



**PERTH WALDORF
SCHOOL**
Steiner Education

Bibra Lake & Parkerville Campus

ENROLMENT POLICY V4.0
website

ENROLMENT POLICY	
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Compliance interactions: and Internal Policy	Disability and Discrimination Policy Record Management Policy
Delegated Policy Owner (Custodian)	Administrator
Procedures and forms:	Not applicable
Supporting documents:	Perth Waldorf School Information Pack Perth Waldorf School Application for Admission Perth Waldorf School Fees & Charges Schedule Perth Waldorf School Privacy of Personal Information Policy and Standard Collection Notice Perth Waldorf School Biographical Form for Kindergarten 4.
PWS Website:	Yes
Links:	Not applicable
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 Public Health Act 2016 (WA) Consumer Act 2010 WA Fair Trading Act 1987
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CONTENTS

	PAGE
1. POLICY STATEMENT	1
2. PURPOSE	1
3. DEFINITIONS	1
PROCEDURES	2
4. PROCEDURES	3
4.1 PRE- ENROLMENT PROCESS	3
4.1.1 WHO TO CONTACT	3
4.1.2 SCHOOL TOURS	3
4.2 APPLICATION PROCESS	3
4.2.1 WRITTEN APPLICATION FOR ADMISSION	3
4.2.1.1 REQUIRESUPPORTING DOCUMENTATION	3-4
4.2.2 RESPONSE TO WRITTEN APPLICATION	4
4.3 INTERVIEW PROCESS	4
4.3.1 INTERVIEW ASSESSMENT CRITERIA	4
4.3.2 OTHER GUIDING CRITERIA	5
4.3.3 THE INTERVIEW	5
4.4 OFFER AND ACCEPTANCE OF A PLACE	5
4.5 PRIVACY COLLECTION NOTICE	6
4.6 ASSOCIATED DOCUMENTS	6
5. ENROLMENT REGISTER	6
6. CEASING ENROLMENT AND STUDENT TRANSFERS	6-7

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, the relevant legislation 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. The school's enrolment process is designed around this knowledge and is aimed at offering parent(s) and the school high quality information to aid in making a decision that ideally offers the best possible fit within our educational niche.

3. DEFINITIONS

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

PROCEDURES

4. PROCEDURES

4.1 PRE-ENROLMENT PROCESS

4.1.1 Who to Contact

The school's Enrolment Officer is available to assist with all aspects of the enrolment process for prospective families. Contact for enrolments to obtain an information pack (which includes an Application Form, curriculum overview and a Fees and Charges Schedule) can be made directly by email at pws@pws.wa.edu.au, by phone on 9417 3638, via Facebook or through the school's website.

4.1.2 School Tours

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

4.2 APPLICATION PROCESS

4.2.1 Written Application for Admission

To place a child's name on the school's waiting list an Application Form 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 all required information received.

4.2.1.1 Required Supporting Documentation

- * Copies of the child's 2 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/or residency / citizenship certificates / Visa information.
- * A recent identifying photograph of the child.
- * A copy of the child's immunisation status. This must:
 - a) satisfy the requirements of s.141D(2) of the Public Health Act 2016 (WA) in regard to immunisation status,
 - b) be no older than 2 months on the day that it is sighted by the school.
 - c) The IHS is to be provided to the school no more than (e.g. 6 weeks) prior to commencement of attendance.
 - d) supply the child's Medicare number (and reference number) if they have one.

For K4 and K5 enrolments: If the child's IHS does not reflect an immunisation status of 'up to date' or that the child is on an approved catch-up schedule, the child's enrolment will not proceed, unless the child satisfies one of the other acceptable criteria. Overseas vaccination records are NOT accepted. Contact the relevant Public Health Unit for information.

4.2.2 Response to Written Application

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

If a vacancy exists in the relevant class, the enrolments officer will contact the prospective parent(s) to discuss the application further and assess for stage 2 of the process which is 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 the school is unable to contact the prospective parent(s).

4.3 INTERVIEW PROCESS

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

4.3.1 Interview Assessment Criteria

1. Children of staff of Perth 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 a former student of Perth Waldorf School.
5. Children transferring from another Steiner School.
6. Children of former students of another Steiner school.
7. Date of application.

4.3.2 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 behavioural or discipline matters then the school retains the right to refuse enrolment.

The school's enrolment process is guided by the relevant legislations. It will make any reasonable adjustments for a student with a disability (which may be documented with a Disability Action Plan) whilst maintaining a best cultural fit for the class.

4.3.3 The Interview

Invitations to an interview will be made following the assessment process above. The interview will be conducted by the class teacher and, if needed, the 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, 5 & 6 children.

In High School the interview will be conducted by the Class Guardian and, if needed, the High School Faculty Coordinator. The child will be required to attend the interview with their parent/s.

Relevant school policies and procedures will be discussed and can be provided to parent(s) (for example media policy, behaviour policy). Parent(s) 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.

4.4 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 all they are committing to, 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 Parent(s)/Guardian(s) signs the Registration Form. The person(s) responsible for the payment of fees signs the Fee Agreement.

Parent(s)/Guardian(s) will be informed by letter and by phone if an application is not successful. Follow-up questions may be directed to the Faculty Coordinator.

4.5 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 parent(s) with certain information as to how we protect privacy and comply with the requirements of the Act. The information is set out in the Privacy Policy & Procedures on the school's public website and also available upon request in hard copy from the Enrolments Officer. The School's Privacy Policy & Procedures describes who the school collect information from; the types of personal information collected and held by the school; how it is collected and held; the purpose for which personal information is collected, held, used, disclosed and disposed.

4.6 ASSOCIATED DOCUMENTS

Perth Waldorf School Information Pack

Perth Waldorf School Application for Admission

Perth Waldorf School Fees & Charges Schedule

Perth Waldorf School Privacy of Personal Information Policy and Standard Collection Notice

Perth Waldorf School Biographical Form for Kindergarten 4.

5. ENROLMENT REGISTER

The school records certain information (name, date of birth, date of enrolment, date of enrolment ceased, immunisation status and medicare (including reference) number. The enrolment register is retained in electronic form but can be reproduced in written form. The School Education Regulations 2000 requires the school to retain each student's enrolment record at least seven years from the day on which the student's enrolment ceases. They may not be disposed of without the authority of the Direction General of the Department of Education. In the event of the school closing down, student records, including SCSA are to be transferred to the Director General of the Department of Education for permanent retention.

When enrolling a student transferring from another school in Western Australia, the Enrolment Officer is required to notify the Principal of the student's previous school.

6. CEASING ENROLMENT AND STUDENT TRANSFERS

The Administrator's authority to remove a student's name from the enrolment register is only under the following circumstances:

- the school believes on reasonable grounds that the student is enrolled in another school or is no longer resident in WA;
- the student is exempt under s.11 of The School Education Regulations 2000 or is being home-schooled; or
- the Director General, as the Minister's delegate, authorises the removal on the ground that inquiries to establish the child's whereabouts have not been successful.