



Enrolment

Policy and Procedure

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Introduction

The enrolment process is often the first point of contact with the School for potential families. It is important that this process is clear and informative so that families can make informed decisions about their child's enrolment. The process must also allow the School to access all relevant information pertaining to any application for enrolment. When assessing an application for enrolment, Leaning Tree Steiner School, in accordance with State and Commonwealth legislation and regulations, does not discriminate on the basis of race, colour, sex, sexuality, physical or mental disability, religion, national extraction or social origin. The School's enrolment policy incorporates requirements of the School Education Act 1999.

Definitions

- Enrolee – the child being enrolled,
- Parents – most of our enrolments involve the natural parents of children however we readily accommodate applications in which guardians or carers have responsibility for a child's application,
- Reasonable Adjustment - is a legislative term that refers to a measure or action taken by an education provider to enable learners with disability to participate in education and training on the same basis as learners without disability.

Policies Affected

The following school policies should be read in conjunction with the LTSS Enrolment Policy and Procedure document:

- LTSS Immunisation Procedure
- LTSS Fee Policy

- LTSS Anti-Discrimination Policy
- LTSS Privacy Policy.

The School and Legislation

Legislation applicable to the policy includes the following:

- Australian Education Regulations 2013
- School Education Act WA (1999)
- Public Health Act 2016 (WA)
- Privacy Act 1988
- Disability Discrimination Act 1992
- Disability Standards for Education 2005

Enrolment Policy and Procedure

1. Contact LTSS to make an appointment for a school tour. The school tour includes a visit to the classroom and meeting the teachers and Education Manager. Families will have the opportunity to ask any questions about the structure of the school, the curriculum, policies and what is involved in being a parent in the school community. Families will also be able to provide details about their child regarding their development and learning styles. An enrolment pack and parent handbook can be given at this point or posted or emailed prior to visiting.
2. A one-day trial is available at this stage, if requested. A day fee per child is payable to cover insurance and resources used.

3. Complete and return the enrolment forms and submit the application fee, per child.

This fee is non-refundable and does not guarantee a place at LTSS. The child's immunisation records or exemption form, birth certificate, medicare card number, visa and passport if relevant is provided. Past school reports if the child is transferring from another school can also be submitted.

4. An Acceptance Letter will be mailed if enrolment submission is successful, stating that the child has been accepted. The Endowment fee (once per family) to be paid by parents when they accept an offer of enrolment. This fee is non-refundable even if the parents should subsequently decide not to proceed with the enrolment offer.

5. If a vacancy is not available, the child will be placed onto the waiting list. We encourage all families considering enrolment at LTSS to support the Ethos, Values and Mission of the School. Additionally, we prioritise applications from:

- i. Siblings of current students of LTSS,
- ii. Students of staff,
- iii. Students from other Steiner Schools and
- iv. Applications according to date of application.

6. The School will contact the family to arrange a suitable commencement date once the school has received the completed enrolment form with supporting documents and there is a suitable vacancy. Please note that it is important that the family inform the school of any changes to contact details to facilitate this.

7. Prior to commencement, Endowment Fee must be paid. Other term fees and costs will be invoiced to the family during the week the child begins school, or at normal time of invoicing. Refer to the fee structure for tuition fee discounts.
8. The one-month trial period commences. During this time staff can meet regularly with the family should the need arise. This trial period is reviewed by the Education Manager.

Enrolment Guidelines

- Families need to have a genuine desire to support the LTSS Ethos, Values and Mission objectives embedded at Leaning Tree Steiner School. LTSS is committed to a vision of parents as the first educators of their children, the school and family values should align for an optimal outcome.
- Enrolment into the school expresses a commitment by family members to support school policies, practices and activities. This commitment extends to the Governing Body and the Parents and Friends Action Team.
- In accepting an offer of enrolment, parents agree to pay all school fees and charges by the due date. If genuine financial need exists, parent contact with the Business Manager is required.

- Upon acceptance of offer of enrolment, the Education Manager will, at all times, enrol a student with a one-month trial period to be reviewed at determined intervals by the Education Manager.
- The School is committed to principles of Reasonable Adjustment and will examine the needs of each student individually at time of enrolment and on an on-going basis.
- One term's notice is required before transferring to another school. Term fees will be invoiced and expected to be paid for incomplete terms unless an alternate arrangement is made with the Business Manager.

Enrolment Information

Enrolment information is kept by the school containing up to date information and evidence as required by the Education Manager, as set out by the Education Act 1999 including,

- (a) the date of birth of the enrolee,
- (b) the names and usual place of residence of —
 - (i) the enrolee,
 - (ii) where the enrolee is a child —
 - (I) the parents; and
 - (II) any adult person, not being a parent, who is responsible for the child,
- (c) where the enrolee is a child, details of any provision in force at law —
 - (i) for the long-term care, welfare and development of the child or

- (ii) for the day-to-day care, welfare and development of the child,
- (d) where applicable, the name of the school at which the enrollee is enrolled or was last enrolled,
- (e) the country of citizenship of the enrollee and, where applicable, whether the enrollee has the right to reside in Australia,
- (f) the vaccination status of the enrollee,
- (g) details of any condition of the enrollee that may call for special steps to be taken for the benefit or protection of the enrollee or other persons in the school and
- (h) any other information prescribed by the regulations.

In addition to this information, emergency contact details and other information pertaining to student's education and experience, learning style, special needs, medical history and family culture may also be collected at enrolment. This information is kept in the student's school file and in the student database. A record of daily attendance is maintained in the attendance roll.

The Education Manager must be informed of any changes to the information as listed above. The enrolment record is updated as need be to ensure records are current.

The Education Manager may cancel the enrolment of an enrollee at the school in circumstances as outlined in the School Education Act 1999 Sect 20.

A student is removed from the enrolment registry upon receipt of a Student Transfer Note being received by the School or, in accordance with the attendance policy, if the school has reported to the DOE Attendance Officer in the local Regional Office a "child whose whereabouts are unknown". The students name will only be removed from the School's Enrolment Register at the direction of the authorised person at the regional office.

References

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Document and Version Management

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