

ENROLMENT POLICY & PROCEDURES

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Mumbulla School's Enrolment policy aims to reflect the inclusiveness that is part of the school's philosophy.

It is acknowledged that enrolment is often the first and sometimes only point of contact with potential parents. Clear communication between the school and parents is important for making this a positive experience.

PROCEDURE

Enrolment at Mumbulla School is open to primary age children.

Enrolment must have the signed consent of both the child/ren's parents/guardians unless only one parent is authorised to sign.

On initial enquiry and prior to an interview, families will receive the School Handbook, which includes the Enrolment policy, Enrolment Contract, Application for Enrolment forms and fee information.

1. Parents will then lodge an Application for Enrolment form for each child at the school's office with a \$300 registration fee (this is a per family fee not per child).
 - A receipt for the Application form will be sent to parents/carers along with information about whether there is a position available in the relevant class and the enrolment process to come.
 - If a place is available and is offered, \$100 is retained for administration and the remaining \$200 is credited to your first term fees.
 - If a place is not available in that class at that time, the parent/carer has the option to either place their child on the waiting list for that class or withdraw the Application for Enrolment.
 - \$200 of the Registration fee will be reimbursed if:
 - the school is unable to offer your child/ren a place
 - the parents/carers decide to withdraw their child/ren from a waiting list:
 - For Kinder children, notification of withdrawal must be received by the school before 30th September in the year before the child is due to begin Kinder, except in cases of genuine need and/or with a valid reason
 - For children in Classes 1-6, if no place has been offered and the child is on a waiting list.
 - The school will retain \$100 of the Registration fee in all cases.
 - The school will retain the full Registration fee if:
 - the Application for Enrolment is withdrawn by the child's parents after a place has been offered; or
 - in the case of Kinder children, the Application for Enrolment is withdrawn after 30th September in the year before the child is due to begin Kinder, except in cases of genuine need and/or with a valid reason
2. If there is no space within the class, parents/carers will be informed that the child's name has been placed on a waiting list and that they will be contacted if a place becomes available.
3. **Enrolment into Classes 1-6**
 - a. As part of the enrolment process, families need to have had a school tour before an interview with the teachers can take place;
 - b. If a place becomes available for your child, parents/carers will be asked to attend an interview with the class teacher before their child starts school. This is an important opportunity to clarify the expectations of parents and the school with your class teacher;
 - c. Parents/carers are also asked to familiarise themselves with how the school operates by reading the Handbook before attending the interview;
 - d. Parents/carers will be asked to sign the Enrolment and Fee Contracts at this interview. Any concerns over the contents of the Enrolment and Fee Contracts must be talked through with the class teacher before signing the forms;
 - e. All decisions about enrolments will be made at the next meeting of the College of Teachers or where an earlier response is needed, through contact with class teachers;
 - f. Once the interview has taken place, the College of Teachers has accepted your enrolment and if there are no identified issues requiring extra meetings (see Pt.7 below) then your Application for Enrolment will be accepted.

4. Enrolment into Kinder

- a. In July the year before children are due to start Kinder, a letter will be sent to parents/carers asking them to attend an interview with the Kinder teachers. The interview is an important opportunity to clarify the expectations of parents and the school with a Kinder teacher. It is encouraged that parents/carers attend this interview without their child/ren. At this meeting:
 - i. parents/carers will have an opportunity to talk through any issues that have been raised by their reading of:
 - a. the School Handbook;
 - b. the Enrolment Contract;
 - c. The Fee Contract;
 - ii. parents/carers will be asked to sign the Enrolment and Fee Contracts. Any concerns over the contents of the Enrolment and Fee Contracts must be talked through with the Kinder teacher before signing the forms;
 - iii. the Kinder teachers will also discuss any forecast that the parents may have that their child will require more than 2 days at Kinder at any time during the year. In this case, a place will need to be held for that child from the start of the year and parents/carers will be charged full time fees from the start of the year. However, if parents are clear that they will not at any stage of the year require more than 2 days attendance at Kinder, then they will be charged sessional fees only for the year;
 - iv. Any additional needs to the Kinder program that your child might need.
- b. If additional needs are identified that require an Individual Plan to be made for your child, a further meeting will be scheduled to discuss these before enrolment is formally accepted;
- c. All decisions about enrolments will be made at the next meeting of the College of Teachers or where an earlier response is needed, through contact with class teachers;
- d. Once the interview has taken place, the College of Teachers has accepted your enrolment and if there are no identified issues requiring extra meetings (see Pt.7 below) then your Application for Enrolment will be accepted.

5. At the initial interview (Pts 3a & 4a above), information will be sought about the following:

- family circumstances
- background information about the child
- how the individual needs of the child can be met
- any previous assessments or reports.

Enrolment will be contingent upon parents disclosing full available information about matters relevant to their child's education.

6. When making a decision on enrolments, including from waiting lists, the College of Teachers will take into account the following factors:

- Siblings of students attending the school
- Children of teaching staff
- Transfer from another Steiner School
- Date of application for enrolment
- Family circumstances and individual needs of the child
- 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 does not automatically guarantee a place in a class with a waiting list.

7. A further interview may be arranged if there are remaining questions about how the school can meet the child's needs. The school may:

- Schedule a meeting with Learning Support staff to determine an Individual Plan;
- Review the child's physical, social, educational and emotional needs. The school may seek further assessment or documentation to help with this;
- Thoroughly explore ways to meet the child's specific needs through further discussion with the family and relevant specialists;
- Seek advice on integration or other funding if appropriate;
- Consider the impact of the child's enrolment on the school;

- Be guided by the *NSW Disability Discrimination Act 1992*.
8. Where the enrolling child has a disability that involves access issues, the school will refer to the Disability Standards to address the issue. The school will:
- Be guided by the *NSW Disability Discrimination Act 1992*
 - Seek the parent's assistance in identifying the child's needs
 - Seek advice from the child's specialist
 - Identify access issues
 - Identify all possible solutions with parents and specialists (including the *Disability Discrimination Act* and the *Building Codes of Australia* plus the specific needs of the child)
 - Determine costings
 - Make a decision based on the best possible outcome for all parties.
9. The College of Teachers will inform the Board of Directors if there are significant financial ramifications in providing appropriate support for the child. The Board and College together will provide information to the family about how the school can 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. The College of Teachers will develop an individual plan for an enrolled child where necessary.
10. The enrolment process will be completed as quickly as possible.

CONDITIONAL ENROLMENT

1. If it is deemed appropriate for reasons associated with supporting a child's individual circumstances, the College of Teachers may place conditions on the continuing enrolment of a child. The College also has the discretion to provide a staged enrolment or re-enrolment program that may have a conditional element. These may address:
 - attendance
 - behaviour
 - other factors
2. Such conditional enrolments need to be arranged with the signed consent of both the child/ren's parents/guardians unless only one parent is authorised to sign, with reference to the specific arrangements being made for the student. The arrangement must provide for a review at a specified time.

Date of review	Reviewed by:	Actions taken	Next review date
July 2012	College Exec	Procedure section updated with particular attention to Waiting lists. Taken to Board in August 2012	
August 2012	Board	Approved	2/8/2014
August 2013	College Exec	Enrolment for Kinder and Classes 1-6 separated and updated Taken to Board September 2013	
5 September 2013	Board	Ratified	5/9/2015

**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.
- (2A) 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.
- (3) 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 particular disability where the person does not have that particular disability.
- (4) 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
KINDERGARTEN ENROLMENT PROCEDURES**

Ensuring that future Class 1 classes are a suitable size

Twenty-four students is normally considered to be the maximum Class 1 size. The size of Class 1 may vary depending on the needs of all students in the group.

As Mumbulla School receives enrolments for Kinder, the Educational Administrator will record the following information:

- 1) Students enrolling in the current Kinder
- 2) Students who will be in Kinder in:
 - a) the next school year
 - b) two years later
 - c) future years
- 3) Students who will be in Class One:
 - a) the next school year
 - b) two years later
 - c) future years

The number of students Kinder can carry varies, depending mainly on the age of the students and the number of days each student attends.