



Silver Tree
STEINER SCHOOL

Enrolment Policy

2021

This procedure is applicable to: Head of School, Staff and Parents

AUTHORISED BY:	Head of School
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ENROLMENT POLICY

This policy should be read in conjunction with the following Silver Tree Steiner School documents:

- Anti-Discrimination Policy
- Application and Enrolment Forms
- Fee Schedule
- Privacy Policy

RELEVANT LEGISLATION

- Australian Education Regulations 2013
- Commonwealth Disability Discrimination Act 1992
- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Privacy Act 1988
- Public Health Act 2016 (WA)
- School Education Act 1999 (WA)
- WA Equal Opportunity Act 1984

RATIONALE

Silver Tree Steiner School (STSS) is an inclusive school where enrolment is open, where numbers and resources permit, to all who are willing to engage in the academic programmes we offer, who demonstrate a keenness to participate in the full range of STSS activities, and whose families understand and are supportive of the School's Vision, Mission and Values.

AIMS

The aim of this policy is to;

- Articulate the basis upon which school enrolment eligibility will be determined.
- Provide information about the enrolment process.
- Inform parents and students of their obligations upon enrolment.
- Ensure that parents are aware of fees and charges payable during the enrolment process and in the case of withdrawal.
- Provide information to parents that enable them to make informed decisions about their children's education.

TERMINOLOGY

In this Policy we have referred to 'parents' to indicate those people responsible for enrolling students. Most of our enrolments involve the natural parents of children so we have chosen to use this terminology to simplify our documents. However, we readily accommodate applications to register in which guardians or carers have responsibility

for a child's application.

OUR SELECTION CRITERIA

Our selection criteria are established to reflect the ethos of our School. Subsequently, we seek to enrol those students who are willing to engage in the programmes we offer and whose families understand and are supportive of Silver Tree Steiner School's Vision, Mission and Values.

We prioritise applications from:

- Siblings of current students of Silver Tree Steiner School;
- Students of staff;
- Students transferring from other Steiner Schools and
- Applications according to date of application.

STSS will consider all applications for enrolment. All applicants are assessed against the criteria noted in this policy.

ENROLMENT PROCEDURE

Students are enrolled at Silver Tree Steiner School according to this Enrolment Policy.

As we have a limited number of places to offer, it may be necessary for applications to be waitlisted. Once we have offered all the available places, we will refer to a waiting list of those applicants still seeking a position at Silver Tree Steiner School to make further offers of enrolment if vacancies become available. Priority will be given as noted in our selection criteria.

APPLICATION AND ENROLMENT FEES

We will charge:

- An Application Fee to be paid by parents and forwarded with the Application form. This amount is non-refundable and does not guarantee a place at Silver Tree Steiner School.
- An Enrolment Fee to be paid by parents when they accept an offer of enrolment. This amount is non-refundable even if the parents should subsequently decide not to proceed with the enrolment offer.

PRIVACY OF INFORMATION SUPPLIED

All enrolment information parents supply during the Application process will be kept confidential and accessed only by those staff involved in the enrolment process. From the time an offer of Enrolment is communicated, contact information may be shared with the Teacher or Class Carer. If an Application is not successful, we will retain the information, with the permission of parents, for consideration should an enrolment place become available later.

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 enrolment particulars of each child must be retained for seven years from the day on which the child's enrolment ceases and thereafter must not be destroyed without the authority of the Director General, Department of Education.

ENROLMENT CONTRACT

Parents may accept a place for their student by completing and signing the Enrolment Form and paying the Enrolment Fee. This will establish the parents' agreement to support Silver Tree Steiner School rules and policies, to pay Silver Tree Steiner School fees and other charges, and to accept the Terms of Enrolment and the consequences of suspension or termination.

PARENTS' DECLARATION

In completing the Application form we will require parents to declare that to the best of

their knowledge they have:

- Disclosed any current or past information relating to their student’s learning, health and wellbeing;
- Provided a copy of any Parenting Order or Restraining Order that applies to the prospective student and parent(s); and
- Completed fully the Application form.

If a parent withholds information relevant to the registration and enrolment process, then we will reserve the right to refuse or terminate the enrolment process on these grounds.

OBLIGATION

When a place is accepted the student will be expected to attend all the activities of Silver Tree Steiner School as required, including classes, camp and special school functions.

SCHOOL FEES

Silver Tree Steiner School has an annual tuition fee which is payable as per our Terms of Enrolment. All fees and charges are reviewed annually. The current tuition including Silver Tree Steiner School’s concessions are published annually in our Fee Schedule.

WITHDRAWAL AFTER COMMENCEMENT

Withdrawal of a student or cancellation of an enrolment requires one full term’s notice. Failure to do so will result in forfeiting the deposit fee, or in the case of children who were enrolled at a time when a deposit was not required, a term’s notice is payable.

COMMUNICATION BETWEEN SILVER TREE STEINER SCHOOL AND PARENTS

Under Australian law, where this is relevant, both parents must receive information and be involved in the decision making about their child’s education, unless the courts have ordered otherwise.

ALTERATIONS

Silver Tree Steiner School reserves the right to alter its Enrolment Policy at any time. The prevailing Enrolment Policy will be available at all times on the Silver Tree Steiner School website.