until their return, a Holding Fee must be paid. The Holding Fee is half a term's fees.
- c.
- d. The Holding Fee holds a child's place in the class regardless of whether the class is full or not, or has a waiting list or not.

#### 6. Withdrawal of Children

- a. If parents/carers withdraw their child/ren from the School they must complete a Withdrawal Form. The School requires both the parents/carers who are signatories on the *Enrolment Application Form-Enrolment Contract* to sign the Withdrawal Form before it can be accepted.
- b. If parents/carers withdraw their child/ren from the School and later request that their child is re-enrolled at the school, the child may only be re-enrolled subject to the school's Enrolment Policy and Procedures, which include consideration of class availability and the completion of the *Enrolment Application Form-Enrolment Contract and Fee Contract*.
- c. In such cases, a Registration Fee of \$100 will be charged upon re-entering even if the family has other children enrolled at the School.

**The school's Enrolment Policy and Procedures should be read in conjunction with the *Enrolment Information* document (see Attachment C), *Parent/Carer Code of Conduct*, the *Fee Contract* and *Fee Policy*.**

Date of review	Reviewed by:	Actions taken	Next review date
July 2012	College Exec	Procedure section updated with attention to Waiting lists. Taken to Board in August 2012	
August 2012	Board	Approved	2/8/2014
August 2013	College Exec	Enrolment for Kindergarten and Classes 1-6 separated and updated Taken to Board September 2013	
<b>5 September 2013</b>	Board	<b>Ratified</b>	5/9/2015
October 2014	College Exec	Enrolment process clarified Excerpt from Disability Standards (2005) added	October 2015
April 2015	MM/College	Holding Fee and Withdrawal of Children section added.	
March 2017	Education Manager	Language change to parent/carer New names for Forms incorporated Made procedural changes to reflect current practice and the new EM role Attachment C was added, old attachment C was no longer needed Additional Withdrawal clause 5a added	March 2018

**ATTACHMENT A**  
**DISABILITY DISCRIMINATION ACT 1992**

**Section 22**  
**Education**

- 1) It is unlawful for an educational authority to discriminate against a person on the ground of the person's disability or a disability of any of the other person's associates:
  - a) by refusing or failing to accept the person's application for admission as a student; or
  - b) in the terms or conditions on which it is prepared to admit the person as a student.
- 2) It is unlawful for an educational authority to discriminate against a student on the ground of the student's disability or a disability of any of the student's associates:
  - a) by denying the student access, or limiting the student's access, to any benefit provided by the educational authority; or
  - b) by expelling the student; or
  - c) by subjecting the student to any other detriment.
- 3) It is unlawful for an education provider to discriminate against a person on the ground of the person's disability or a disability of any of the person's associates:
  - a) by developing curricula or training courses having a content that will either exclude the person from participation, or subject the person to any other detriment; or
  - b) by accrediting curricula or training courses having such a content.
- 4) This section does not render it unlawful to discriminate against a person on the ground of the person's disability in respect of admission to an educational institution established wholly or primarily for students who have a disability where the person does not have that disability.
- 5) This section does not make it unlawful for an education provider to discriminate against a person or student as described in subsection (1), (2) or (2A) on the ground of the disability of the person or student or a disability of any associate of the person or student if avoidance of that discrimination would impose an unjustifiable hardship on the education provider concerned.

**ATTACHMENT B**  
**DISABILITY STANDARDS FOR EDUCATION (2005)**  
**The following is an excerpt from the Disability Standards for Education (2005).**

Section 31 of the Disability Discrimination Act (the Act) enables the Attorney-General to formulate disability standards in relation to a range of areas, including the education of persons with a disability.

The Disability Standards for Education (2005) are subordinate legislation and ... clarify and elaborate the legal obligations in relation to education.

Under Section 32 of the Act, it is unlawful for a person to contravene a Disability Standard. A complaint about an alleged contravention can be made to the Human Rights and Equal Opportunity Commission.

## **Part 2 Meaning of Important Terms**

### **2.2 Meaning of *on the same basis***

1. A person with a disability can seek admission to, or apply for enrolment in, an institution ***on the same basis*** as a prospective student without a disability if the person has opportunities and choices in admission or enrolment that are comparable with those offered to other prospective students without disabilities.

*Note* This subsection is relevant to subsection 4.2 (1).

2. An education provider treats a prospective student with a disability ***on the same basis*** as a prospective student without a disability if the provider makes any decisions about admission or enrolment on the basis that reasonable adjustments will be provided in accordance with Section 5.2 (*Participation Standards*)

## **Part 4 Standards for Enrolment**

### **4.2 Application of Part**

This Part applies in relation to:

- a. an individual with a disability who is a prospective student for an educational institution; and
- b. an education provider that is:
  - i. the educational institution mentioned in paragraph (a); or
  - ii. an educational authority that administers the educational institution.

#### ***Rights given by this Part***

The effect of the following standards is to give prospective students with disabilities the right to enrol in an educational institution on the same basis as prospective students without disabilities, including the right to reasonable adjustments that are necessary to ensure that they are able to so enrol on the same basis as prospective students without disabilities.

### **4.2 Enrolment standards**

1. The education provider must take reasonable steps to ensure that the prospective student is able to seek admission to, or apply for enrolment in, the institution on the same basis as a prospective student without a disability, and without experiencing discrimination.
2. The provider must ensure that, in making the decision whether or not to offer the prospective student a place in the institution, or in a particular course or program applied for by the prospective student, the prospective student is treated on the same basis as a prospective student without a disability, and without experiencing discrimination.
3. The provider must:
  - a. consult the prospective student, or an associate of the prospective student, about whether the disability affects the prospective student's ability to seek admission to, or apply for enrolment in, the institution; and
  - b. in the light of the consultation, decide whether it is necessary to make an adjustment to ensure that the prospective student is able to seek admission to, or apply for enrolment in the institution, on the same basis as a prospective student without a disability; and if:
    - i. an adjustment is necessary to achieve the aim mentioned in paragraph (b); and

- ii. a reasonable adjustment can be identified in relation to that aim; make a reasonable adjustment for the student in accordance with Part 3 (*Making Reasonable Adjustments*).
4. For this section, the provider has taken reasonable steps to comply with subsection (1) if the provider has complied with subsection (3).

*Note* See Part 10 for exceptions to the legal obligations set out in the standards. These include a provision that it is not unlawful for a provider to fail to comply with a standard if, and to the extent that, compliance would impose unjustifiable hardship on the provider (section 10.2 *Unjustifiable Hardship*).

#### **4.3 Measures for compliance with standards**

Measures that the education provider may implement to enable the prospective student to seek admission to, or apply for enrolment in, the institution on the same basis as a prospective student without a disability include measures ensuring that:

- a. information about the enrolment processes:
  - i. addresses the needs of students with disabilities; and
  - ii. is accessible to the student and his or her associates; and
  - iii. is made available in a range of formats depending on the resources and purposes of the provider and within a reasonable timeframe; and
- b. enrolment procedures are designed so that the student, or an associate of the student, can complete them without undue difficulty; and
- c. information about entry requirements, the choice of courses or programs, progression through those courses or programs and the educational settings for those courses or programs is accessible to the student and his or her associates in a way that enables the student, or associates, to make informed choices.

#### **Part 10 Exceptions**

The provider must comply with the Standards to the maximum extent not involving unjustifiable hardship.

*Note* Section 11 of the Act provides that, for the purposes of the Act, in determining what constitutes unjustifiable hardship, all relevant circumstances of the case are to be considered including:

- a. the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned; and
- b. the effect of the disability of a person concerned; and
- c. the financial circumstances and the estimated amount of expenditure required to be made by the person claiming unjustifiable hardship; and
- d. in the case of the provision of services, or the making available of facilities — an action plan given to the Commission under section 64 of the Act.

The application of unjustifiable hardship should take account of the scope and objects of the Act and the Standards, particularly the object of removing discrimination as far as possible, and of the rights and interests of all relevant parties. In determining whether the exception of unjustifiable hardship can be relied on, all relevant circumstances of the case are to be taken into account.

**ATTACHMENT C**  
**Enrolment Information (from Enrolment Pack)**

## **OVERVIEW**

**Mumbulla School for Rudolf Steiner Education is an inclusive, secular, co-educational K–6 school providing an education underpinned by the philosophy and values of Steiner education, and registered by the NSW Education Standards Authority (NESA) formally BOSTES. 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 carers are also expected to be supportive of the ethos of the school and adhere to the Parent/Carer Code of Conduct.**

### **OVERVIEW OF ENROLMENT POLICY (CONDITIONS OF ENROLMENT)**

#### ***Education***

1. Mumbulla School welcomes students from all backgrounds and acts in accordance with anti-discrimination legislation.
2. The educational program at Mumbulla School meets the NESA registration requirements while teaching from the National Steiner Curriculum. (This may include: the use of natural materials in plays such as dirt, grass, logs and climbing trees during supervised play times; and participation in the music program, school excursions, camps, outdoor education and festivals).
3. Students are required to take part in all school activities including school excursions, camps, festivals and other education programs that may be available.
4. Students will be placed in a class according to their age guided by Steiner principles of education and in line with legislative requirements. Placement into classes will be at the Class Teacher’s and Education Manager’s discretion.
5. Parents and carers are expected to be supportive of, and involved in, Steiner education inherent in the Mumbulla ethos, education policies and programs and to adhere to *Codes of Conduct* and school rules.
6. To maintain their enrolment, students are expected to support the School’s ethos, demonstrate satisfactory effort, attitude and behaviour, and adhere to the *Codes of Conduct* and school rules.

#### ***Legal***

1. All applications for enrolment will be processed as per the School’s *Enrolment Policy and Procedures*. Applications are processed in order of receipt. Consideration is given for siblings already attending Mumbulla School, parents or carers who are Mumbulla School staff members, previous attendance at a Steiner school, the needs of the incumbent students in each class, and other criteria determined by the School from time to time.



2. Prior to enrolment, parents and carers must disclose any special circumstances that may need to be taken into account by the School including medical, behavioural, psychological and educational testing information.
3. An **enrolment contract** (*Enrolment Application Form/Enrolment Contract Form*) must be completed for each student enrolled in the School and signed by parents or carers.
4. At Mumbulla School we aim to maintain single stream classes. Class sizes will be within the legal requirements of State and Federal governments and school policy.

### **Financial**

1. A partially refundable *Application Fee* is payable on submission of the *Enrolment Application Form*; a non-refundable *Enrolment Acceptance Fee* is payable in order to confirm the place offered to a student.
2. Prior to enrolment, parents and carers will be advised of the financial requirements of enrolling.
3. To maintain an active enrolment, payment of all tuition and other fees and charges must be satisfactorily observed as per the *Mumbulla School Fee Information* for each year.
4. Where applicable, the *Mumbulla School Fee Contract* is to be signed by both parents/carers or by both carers. The *Mumbulla School Fee Contract* must also be completed and signed by any third party responsible for paying school fees.
5. It is the parent's/carer's responsibility to inform the School of any change of address, telephone numbers or email as soon as it is known.

### **Health and Wellbeing**

1. Mumbulla School provides a managed First Aid and Student Sick Bay area where students who are taken ill or injured are accommodated while contact is made with parents or carers as required. If a student requires urgent medical or hospital treatment of any nature and the School is unable to contact the parent or carer after making reasonable efforts, parents/carers authorise the School to give authority for such treatment. Parents/carers will indemnify the School, its employees and agents in respect of all costs and expenses arising directly out of such treatment.
2. Students are responsible for their personal belongings and the School will not be liable for any loss of these belongings.

### **Conduct**

1. If the Education Manager, in consultation with the College of Teachers, considers that a student is in serious breach of, or has otherwise engaged in conduct which is harmful or detrimental to Mumbulla School or its students or staff, the Education Manager may remove the student permanently or temporarily. No refund of fees will usually be granted in these circumstances. (See *Social Welfare and Behaviour Management Policy* and attachments).
2. Before a child is removed permanently, the School will provide the student, parents or carers with details of the conduct pertaining to the situation and give them a reasonable opportunity to respond.

3. If the Board of Directors, upon recommendation from either the Education or Business Manager, believes that the relationship of trust and cooperation between a parent or carer and the school has significantly broken down, then it may direct a parent/carer to remove their child from the school. No refund of fees will usually be granted in these circumstances.
4. The Board of Directors may, after providing not less than one term's notice, alter the conditions of entry at any time. Any such changes will take effect from 1 January in the following year.

### Attendance, Absence, Withdrawal, Exemption

1. Students must comply with attendance, early leaving and late arrival notification policy and procedures. Parents/Carers must notify the school administration of a student's absence in person, through a phone call, note or email. Texts are not suitable. The School administration will record or print all messages as per the *Attendance Policy*. All unexplained absences are followed up by the Front Office Staff.
2. **Exemption from Attendance and Enrolment at School:** In 2012, the Minister under section 25 of the Education Act 1990 delegated the power to the principal of a non-government school to grant and cancel a certificate of exemption from being enrolled and attending school in certain prescribed circumstances for periods totalling up to 100 days in a 12-month period.  
Students who are granted exemption from attendance are not included in the absence return.
3. **Exemption from Enrolment at School:** the Education Manager (or delegated authority in EM absence) may grant exemption to students of compulsory school age from the requirement to be enrolled in school in exceptional circumstances. (refer DEC Guidelines)
4. Applications for exemption from enrolment must be made in advance to the Education Manager (or delegated authority in EM absence) using the *Application for Exemption from Enrolment at School Form*, and be approved by the Education Manager. If approved the Education Manager will grant a *Certificate of Exemption from Enrolment at School*. If false or misleading information is given by parents/carers or the conditions for exemption are not met, the certificate is no longer valid and will be cancelled.
5. **Exemption from Attendance at School:** Application for *part-day* and *full-day* exemption from school attendance must be made in advance to the Education Manager (or delegated authority in EM absence) using the *Application for Exemption from Attendance at School Form*, and be approved by the Education Manager (or delegated authority in EM absence). If approved the Education Manager will grant a *Certificate of Exemption from Attendance at School*.
6. An application for exemption from attendance for extended periods of time (more than a week) must be submitted to the Education Manager (or delegated authority in EM absence) not less than 4 weeks before the anticipated date of departure. As the student is still enrolled at the school, in unusual circumstances the school will request that *Tuition Fees* continue to be paid during the period the child is exempt, which reserves the child's place in the class. If false or misleading information is given by parents/carers or the conditions for exemption are not met, the certificate is no longer valid and will be cancelled. In some situations, parents/carers may prefer to end their enrolment contract, in which case, re-entry of the

student into the school will be subject to the usual *School Enrolment*

*Procedures.*

7. **Withdrawal of students:** For a student to be withdrawn from school once he/she has commenced at Mumbulla School i.e. for parents/carers to end the enrolment contract, The School requires the parent/carer to complete a *Student Withdrawal Form* by Week 5 of the previous term. If a child is withdrawn during the first five weeks of a term, the whole of that term's fees (tuition and levies) remain due and payable. If the parent/carer wishes to end the enrolment, and prior notice is not given by Week 5 of the previous term, full term's fees are payable for the term the child is being withdrawn.
8. The School shall not be obliged to continue the enrolment of any student who does not observe all the listed conditions or whose parents or carers do not observe all the listed conditions.

**RELATED FORMS**

Mumbulla School Enrolment Application Form/Enrolment Contract  
Mumbulla School Intention to Enrol in Kindergarten Form  
Mumbulla School Exemption from Enrolment at School Form  
Mumbulla School Exemption From Attendance at School Form  
Mumbulla School Student Withdrawal Form  
Mumbulla School Fee Contract

**RELATED POLICY**

Mumbulla School Enrolment Policy and Procedures  
Mumbulla School Fee Policy  
Mumbulla School Attendance and Absence Policy  
Mumbulla School Codes of Conduct for Parents/Carers  
Mumbulla School Social Welfare and Behaviour Management Policy  
Mumbulla School Privacy Policy

**RELATED ACTS, STANDARDS AND REGULATIONS**

Education Act 1990 (Amended Education Act 1990 Delegation)  
Disability Discrimination Act  
Disability Standards for Education 2005  
Education Services for Overseas Students (ESOS) Act 2000 DEC  
NSW Exemption from School Procedures (Guidelines)

## **ATTACHMENT D PLAYGROUP ENROLMENT**

Twelve children is normally considered to be the maximum Playgroup size per day. The number of children may vary depending on the needs of all children in the group, their ages and family sizes. While Playgroup can cater for the 0-5 year old group, the program and rhythm of the day is geared to the 3-5 year old. 3-5 year olds may have priority when Playgroup is full as children of this age need more social experiences and attendance at Playgroup supports their transition to school (see Pt. 4 in *Procedures* below for information about priorities on the waiting list).

### **PROCEDURES**

1. When a family makes an initial enquiry about Playgroup, the Playgroup Coordinator will ring the family to discuss the availability of places, fees and the Playgroup program.
2. If a place is available, the family will be asked to complete an *Enrolment and Medical Info* form for each child. This is regarded as the Application for Enrolment. The *Enrolment and Medical Info* form will be lodged at the school's office.
3. Parents/carers will also be provided with information about Playgroup fees. This is to ensure that families are clear about the fee obligation, with information about payment options and the procedure for payment.
4. If there are no places available, the parent/carer has the option to place their child on the Playgroup waiting list. The Playgroup Coordinator will maintain contact regarding availability of places.
5. As places become available, enrolment will be prioritised taking into consideration the following:
  - a. children who will be entering Kindergarten at Mumbulla School in the following year;
  - b. families with children in school already;
  - c. families who have registered for enrolment in the school;
  - d. families who are considering enrolment in the school;
  - e. families new to the area who may need support in settling into the area;
  - f. children over two years old may have precedence over babies.
6. The Playgroup Coordinator will seek information about the following:
  - a. Number of children in each family attending on which day
  - b. Relevant family circumstances;
  - c. Relevant background information about the child;
  - d. Any specific needs of the child and/or adjustments to the educational program.
7. If there is a question about whether a child should attend, the Playgroup coordinator will discuss the issues with the Early Childhood faculty of Mumbulla School before accepting the family into Playgroup.

### **Accounting Procedures**

1. The Fee Information sheet tear-off section will be forwarded to the Finance Officer for the family's inclusion in the accounting system.
2. The Finance Officer will generate an invoice and email or mail to the parents/carers. Invoices are due with 7 days of receipt.
3. Statements will be sent out in Week 4 of each term for any unpaid invoices. Notification of unpaid term fees will be sent to the Playgroup Coordinator if need be.