



Goora Gan Steiner School Inc.
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Goora Gan Steiner School Enrolment Policy & Procedures

Purpose:	The purpose of the enrolment policy is to ensure the enrolment process is consistent, fair, thorough and explicit for all applicants.	
Scope:	This policy applies to new and existing students, parents, staff and relates to Disability Discrimination Act and Disability Standards	
Status:	Approved	Supersedes: Nov 2017
Authorised by:	School Board	Date of Authorisation: April 2019
Review Date:	1 Year	Next Review Date: April 2020
Policy Owner:	School Board	

OVERVIEW

Goora Gan Steiner School [hereon referred to as GGSS or the School] is a comprehensive, secular, coeducational P-6 school providing an education underpinned by the philosophy and values of Steiner education and operating within the policies of Education Queensland.

All applications will be processed in order of receipt and consideration will be given to the applicant's support for the ethos of the school, siblings already enrolled in the school and other criteria determined by the school from time to time. To maintain their enrolment, once enrolled, students are expected to act consistently with the school's ethos and comply with the conditions and terms of enrolment. Parents and guardians are also expected to be supportive of the ethos of the school.

When enrolment applications exceed available spaces, priorities may include the following in whatever order is determined:

- 1. Families with connection to the philosophy of the school**

Connection with philosophy of Steiner education is evident:

- During initial interview with class teacher and / or School Facilitator
- When applicant is transferring from another Steiner School
- If parent(s) undertaking anthroposophically-based course
- If child(ren) have previously attended Steiner playgroup / pre-school
- Parent(s) attended a Steiner school

- 2. Siblings of current children**

Siblings do not *automatically* have priority on the waiting list for a class.

- 3. Order of completed applications received (with application fees PIF)**

- 4. Transfers from other Steiner schools**

- 5. Behavioural considerations**

CONDITIONS OF ENROLMENT

Students are enrolled at GGSS on the following conditions:

1. GGSS welcomes students from all backgrounds and acts in accordance with antidiscrimination legislation, Disability Discrimination Act and Disability Standards.
2. The educational program at GGSS meets the Non-State Schools Accreditation Board registration and accreditation requirements. The School follows the philosophies of Rudolph Steiner in accordance with the ethos of Steiner education. This includes the use of natural materials in play such as dirt, grass, logs and climbing trees during supervised play times; and school excursions, camps, outdoor education, festivals and alternative education programs.
3. GGSS currently operates a multi-age classroom setting, with two classroom teachers.
4. An Enrolment Application Form and Enrolment Contract must be completed for each student enrolled in the School and signed by parents or guardians.
5. All applications for enrolment will be processed as per GGSS Enrolment Procedures. Applications are processed in order of receipt. Consideration is given to support for the GGSS ethos, siblings already attending GGSS, parents or guardians who are GGSS staff members and previous attendance at a Steiner school, the needs of the incumbent students in each class, and other criteria determined by the School from time to time.
6. Students will be placed in a class according to their age in line with Steiner principles of education, together with perceived levels of maturity and ability. Foundation 'Prep' enrolments usually comprise full-time students turning six years of age in that year. Class 1 students are usually all turning 7 years of age in that year, Class 2 students, turning eight years of age and so on.
7. Prior to enrolment, parents and guardians must disclose any special circumstances that may need to be taken into account by the School including medical, behavioural, psychological and educational testing and information.
8. Prior to enrolment parents/guardians will be informed of the nature of Steiner education. Parents and guardians are expected to be supportive of and involved in the Steiner educational impulse inherent in the GGSS ethos, policies and programs and to adhere to GGSS Agreements, Codes of Conduct and school rules.
9. To maintain their enrolment, students are expected to support the School's ethos, demonstrate satisfactory effort, attitude and behaviour, and adhere to the GGSS Agreements, Codes of Conduct and school rules.
10. Prior to enrolment, parents and guardians will be made fully aware of the financial requirements of the GGSS enrolment contract.
11. To maintain enrolment, payment of all tuition and other fees and charges must be satisfactorily observed as per the GGSS Fees and Charges Policy for each year. A non-refundable Enrolment Application Fee is payable on submission of the Enrolment Application

Form; and a non-refundable Enrolment Confirmation Fee upon Acceptance of an Offer of Enrolment. Fee is payable to confirm a place offered to a student; and when a new family joins the school, the first year's Fees and Charges are to be paid in advance of the student commencing their first day of school, or the first term Fees and Charges as per schedule of Fees. Parent/guardian signatories to the Enrolment Application Form and/or the Payment of Fees and Charges Agreement will be jointly and severally liable for the payment of fees (unless GGSS has entered into a written agreement with the parent/guardians to the contrary). A fee agreement will be issued and is required to be signed at the start of enrolment and at the start of each school year.

12. Where applicable, the enrolment contract is to be signed by both parents or by both guardians. The enrolment contract must also be completed and signed by any third party responsible for paying school fees.

13. It is the parent's/guardian's responsibility to inform the School of any change of address, telephone numbers or email as soon as it is known.

14. GGSS provides a managed First Aid and Student Sick Bay area where students who are taken ill or injured are assessed and if necessary accommodated while contact is made with parents or guardians as quickly as possible. If a student requires urgent medical or hospital treatment of any nature and the School is unable to contact the parent or guardian after making reasonable efforts, parents/guardians authorise the School to give authority for such treatment. Parents indemnify the School, its employees and agents in respect of all costs and expenses arising directly out of such treatment.

15. Students are responsible for their personal belongings and the School will not be liable for any loss of these belongings.

16. If the GGSS Board or School Facilitator considers that a student is in serious breach of or has otherwise engaged in conduct, which is harmful or detrimental to the School or its students or staff, the GGSS Board may remove the student permanently or temporarily at their absolute discretion. No refund of fees will usually be granted in these circumstances.

17. If the GGSS Board or School Facilitator believe that a mutually beneficial relationship of trust and cooperation between a parent or guardian and the School has broken down to the extent that it adversely impacts on that relationship, then the School Facilitator and Board may require a parent/guardian to remove their child from the School. No refund of fees will usually be granted in these circumstances.

18. Before a child is removed permanently, the School will provide the student, parents or guardians with details of the conduct pertaining to the situation and give them a reasonable opportunity to respond.

19. The GGSS Board may alter these conditions of entry at any time providing not less than two terms notice, and which will take effect from 1 January in the following year.

20. Students are required to take part in all school activities including school excursions, camps, outdoor education, festivals and alternative education programs.

21. Students must comply with attendance, early leaving and late arrival notification policy and procedures. Parents of students who arrive early or leave early must sign the 'Sign In / Sign Out' book. Parents must notify the school of a student's absence in person, through a phone call or email. The School will record or print all messages as per the Attendance Policy. All unexplained absences are followed up by Administration.

22. Exemption from Attendance and Enrolment at School: In 2012 the Minister under section 25 of the Education Act 1990 delegated the power to the principal of a nongovernment school to grant and cancel a certificate of exemption from being enrolled and attending school in certain prescribed circumstances for periods totalling up to 100 days in a 12 month period. Students who are granted exemption from attendance are not included in the absence return.

23. Exemption from Enrolment at School: Principals may grant exemptions to students of compulsory school age from the requirement to be enrolled in school in exceptional circumstances (refer DEC Guidelines) or where approval has been given to a secondary student entering a full time apprenticeship or traineeship after they have completed year 9 and before they have completed year 10, under section 21B of the Education Act subject to conditions. Applications for exemption from enrolment must be made in advance to the School Facilitator using the GGSS Application for Exemption from Enrolment at School Form, and be approved by the School Facilitator. If approved the School Facilitator will grant a GGSS Certificate of Exemption from Enrolment at School. If false or misleading information is given by parents/guardians or the conditions for exemption are not met, the certificate is no longer valid and will be cancelled.

24. Exemption from Attendance at School: Application for part-day and full-day exemption from school attendance must be made in advance to the School Facilitator using the Application for Exemption from Attendance at School Form, and be approved by the School Facilitator. If approved the School Facilitator will grant a GGSS Certificate of Exemption from Attendance at School. Please note that the School Facilitator cannot grant exemption from attendance at school for family holidays. An application for exemption from attendance for extended periods of time (more than a week) must be submitted to the Education Administrator not less than 4 weeks before the anticipated date of departure. As the student is still enrolled at the school, in usual circumstances the school will request that Tuition Fees continue to be paid during the period the child is exempt, which reserves the child's place in the class. If false or misleading information is given by parents/guardians or the conditions for exemption are not met, the exemption is no longer valid and will be cancelled. In some situations, parents may prefer to end their enrolment contract, in which case, re-entry of the student into the school will be subject to the usual School Enrolment Procedures.

25. Withdrawal of students: For a student to be withdrawn from school once he/she has commenced at GGSS i.e. for parents to end the enrolment contract, the School requires one terms notice. Parents and guardians must inform and submit a Student Withdrawal Form to the School Facilitator one term in advance if they intend to withdraw their child from the

school and end the enrolment contract. If no such notification is received a Withdrawal Fee one term's fees will usually be charged.

26. Before enrolling their child in another school, parents and guardians of students enrolled at GGSS must notify the GGSS School Facilitator of this intention in writing.

27. The School shall not be obliged to continue the enrolment of any student who does not observe all of the foregoing conditions or whose parents or guardians do not observe all of the foregoing conditions.

ENROLMENT PROCEDURE

1. All applications should be processed within the school's enrolment policy.
2. Consider each applicant's supporting statement/interview responses regarding their ability and willingness to support the school ethos.
3. Consider each applicant's educational needs. To do this, the school will need to gather information and consult with the parents/family and other relevant persons.
4. Identify any strategies, which need to be put into place to accommodate the applicant before a decision regarding the enrolment is made.
5. Inform the applicant of the outcome.
6. Continuing enrolment is subject to the student adherence to school rules (see behaviour support policies) and payment of all school fees.
7. Applications to enroll siblings of current children may not proceed whilst an existing debt remains unpaid.
8. The School Facilitator may halt any application until he / she is satisfied that fees can and will be paid on time.

Progression to Class One

At GGSS we prefer children to have turned five before 1st January of the year commencing in Prep. Our preference is for children to be turning seven during class one. All children are assessed for class one readiness, which involves consultation with parents, before the end of the Prep year.

Related Documents

ISQ Guidelines to assist the consideration of an enrolment application for a child/student with a disability.

General procedure

Process the student's application as per the school's enrolment policy. In order to process the application it will be important to work with the parents to collect all relevant information. This will enable the school to understand the parents' expectations of the school, the student's educational needs and implications for the school. Any issues the school wishes to raise can be discussed within this framework. External special education consultants could work with the school to consider flexible and lateral ways of addressing the student's needs within the school. The resultant statement of parental expectations and articulation of what the school

might be able to offer would form the basis for on-going discussions with the parents and inform the school's decision regarding the enrolment.

Recommended actions

1. Ensure staff are aware of the following
 - This procedure should be applied within the school's enrolment policy, and
 - The school will not refuse to enrol students simply because they have special needs
2. School considers the impact on the student, other students, staff and the school community (including financial impact) before the enrolment decision is made. A range of strategies need to be put into place once the decision is made. These strategies should be developed before the enrolment decision is made.
3. If the school considers that it may have to decline the enrolment, seek advice from ISQ or another appropriate person.
4. Ask the parents to articulate the student's special needs and what they expect from the school. Consider social, academic, sport and co-curricular areas. Invite the parents to provide further information from their child's specialists.
5. Identify the student's special needs
Request information and documentation from parents to assist the processing of the enrolment application. The parents will have numerous reports, which could be of assistance. Of these, the following current reports would be particularly helpful:
 - Previous school reports and current school achievements
 - Psychologist's report documenting functional skills and IQ test results (although the functional information will be most useful in examining the implications for the student's program, the IQ results are required for Commonwealth funding applications), if relevant
 - Speech pathologist's report documenting receptive and expressive language skills and any recommendations for programs or technology in the classroom, if relevant
 - Occupational and physiotherapy reports documenting self-help skills and mobility, if relevant
 - Medical specialist reports, if relevant
 - Vision and hearing reports, if relevant
6. Seek information on possible levels of Commonwealth funding based on the reports and access to other support services.
7. Seek advice from an external special education consultant on reports. This person should recommend if/where further information should be sought. It may also be important to invite the parents and their choice of relevant specialists (could include psychologists, therapists, educators, medical specialists etc) to the school to consider specific needs arising from the reports or other information.
8. Involve an external special education consultant to assist school to examine options for how the school could meet the student's needs and the parents' expectations. Determine a preliminary view of the school's position and possible options.
9. Discuss possible options with parents.
10. With all the information the school determines the enrolment decision. This decision must be able to be justified.