



SILVER TREE STEINER SCHOOL

Enrolment Policy

2025

This policy applies to: Head of School, Staff and Parents

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Related Policies

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

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Enrolment Policy

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 programs we offer.
- who demonstrate a keenness to participate in the full range of STSS activities.
- whose families understand and are supportive of the school's Vision, Mission and Values.
- agree to abide by the Code of Conduct for Parents.

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 programs we offer and whose families understand and are supportive of Silver Tree Steiner School's Vision, Mission and Values and abide by the Code of Conduct for Parents.

We prioritise applications from:

- Siblings of current students of Silver Tree Steiner School
- Children of Silver Tree Steiner School staff
- Children of Parkerville Steiner College staff
- Children of Silver Tree Steiner School and Parkerville Steiner College Alumni

STSS will consider all applications for enrolment. All applicants are assessed against the criteria noted in this policy and will be considered in conjunction with the needs and dynamics of the class. Please note that the attendance of siblings does not automatically guarantee a place in a class.

Kindy 4 applications processed in the year before commencement will be considered with the criteria above and the date of application.

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.

Pre-Enrolment Process

Who to Contact

The school's Enrolment Officer is available to assist with all aspects of the enrolment process for prospective families. Information about the school and the enrolment process can be found on the school's website or requested from the Enrolments Officer, ruth.wooldridge@silvertree.wa.edu.au

School Tours

As part of the application process, and prior to being offered an interview, the school requires prospective parent(s) to attend one of our school tours which are held regularly throughout the year. Tour dates are published on the school website and can be booked online:

<https://silvertree.wa.edu.au/enrolments/tour/>

Application Process

Application Form

To apply for a place for your child at Silver Tree Steiner School, an Application Form will need to be completed and submitted with the applicable supporting documentation. An \$80 Application Fee is 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.

Application Forms are submitted through the school website:

<https://silvertree.wa.edu.au/enrolments/applynow/>

The school will only progress the application once all conditions of the application process are met and all required information received.

Supporting Documentation

The following documentation is required to be submitted with your child's application:

- A family introduction letter.
- Copies of your child's 2 most recent school reports, including one end of year report.
- Copies of any remedial or psychological assessments.
- A copy of your child's birth certificate, or if born outside Australia, a passport and/or residency/citizenship certificates or Visa information.

The following documentation is required to be submitted when finalising the enrolment:

- A copy of your child's AIR Immunisation History Statement (IHS). This must:
 - include the child's Medicare number and reference number, if they have one.
 - be no older than 2 months on the day that it is sighted by the school.
 - be provided to the school no more than 6 weeks prior to the student's attendance.

- satisfy the requirements of s.141D(2) of the Public Health Act 2016 (WA) in regard to immunisation status
- Overseas vaccination records are NOT accepted. Parents should contact their local immunisation provider to update details to AIR (Australian Immunisation Register), or the relevant Public Health Unit if located overseas.

For Kindy 4 and Kindy 5 enrolments:

- If the child's IHS does not reflect an immunisation status of 'up to date' or that child is not on an approved catch-up schedule, the child's enrolment will not proceed unless the child satisfies one of the prescribed classes of children in regulation 10AB of the *Public Health Regulations 2017*. This may be assessed using the Department of Health's 'Exemption Eligibility Form'.

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 child'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.

Application Response

Email confirmation will be received once an application has been processed. A child's application will be placed on a waiting list until such time as a place becomes available or until the prospective parent(s) notify us to withdraw the application.

When a place becomes available, the Enrolments Officer will contact the prospective parent(s) to discuss the application further and assess for the next stage 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).

Interview Process

Interview Criteria

Interviews for a place in the school are offered according to the *Selection Criteria* listed on page 4.

Other Guiding Criteria

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 disclosed disability.

The Interview

Invitations to an interview will be made following the assessment process. For Primary School, interviews will be conducted by the Class Teacher and Head of School or Education Coordinator. For Kindergarten, interviews will be conducted by a Kindergarten Teacher or appropriate delegate.

During the interview, daily activity of the child's class will be discussed, as well as relevant school policies and procedures. Any questions or concerns from either parents/guardians or the school will be addressed.

Enrolment Offer and Acceptance

Once the school is completely satisfied that it has all the information it requires and the applicant(s) understand all they are committing to, an 'Offer of Enrolment' is emailed to the applicant(s) offering a place. The offer is subject to 6 week's probation.

Parents may accept a place for their child by completing the '*Enrolment Form*' with payment of a non-refundable enrolment fee by the given due date. This amount is non-refundable even if the parents should subsequently decide not to proceed with the enrolment offer.

The Enrolment Form

Unless court orders are in place, all parents/guardians are required to sign the Enrolment Form and will be legally liable for payment of school fees.

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. Parents agree 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.

School Fees

Silver Tree Steiner School issues an annual statement including known fees for the year. Please see fee schedule for additional fees which may be charged (available on the school's website). All fees are payable by the school's direct debit partner.

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.

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 at a later date.

Upon enrolment, as required by the School Curriculum and Standards Authority Act 1997, the School Curriculum and Standards Authority is informed, and a student record is opened for the student.

Where practical, enrolment records of each child will be retained indefinitely, and will not be destroyed without the authority of the Director General of the Department of Education.

Privacy Collection Notice

The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. The full Privacy Collection Notice can be found on the Application Form.

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.