



# Enrolment Policy

	Ratified by Council	Reviewed by Principal
Date	August 2024	August 2024
Name	Justin Coombs	Jacqui Hollingworth
Signature		

*West Coast Steiner School is committed to being a Child Safe Organisation, taking a preventative and participatory stance on child protection issues and promoting a child safe environment based on the National Principles for Child Safe Organisations*

PROVENANCE		
<b>Responsibility:</b> School Principal	<b>Review Cycle:</b> 3 years	<b>Date for Next Review:</b> October 2025
<b>Related Policies and Procedures</b>	Concerns and Complaints Management Policy Student Complaints Policy Administration of Prescribed Medication Policy Critical Incident and Emergency Management Plan Code of Conduct for Parents Duty of Care Policy Fees Policy	Privacy Policy Work Health and Safety Policy Asthma Policy Allergy and Anaphylaxis Policy Records Management Policy Child Protection Policy
<b>Relevant Legislation and Authority</b>	School Education Act 1999 (WA) School Education Regulations 2000 (WA) Education Services Overseas Students Act 2000 (Cth) Occupational Safety and Health Act 1984 Work Health and Safety Act 2020 (WA) Work Health and Safety Regulations 2022 (WA) Public Health Act 2016 (WA) Australian Immunisation Register Act 2015 Privacy Act 1988 & Australian Privacy Principles (2014) Workplace Relations Act 1996	Equal Opportunity Act WA 1984 Disability Discrimination Act 1992 (Cth) Disability Standards for Education 2005 Racial Discrimination Act 1984 Sex Discrimination ACT 1984 (Cth) Fair Work Act 2009 Consumer Act 2010 Family Law Act (Cth) 1975 Family Law Reform Act (Cth) 1995
<b>Appendices</b>	Appendix A: Application for Admission Form Appendix B: Enrolment Particulars Form Appendix C: Child's Biography Appendix D: Enrolment Contract	

VERSION MANAGEMENT		
Date	Changes Made	Author
June 2018	Enrolment Policy and Procedure ratified by Council.	A Gernaat
June 2023	Complete review undertaken of Enrolment policy and procedures	
August 2024	Enrolment Policy ratified by Council	L Lane
July 2025	Complete review undertaken of Enrolment policy and procedures	J Nevols

# Policy

## Overview

West Coast Steiner School was established in 1995 to provide an education based on the teachings and indications of Rudolf Steiner. West Coast Steiner School delivers the Australian Steiner Curriculum Framework which recognises the uniqueness of each child and offers an integrated and holistic education, designed to provide for the balanced development of human intellectual and cognitive faculties, artistic and imaginative capacities and practical life skills. West Coast Steiner School is open to all children and with the intention to foster every child's unique potential, supporting them to realise their distinct purpose.

## Background

In Western Australia, children can start their education in pre-kindergarten, however, compulsory schooling starts the year they turn 5 years old by June 30. By law all children from this age through to Year 12 must be enrolled in school and attend school every day. West Coast Steiner School (WCSS) offers pre-compulsory education for children in our Bina Baby Group (0-18 months), Playgroup (18 months to 4 years) and Kindy (4-5 years), and enrolment for children of compulsory school age in K5/6-Class 6.

WCSS is dedicated to ensuring that students are enrolled in the School in a manner that is fair and transparent and that comprehensive, accurate information is provided to parents as they enter into an enrolment contract with the School.

WCSS is committed to providing a child-safe environment which safeguards all students in accordance with the National Principles for Child Safe Organisations. This commitment underpins all school practices which provide for the safety, wellbeing and welfare of our children and young people, and all school community members are expected to share this commitment. WCSS explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment, as defined in our Child Protection Policy.

## Policy

WCSS aims to offer enrolment in the school to families seeking a Steiner education for their children, subject to place availability and compatibility of the family with the Steiner philosophy and the family's support of the School's Vision and Values.

Enrolment is conditional on:

- applications being completed in full with correct information and accompanied by the specified supporting documentation
- on-time payment of school fees
- signed agreement to abide by the WCSS's Code of Conduct for Parents and applicable policies.

West Coast Steiner School enrolment practices comply with State and Commonwealth legislation and regulations. When considering an application for enrolment, the School does not discriminate on the basis of race, colour, sex, sexuality, physical or mental disability, religion or national extraction.

## **Purpose**

The purpose of this policy and associated procedures is to communicate relevant, accurate enrolment information to prospective applicants and to manage enrolment of students in a consistent and transparent manner without discrimination or prejudice.

## **Application**

This policy applies to and is binding upon all students, parents and employees of West Coast Steiner School. For the purpose of this policy 'parent' includes step-parents, foster parents, legal guardians, carers and grandparents.

## **Definitions**

*Compulsory school age* is the year in which the child turns 5 years old by June 30, until the end of the school year in which the young person turns 17 and 6 months or the date on which the young person turns 18.

## **Policy Review and Dissemination**

This policy and related procedures will be made available to the public and staff members on the School website and is available to staff in the Policies and Procedures folder in Reception.

The School may, at any time, make amendments to this policy to ensure continuous improvement. If changes are made prior to the scheduled review they will be noted in the Version Management table of the policy and communicated to the School community as appropriate.

The policy will be formally reviewed at least once every three years by the School Principal and ratified by the School Council.

# Implementation

## Overview of Enrolment

West Coast Steiner School accepts applications for enrolments throughout the academic year, with a focus on students commencing at the beginning of a term, however consideration is given to all applications received. The acceptance of your application will place your child on our applicant list. Please note that this does not secure an enrolled place; places at West Coast Steiner School are prioritised according to our admission criteria.

The process for enrolling students takes place in the following stages:

**Stage 1:** An Application for Admission form is completed and submitted along with an application fee. The application fee is non-refundable.

**Stage 2:** The application will be placed onto the WCSS applicant list for the relevant class and parents will receive an acknowledgement of application from Enrolments.

**Stage 3:** When a place becomes available, parents will be notified by the Enrolments and sent a Student Particulars Form and a Student Biography Form. The completed forms along with supporting documents must be returned to Enrolments before a Family Interview is arranged.

**Stage 4:** A Family Interview takes place between the parents and a member of the Enrolments Team. Parents and the child will then meet with a Teacher. A further Reasonable Adjustments Meeting may be required with the Principal/Deputy Principal and/or the Learning Support Co-ordinator.

**Stage 5:** A formal Enrolment Contract may be issued at the discretion of the Principal, which will ask for the payment of the non-refundable Enrolment Fee by the due date. When the fee has been paid and the signed contract received, enrolment is complete.

## Enrolment Process

### Pre-Admission

Opportunities for prospective families to find out more about West Coast Steiner School include the School's website, social media accounts and attending a School Tour or Open Day Event. An School Tour allows prospective parents an opportunity to observe and understand the education offered at the school. It is highly recommended that all parents who intend to submit an Application for Admission attend a School tour.

Tours are held two- three times per term and bookings are essential. The School will endeavour to be flexible to meet the needs of any families if the nominated tour dates are not convenient. Dates for tours and bookings can be found on the School's website or by contacting Enrolments on 94401771 or [enrolments@wcoss.wa.edu.au](mailto:enrolments@wcoss.wa.edu.au)

An Information Pack is made available to all prospective parents, which includes a prospectus, information on the philosophy of the West Coast Steiner School with an overall picture of the school and curriculum, information on the conditions of admission and enrolment process, and the Fees Schedule. The Enrolment Team is available to assist with all aspects of the enrolment process.

### Application for Admission

Parents are required to submit a completed Application for Admission form (*see Appendix A*), together with a non-refundable Application Fee. West Coast Steiner School will consider all applications but as we have a limited number of places to offer, it may be necessary for applications to be waitlisted. Applying for a place or being on a waitlist does not mean a child is enrolled. Placement of a name on a waiting list does not create any legal obligation upon

the West Coast Steiner School to make a place available or in a particular order.

Enrolments will regularly contact waitlisted families to confirm the status of the application and ascertain if there are any changes that the West Coast Steiner School should know about, i.e. updated contact details or whether the intent to enrol has changed.

### **Student Particulars Form and Student Biography Form**

When a place becomes available, Enrolments will initiate contact and offer the family 72 hours in which to make an informed decision as to whether they wish to proceed with the application process. On confirmation, a Student Particulars Form (*see Appendix B*) and Student Biography Form (*see Appendix C*) will be sent to the family for completion. These forms provide the West Coast Steiner School with information that is legally required, such as immunisation records or parenting orders, and/or essential to determining how the school can best support a student, such as reports relating to the student's health and/or specific needs.

If we have not received a decision from the family, or we have not been able to contact them within this time, Enrolments will contact the next family on the waiting list. If a family does not wish to proceed at that time, they can request that their name remain on the waiting list. Enrolments must be able to show that all reasonable steps to make contact have been taken and documented.

### **Family Interview**

Once the Student Particulars Form and supporting documentation have been returned to West Coast Steiner School and the information provided collated and checked, a Family Interview will be arranged with a member of the Enrolments Team, and time scheduled for the prospective student and parents to meet the Teacher. The interview is an opportunity for more detailed information to be shared, including initial observations on the child's developmental readiness for the class, as well as the opportunity to see the classroom and school grounds. Both parents (even if they are separated) are expected to attend the interview. The Child's Biography and recent samples of the child's work, where age appropriate, will also be explored and discussed further.

### **Supplementary Information for Students with Disability/Additional Needs**

Where it has been indicated on the Application for Admission Form or the Student Particulars Form that a prospective student has a suspected or diagnosed disability or additional needs, additional information will be required by the School. A Supplementary Information for Students with Disability/Additional Needs form will be supplied for parents to complete and return to Enrolments.

Prospective students with disabilities have the right to enrol on the same basis as prospective students without disabilities, including the right to necessary reasonable adjustments. The Supplementary Information for Students with Disability/Additional Needs form will provide valuable information for West Coast Steiner School to commence looking at the reasonable adjustments that might be required. Further information can be found in the WCSS's *Disability Discrimination Policy* which can be found on the school's website or obtained from Reception.

### **Reasonable Adjustments Meeting**

Based on the information collected, and where deemed necessary, for example if disability and/or additional needs have been identified, an additional meeting(s) may be requested by West Coast Steiner School. The Principal, or delegate, and the Learning Support Co-ordinator will meet with the parents to:

- make a thorough assessment of the child's needs in collaboration with the parents
- ensure parents of a child with a disability are aware of all options available to them
- discuss what reasonable adjustments may be needed to offer the child an appropriate education program
- determine whether these adjustments can be made by West Coast Steiner School.

The focus is on reasonable adjustments that can be made by WCSS to meet the student's needs. It is not a discussion about whether enrolment is being confirmed or declined. In some cases a child may be offered a trial period in the class of up to a week to determine if West Coast Steiner School has the capacity to meet any required adjustments.

This meeting may also include the student, other service providers, therapists or advocates as needed and appropriate. It is important that all parties are aware that reasonable adjustments may change over time and any agreement about adjustments at this stage is open to negotiation over time.

### **Accepting/Declining Enrolment**

West Coast Steiner School accepts enrolment applications from all prospective students and considers each application received. The School Principal understands that all decisions made will comply with the *School Education Act 1999 (WA)*, the *Disability Discrimination Act 1992 (Cth)*, *Disability Standards for Education Act 2005*, *Equal Opportunity Act 1984 (WA)*, the *Racial Discrimination Act 1984 (Cth)*.

The School Principal reserves the right to recommend that an application for enrolment be declined only after considering eligibility requirements and the capacity of the School to provide an appropriate educational program. In situations where a student may be excluded from enrolling, the following are considered:

- the nature of the benefit or detriment likely to accrue to, or be suffered by, the child and all other members of the school community
- any additional cost involved in providing the program for the child
- the effect of the child's – (i) behaviour; or (ii) disability or other condition, if any, on the child's participation in the program. (*School Education Act 1999*).

Enrolment will be offered where the School has the requisite resources to respond to any identified specific needs of a student unless the adjustment would impose unjustifiable hardship on the School (*Section 3.4 of the Disability Standards for Education 2005*). The Principal will seek advice from the Education Department and consult with the parents prior to making this decision.

Parents will be advised in writing if enrolment has been accepted. Enrolments will send out a letter of offer with an Enrolment Contract, the School Handbook, Code of Conduct for Parents and Family Technology Agreement.

If an enrolment is declined by the School, the Principal will meet with the family to discuss the reasons and provide advice on the process for enrolling at an alternate setting.

### **Enrolment Contract**

Parents may accept a place for their child by completing and signing the Enrolment Contract (*see Appendix D*) and paying the Enrolment Fee. This will establish the parents' agreement to support West Coast Steiner School's philosophy, policies and rules, to pay School fees and other charges, and to accept the terms of Enrolment and the consequences of suspension or termination.

## Immunisation Criteria for Enrolment

Under the *Public Health Act 2016 (WA)* and the *School Education Act 1999 (WA)*, persons in charge of child care services, community kindergartens and schools have legal responsibilities in relation to the immunisation status of children. The School must:

- Collect an Immunisation History Statement (IHS) dated not more than 2 months old at the time of a child's enrolment in childcare services, community kindergartens and schools.
  - Report the immunisation status of enrolled children to the Chief Health Officer, when directed to do so.
  - Report a child who has or is reasonably suspected to have contracted a vaccine preventable notifiable infectious disease to the Chief Health Officer, when directed to do so.
  - Not permit a child to attend or participate in an educational programme of the child care service, community kindergarten or school, if the child has not been immunised against a vaccine preventable notifiable infectious disease, when directed to do so by the Chief Health Officer.
  - Close the whole or part of the child care service, community kindergarten or school in order to limit or prevent the spread of a vaccine preventable notifiable infectious disease, when directed to do so by the Chief Health Officer.
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- The School can only enrol a child of non-compulsory school age whose IHS is dated no more than two months old at the time it is sighted by the school and is 'up to date.'
  - who is following an approved catch-up schedule as indicated on the IHS.
  - who has a valid immunisation certificate issued or declared by the Chief Health Officer.
  - if the School is satisfied the child is exempt because of particular family circumstances.

If a non-compulsory school age child's IHS does not reflect an immunisation status of "up-to-date" or an approved catch up schedule, the child's enrolment cannot proceed unless one of the other acceptable criteria are fulfilled.

Overseas Immunisation records are not acceptable. For further information on obtaining an IHS visit [www.servicesaustralia.gov.au/how-to-get-immunisation-history-statements](http://www.servicesaustralia.gov.au/how-to-get-immunisation-history-statements) and an Enrolling an Exempt Child (Family Circumstances) form can be found at [www.health.wa.gov.au/immunisationenrolment](http://www.health.wa.gov.au/immunisationenrolment)

## Funding Eligibility

Both the Commonwealth and State Non-Government Schools' funding guidelines place particular conditions on funding eligibility for students. In order to provide accurate fee information to prospective families the School requires specific evidence of the child's residency status.

## School Fees

All fees and charges are reviewed annually as part of our Fees Policy, which is available on our website or from Reception. Information regarding fees and late enrolment or deferred commencement is contained in the Fees Policy. The current tuition including WCSS concessions are published annually in our Fees Schedule.

## New Parent Orientation and Information

West Coast Steiner School hosts a Curriculum Journey Event in Term 1 allowing new parents to meet staff and find out more about the overall philosophy, structure and organisation of the School. Class meetings are offered by the teachers during the term and families are encouraged to attend as these provide in-depth information relevant to your child's education.

## Withdrawal of a Student



The School must receive one term's written notice using the Student Withdrawal Form (available from Enrolments) prior to the withdrawal of a student, thereby ending the student's enrolment from West Coast Steiner School. Verbal notice is not accepted.

**For a student withdrawing at the end of Term 1, Term 2 or Term 3 written notification must be received by Week 1 of that term.**

**For a student withdrawing at the end of Term 4 and not returning the following year, written notification must be received by Week 6, Term 4.**

Failure to give notice will render parents/guardians/fee payers nominated on the Enrolment Contract liable for one term's fees (including relevant levies for that term) in lieu of notice. This amount is a genuine estimate by the School of the loss it would suffer because it has not been given the required notice. Full fees will be payable for the term which the student has already commenced regardless of the notice provided.

The notice period for Baby Group and Playgroup is 6 weeks prior to the beginning of the following term. This must still be in writing. Failure to do so will result in a full term's fees being payable until the notice period has been complied with.

If a student is enrolled (i.e. Enrolment Contract signed and non-refundable Enrolment Fee paid), but never attends the School, the term's fees and annual levies will still apply, unless the School receives at least 6 weeks' written notice of withdrawal along with the completed Student Withdrawal Form. This applies to Baby Group, Playgroup, Kindergarten and all Primary grades.

The Enrolment Officer will:

- communicate the withdrawal to teaching staff, Finance/Business Manager, School Principal and Reception
- pursue and process the student transfer note
- make the appropriate changes to the class and enrolment register
- check the student file is complete and ready for filing in the 'Past Students' archive.

The family will be invited to attend an exit interview with the School Principal. The Teacher will finalise the student's work and belongings, and prepare any reports as required. The Finance/Business Manager will finalise the family's account.

## **Enrolment Register and Records**

The School is required under the School Education Act 1999 (WA) and School Education Regulations 2000 to record and retain certain information in its enrolment register at the time of enrolling a child. The required information includes the child's name, date of birth, date of enrolment, date enrolment ceased. The child's immunisation status, as described on the child's 'current' Immunisation History Statement, (i.e. 'up to date' or 'not up to date'), and the child's Medicare (and reference) number, if the child has one, must also be recorded.

The enrolment register information can be retained in electronic form but must be able to be reproduced in written form. Each student's enrolment record must be retained by the School for seven years from the day on which the student's enrolment ceases and may not be disposed of without the authority of the Director General of the Department of Education. In the event of school closure, either voluntarily or otherwise, student records are to be transferred to the Director General of the Department of Education for permanent retention.

On enrolment a student record is opened for the student under the School Curriculum and Standards Authority Act

1997 and the School Curriculum and Standards Authority must be informed.

The School formally updates its student records annually at the start of each school year by sending home the Student Particulars Form for parents to update. The School manages the currency of students' enrolment information on an ongoing basis by requesting that parents communicate all updates to their child's enrolment information as they become aware of the changes.

## Privacy Collection Notice

All information supplied by parents during the enrolment process will be kept confidential and accessed only by those staff involved in the process. Under the Privacy Act (the Act) WCSS is required to provide you with certain information as to how we protect your privacy and how we comply with the requirements of the Act and the Australian Privacy Principles (APP's). This information is set out in our Privacy Policy which is available on our website and also upon request from Reception.

Our Privacy Policy describes:

- who we collect information from
- the types of personal information collected and held by us
- how this information is collected and held
- the purposes for which your personal information is collected, held, used and disclosed
- how you can gain access to your personal information and seek its correction
- how you may complain or enquire out about our collection, handling, use or disclosure of your personal information and how that complaint or inquiry will be handled.

We strongly recommend that you read our Privacy Policy and if you have any queries with respect to its content you should contact the School Principal on [education@wcsc.wa.edu.au](mailto:education@wcsc.wa.edu.au) .