



School for Rudolf Steiner Education Ltd

(130) Enrolment Policy and Procedure



Enrolment Policy and

Procedure (130)

Date Approved	2016	Date of next Review	March 2022
Approved By	College of Teachers , Board of Directors		
Custodian	Head of School , Enrolment Officer		
Relating documents and Forms	131c Financial Contract 131d Conditions of Enrolment Contract Application Form Payment Options Form Fees Booklet		
References and Legislation			

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1. Overview

This Policy outlines the process for enrolment of prospective students at Lorien Novalis School for Primary School and High School.



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2. Scope

Lorien Novalis welcomes enrolment applications from all children regardless of religion, race, ability or disability. Lorien is a co-educational school providing an education underpinned by the Australian Steiner Curriculum Framework and its philosophy, as approved registered and accredited by NESAs.

This policy relates to all families seeking to enrol a Primary School or High School aged child at Lorien Novalis School, including overseas students and those seeking to return to Lorien Novalis School.

The policy and procedure relates to all current Students within the School who are progressing to the next 'stage' within the School.

3. Definitions and/or Legislation

3.1 Pre-School Age

A child is deemed to be of pre-school age in the year that he/she turns 4 or 5 years of age. For enrolments for Early Childhood refer to *680 Early Childhood – Enrolment and Exit Policy*.

3.2 From Kindergarten to the end of Class 12

Compulsory school ages are indicated by the Department of Education documents 'Compulsory School Attendance' and 'School Attendance Policy'.

4. Policy

4.1 Enrolment

4.1.1 Timing

Applications for enrolment may be made at any time throughout the school year by the parent/carer(s) of students.

4.1.1 Competing applications

The School will base any decision about offering a place to a student based on:

Family relationship with the school:

- Sibling of a current or ex-student
- Either of the parents attended Lorien
- The family hold attitudes, values and priorities which are compatible with the schools ethos
- The student has previously attended another Steiner school

The student:

- The contribution that the student may make to the school, including the co-curricular activities
- The students reports from previous schools, or reports written by health or educational specialists.
- The ability to the student to benefit from the educational offering of the school

The school:

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- Ability to meet the special needs or abilities of the student and;
- The educational needs of the existing students in the class

None of the above by itself is a determining factor. Enrolment decisions are the responsibility to the Head of School or his/her delegate. The school is not required to provide a reason for declining an application for enrolment.

4.1.2 Interviews

The School will meet with parent/carer (s) and the student before offering a place. The interviews are one step in the application process and does not guarantee an offer will be made.

4.1.3 Enrolment offer

The School has absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place to a student.

4.1.4 Maintaining Enrolment

Continued enrolment at the School is dependent upon the student making satisfactory academic progress, consistent attendance, and the student and the parent/carer(s) observing all behavioural codes of conduct, financial and enrolment contracts, and other requirements of the School which are applicable from time to time.

4.1.5 Payment of Fees

All fees must be paid prior to the student commencing school at Lorien.

The non-refundable application fee is payable at time of application.

The non-refundable Enrolment fee is payable at time of accepting an enrolment offer.

Term fees are invoiced and payable in advance of each term's attendance (and pro-rated for mid-term commencement).

4.1.5 Return of Contracts

All contracts must be signed and returned prior to the student commencing school at Lorien.

5. Procedure

5.1 Enrolment

5.1.1 Application

Parent/carer(s) are required to complete and submit an application form, provide all requested supporting documentation and pay the non-refundable application fee.

5.1.2 Interviews

Once the application, supporting documents and application fee has been received, a series of interviews will be scheduled with the Head of School and relevant teachers such as the Head of Faculty, Class Guardian and Learning Support Teacher.



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5.1.3 Visit Days

Prospective students may be offered visit days. These range from 1-5 days and allow the teacher to assess the students suitability for the class, and provides an opportunity for the student to experience Steiner Education at Lorien.

5.1.4 Application Review

All applications are reviewed by the Head of School and all relevant teachers such as the Head of Faculty, Class Guardian and Learning Support Teacher.

5.1.5 Determination Advice

The parent/carer(s) are notified of the outcome of their application in writing notifying if their application was either successful and an enrolment offer is made, unsuccessful and no offer is made, or if they have been placed on the wait list.

5.1.6 Enrolment

Once an enrolment offer has been made, an enrolment pack is issued to the parent/carer(s) which includes:

- a letter of offer
- conditions of enrolment contract
- financial contract
- payment options form
- non-refundable enrolment fee invoice
- school fees booklet
- relevant class related information such as timetable etc.

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6. Version Control

Version Control	Date Effective	Approved By	Amendment
1			First Version
2	Nov 2014	Stuart Rushton	Following advice received from AIS mid-2014.
3	March 2018	HOS	Updated
4	June 2019	HOS	Updated
5	Nov 2019	HoS	Major re-write and change to an Enrolment Policy and Procedure (exit policy removed and created as a separate policy and procedure).
6	Nov 2020	HoS	Reviewed