

## ENROLMENT POLICY & PROCEDURES

### Contents

1. Procedure
2. Waiting List
3. Conditional Enrolment

### Attachments

- A: Excerpt from the *Disability Discrimination Act 1992*  
 B: Kindergarten Enrolment Procedures
- 

This 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 parents. Clear communication between the school and parents is important for making this a positive experience for school and family.

### 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 re enrolment and prior to an interview, families will receive the School Handbook, which includes the enrolment policy, enrolment forms and fee information.

1. An Application for Enrolment form is lodged at the school's office with a \$300 registration fee.
  - A receipt for the Application form will be sent to parents/carers along with a copy of the school's Enrolment Contract. This is so the parents/carers can have a chance to read through the Contract to make sure they understand what the school is offering and the commitments expected from parents. Parents/carers will need to return the completed Contract to school when they have their enrolment interview (see Pt. 2).
  - If enrolment is successful, \$100 is retained for administration and the remaining \$200 is credited to your first term fees.
  - The full 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
  - 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    - the Application for Enrolment is withdrawn by the child's parents after a place has been offered.
    - parents/carers withdraw their child/ren after 31<sup>st</sup> October in any year, 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. Families close to the top of the waiting list will be asked to attend a Waiting List interview in order to expedite an enrolment if a place becomes available.
3. When making a decision on enrolments, including from waiting lists, the College of Teachers will take into account the following factors (these are not listed in order of importance):
  - Composition of existing class
  - Siblings of students attending the school.
  - Children of employees
  - Transfer from another Steiner School
  - Date on application of enrolment
  - Family circumstances and individual needs of the child

4. The completed Enrolment Contract needs to be brought to their first school interview. This is an important opportunity to clarify the expectations of parents and the school. Parents/ carers are also asked to familiarise themselves with how the school operates by reading the Handbook before attending the interview.
5. At this interview, 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.
6. College will advise parents via phone and/or letter when a place becomes available.
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:
  - 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. If there need to be extra meetings or an extended consultation process, it is expected that this would happen within 6 months of the initial interview unless there are exceptional delays in gaining the required information.

## 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.

**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.