



Perth Waldorf School

ENROLMENT

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1. POLICY STATEMENT

Perth Waldorf School Enrolment Policy aims to provide a transparent and inclusive process of enrolment that satisfies the needs of prospective students and the school within the parameters of the enrolment priorities and guiding criteria.

2. PURPOSE

Perth Waldorf School is an independent, co-curricular school providing a rich curriculum underpinned by the philosophies and values of Steiner education. Placements are offered from Kindergarten to Year 12.

Choosing a school is one of the most important decisions a family makes. Our enrolment process is designed around this knowledge and is aimed at offering you and the school high quality information to aid you in making a decision that ideally offers the best possible fit within our educational niche.

3 RELEVANT LEGISLATION

School Education Act 1999

School Education Regulations 2000

Disability Discrimination Act 1992 (Cth)

Disability Standards for Education 2005

Equal Opportunity Act 1984

Racial Discrimination Act 1984

Sex Discrimination ACT 1984 (Cth)

Privacy Act 1988

4. DEFINITIONS

Carer: any adult person, not being a parent, who is responsible for the child (The Act , Division 2, Section 16 (II))

5. PROCEDURES

5.1 PRE- ENROLMENT PROCESS

5.1.1 Who to Contact

Our Enrolment Officer is available to assist with all aspects of the enrolment process for prospective families. You can contact enrolments directly by email at pws@pws.wa.edu.au or by phone on 9417 3638 to obtain an information pack which includes an application form, curriculum overview and a fees and charges schedule. These documents are also available on the school website.

5.1.2 School Tours

Prior to making an application for enrolment, we strongly encourage you to attend a school tour held each term. The dates are published on the school website and facebook page and you can telephone and/or email the school to book a place.

5.2 APPLICATION PROCESS

5.2.1 Written Application for Admission

To place your child's name on the school's waiting list, an application will need to be completed and returned to the school together with an \$80.00 non-refundable administration fee and the applicable supporting documentation. The school will only progress the application once all conditions of the application process are met and required information received.

5.2.1.1 Supporting Documentation

Copies of your child's two most recent full school reports, including one end of year report.

Copies of any/all remedial and/or psychological assessments

A copy of birth certificate or if born outside Australia a passport and residency / visacitizenship certificates

A recent identifying photograph of your child

5.2.2 Response to Written Application

If there are no current vacancies in the relevant class, your child's application will be placed on a waiting list until such time as one becomes available or until you notify us to withdraw the application.

If a vacancy exists in the relevant class and the school deems your application meets the needs of the class, the enrolments officer will contact you to discuss your application further and assess for stage 2 of the process which in an interview.

It is important to keep the school informed of any changes in contact details. The school reserves the right to withdraw an application from the waiting list if the contact details are incorrect and we are unable to contact you.

5.3 INTERVIEW PROCESS

Interviews for a place in the school are offered by date of application and pre-assessed taking into consideration the following criteria.

5.3.1 Interview Assessment Criteria

1. Children of staff of the Perth Waldorf School or another Waldorf School
2. Children currently enrolled and attending the school playgroup
3. Siblings of students already enrolled and have attended the school for a minimum of one year with no outstanding fees
4. Children of former students of Perth Waldorf School
5. Children transferring from another Steiner School
6. Children of former students of another Steiner school

5.3.2 Other Guiding Criteria

The school may decide if significant imbalances exist, that priority of access is directed to address gender balance within a class to support class dynamics and viability.

Where there is potential for school financial hardship or the school ethos may be compromised by a history of significant behavior or discipline matters then the school retains the right to refuse enrolment.

5.3.3 The Interview

Invitations to an interview will be made following the assessment process above. The interview will be conducted by the class teacher and faculty coordinator in early childhood or primary school. A form requesting biographical information will be sent out in advance of the interview for Kindergarten 4 children.

In high school the interview will be conducted by the class guardian and high school faculty coordinator. Your child will be required to attend the interview with parent/s.

Relevant school policies and procedures will be discussed and can be provided to parents (for example media policy, behaviour policy). Parents are reminded that they will be agreeing to support and comply with these policies and

procedures and will support the school in educating their child, if they are offered a place and sign a contract of registration.

5.4 OFFER AND ACCEPTANCE OF A PLACE

Once the school is completely satisfied that it has all the information it requires and the applicant(s) understand their commitments, a letter of acceptance is provided offering a place. The offer is subject to one school term's probation. Acceptance is acknowledged by parent(s) with the completion of a student registration form and payment of a non-refundable enrolment fee. The person responsible for the payment of fees should also sign the registration form. Parents will be informed by letter if an application is not successful. Follow-up questions may be directed to the faculty coordinator.

5.5 PRIVACY COLLECTION NOTICE

The Australian Privacy Principles contained in the Privacy Act 1988 (the Act) apply to all non-government schools. Under the Act we will provide you with certain information as to how we protect your privacy and comply with the requirements of the Act. The information is set out in our privacy policy on the school's public website and also available upon request in hard copy from the enrolments officer. Our privacy policy describes who we collect information from; the types of personal information collected and held by us; how it is collected and held; the purpose for which your personal information is collected, held, used and disclosed.

5.6 ASSOCIATED DOCUMENTS

Perth Waldorf School Information Pack

Perth Waldorf School Application for Admission

Perth Waldorf School Fees & Charges Schedule

Perth Waldorf School Privacy Policy and Standard Collection Notice

Perth Waldorf School Biographical Form for Kindergarten 4.

