



School for Rudolf Steiner Education Ltd

(140) Enrolment and Exit Procedure

Procedure (140)

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Approved By	College of Teachers, Board of Directors		
Custodian	Head of School, Enrolment Officer		
Relating documents and Forms	131 Enrolment Continuation & Exit Procedure 131a Enrolment Interview Form (New Families) 131b Enrolment Interview Form (Returning Families) 131c Enrolling student checklist 131d Departing student checklist 131e Student transfer form 140 Compulsory Attendance and Reporting Policy 145a Exemption from attendance at school parental application 145b Exemption from attendance at school parental certificate 146a Apprenticeship parental application for exemption from enrolment 146b Apprenticeship certificate for exemption from enrolment 150 Privacy Policy 680 Early Childhood – Enrolment and Exit Policy		
References and Legislation			

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1. Purpose and Scope

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

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The Procedure is for current students progressing to the next stage within the School.
The Procedure is the process for a current student exiting the School.

2. Responsibility for implementation of the Procedure

2.1 First Contact for K to 12 enrolments

The Registrar takes details from the parents about the student, including any learning support requirements for a child.

The Registrar gives parents an overview of the school.

2.2 First Interview

2.2.1 Organising First Interview K to 12

The Registrar organises for the First Interview, which includes organising the attendance at the meeting of:

- the Primary Coordinator or High School Coordinator,
- the Registrar,
- the child/children and
- the parent(s).

2.3 Second Interview

2.3.1 Classes K to 6– who to attend

Interview to be attended by:

- PS Coordinator
- Class Teacher(s)
- PS Learning Support Teacher (if necessary)
- child/children
- parent(s) / Carer(s)

2.3.2 Class 7 – who to attend

Interview to be attended by:

- PS & HS Coordinators
- Class Teacher
- Class 8 Guardian (if identified)
- HS Learning Support Teacher
- PS Learning Support Teacher (if necessary)
- child/children
- parent(s) / Carer(s)

2.3.3 Classes 8 to 12 – who to attend

Interview to be attended by:

- HS Coordinator
- Class Guardian/s
- HS Learning Support Teacher
- child/children

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- parent(s) / Carer(s)

3. Procedure Framework

3.1 Enrolment in Early Childhood

For enrolments where a child is starting in Early Childhood see the Early Childhood Enrolment Policy.

This includes children starting in Pre-School

3.2 First contact for K to 12 enrolments

3.2.1 Expression of Interest Form and Interview Questionnaire

Prior to the First Interview: The Registrar asks parents to complete the Expression of Interest for Enrolment form. (This Form is otherwise known as the 'Green Form'), and the Interview Questionnaire.

3.2.2 Copies of assessments and reports

Prior to the First Interview: The Registrar asks parents to supply copies of the following, to be provided to the Registrar prior to the First Interview:

- Any psychological assessments
- Any intellectual assessments, including any NAPLAN or similar testing
- School Reports for the past 12 months
- Any medical assessments
- and/or any other relevant assessments relevant to the child.

3.2.3 For a returning family

For families who have been at Lorien Novalis School before, and have withdrawn their child/children, this First Interview is to include a discussion on why the family withdrew before, why they are seeking to return, and what do they think has changed about the school and/or about the family and the child that will mean enrolment will work this time, when it did not previously.

This includes family situations where the child/children are or are not the same child/children who were previously enrolled at the school.

3.2.4 Siblings of current children

Where possible, siblings of currently enrolled children will be given priority for a position in a class.

3.2.5 New enrolments for Big Kindy

The Interview involves the Big Kindy Teacher and the Primary School Learning Support teacher, if necessary.

3.2.6 Enrolments for Big Kindy, continuing from Little Kindy

Does not require the Interview with the Primary School Coordinator and the Registrar. Interviews are with the Big Kindy Teacher.

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3.3 The First Interview K to 12

3.3.1 Paperwork and what to bring

If not already provided then parents are to: complete the Expression of Interest for Enrolment Form and the Interview Questionnaire, and are to provide copies of any psychological, intellectual, medical and/or any other relevant assessments relevant to the child.

Parents are also to provide copies of previous school reports, and any other relevant paperwork. Parents are to bring to the interview examples of school work, including artwork.

3.3.2 Numeracy and Literacy Assessment

The Primary or High School Coordinator or the Learning Support Teacher is to assess the child's numeracy and literacy skills.

3.3.3 Information to cover

The information listed on the last pages of the Interview Questionnaire is all to be covered with the family and ticked-off during the Interview.

3.3.4 If to go to a second interview

it is decided to proceed further, then the Registrar will contact the Class Teacher(s) / Class Guardian(s) and the Second Interview will be organised by the Registrar.

3.4 Second Interview

Involves the family meeting the Class Teacher and/or Class Guardian.

If there are Visiting Days, the Second Interview may not be deemed necessary.

Prior to the Second Interview, the Registrar or the Primary School or High School Coordinator is to pass on to the Class Teacher and/or Class Guardian copies of any:

- Assessments
- Reports
- and other relevant paperwork.

3.5 Visiting Days & Induction Periods

In some cases it will be suggested a prospective student visit the school for a period of time to meet the students in the class and teachers.

3.5.1 Classes K to 6 Visits

The Class Teacher, the Primary School Coordinator and the Learning Support Teacher will bring the application of a potential student to the Primary School Staff Meeting, where it will be decided if the child is to have a visit.

3.5.2 Class 7 Visits

The Class Teacher / Class 8 Guardian, the PS & HS Coordinators and the HS (& PS) Learning Support Teachers will bring the application of a potential student to the PS / HS Staff Meetings. The PS & HS Coordinators will meet afterwards to decide if the child is to have a visit.

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3.5.4 Classes 8 to 12 Visits

The Class 8 Guardian, the HS Coordinators and the HS Learning Support Teachers will bring the application of a potential student to the HS Staff Meeting, to decide if the child is to have a visit.

3.5.7 Early Termination of any Visits

Where a child exhibits dangerous or otherwise very questionable behaviour, the Head of School, the Class Guardian, High School Coordinator and/or the Learning Support Teacher may choose to terminate the Visit, and decide not to enrol the child. Questionable behaviour that would potentially lead to an early termination of a Visit Day includes but is not restricted to:

- Vandalism
- Physically or verbally aggressive behaviour to a teacher and/or another child
- Physical assault on a teacher and/or another child
- Theft
- Any behaviour that would for an enrolled student would result in expulsion or suspension

3.6 Staff meetings following Visits

3.6.1 Classes K to 6: staff meeting

Primary School staff will meet to discuss a new Primary School student, and whether a recommendation to enrol the child will be made to the Head of School.

3.6.2 Class 7: staff meetings

Both the Primary and High School Staff meetings are to discuss a potential Class 7 student. The PS & HS Coordinators will meet following the Staff meetings to discuss, and make a decision about further recommendations.

3.6.3 Classes 7 to 12 – notice of meeting

The Class Guardian, the Learning Support Teacher or the High School Coordinator will send an email to all High School staff at least 2 days prior to the High School Meeting to request High School teachers give feedback on the student.

3.6.4 Classes 7 to 12 – staff meeting

For a potential new High School student:

- The High School Staff Meeting is to decide if to recommend to the High School Coordinator if the child is to be offered a place in the school.

3.7 Full Disclosure of Information

Where it is later found that a family deliberately withheld information from the enrolment interview process e.g. about children who have ADHD or violent behaviour, or other information important to an enrolment decision; where the family was already aware of the issue, then the school can decide to withdraw enrolment.

3.8 Acceptance of an enrolment

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Acceptance of the child/children is at the discretion of the Primary and/or High School Coordinator, in consultation with the Class Teacher and/or Class Guardian.

Once the child/children have been accepted into their respective class/classes, the Teacher is to notify the Registrar who will then ask the parents to come to the school office. Parent/s will receive an enrolment form to complete a Letter of Offer to be signed and a Contract and an invoice for school fees. When completed the required forms and payment for Enrolment, registration is complete and the child is enrolled at the school.

The family will be informed that making an application for enrolment does not guarantee acceptance into the school.

3.9 Filing of forms by the office

Original enrolment forms are kept by school administration.

4. Giving Notice of Leaving School

4.1 Giving 1 month's notice

The Enrolment Form states that 1 Month's notice is required if a child is withdrawn from the school. Otherwise, parents are required to pay the 1 month's fees.

4.2 Follow-up for children under 17 years of age

Students are required to attend school until they turn 17 years of age.

4.2.1 Children who are transferring to another school

Refer to the 140 Compulsory Attendance and Reporting Policy for information regarding compulsory attendance guidelines and the school's obligations regarding students who are transferring to another school.

4.2.2 Follow-up from new school

Where a child is transferring to a new school the Student Transfer Form is completed.

4.2.3 Children who are going to work or TAFE or apprenticeship

This point refers to children who have finished Class 10 and are not yet 17 years of age. The school is required to obtain letters confirming that a child is in full-time work, TAFE or apprenticeship.

Refer to the 020 Compulsory Attendance and Attendance Register Policy for information regarding students who are not yet 17 years old and who exit school to undertake work or TAFE etc.

4.3 Exiting to go to Home Schooling

4.3.1 Proof of registration for home schooling

A Home Schooling Number (HS Number) is not proof of registration for Home Schooling. Any family that contacts the Home Schooling office is given a HS Number.

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The only proof of registration for home schooling is the "Certificate of Registration for Home Schooling".

4.3.2 NSW Legislation and the Certificate of Registration

Before withdrawing a student from Lorien Novalis School for the purposes of home schooling, the family must provide the School with a copy of the Certificate of Registration for Home Schooling. By NSW legislation the student cannot be withdrawn from attending school until the Home Schooling office has issued that Certificate of Registration.

4.3.3 Applying to the home schooling unit for information on a student

Where the family does not reply with information about the enrolment of the child, the School needs to contact FaCS to request information. Due to privacy rules the School must formally apply to the Home Schooling Unit for information regarding a specific student using the Letter requesting information under Chapter 16A document (<https://www.facs.nsw.gov.au/download?file=336193>). This form is then emailed to the Home Schooling Unit: homeschooling@nesa.nsw.edu.au and a copy placed in the students file. If the Home Schooling Unit is able to confirm enrolment, the students file is updated to reflect this.

4.3.4 Reporting to FaCS

If the Home Schooling Unit confirms that the student is NOT enrolled in home schooling, then the Head of Primary School or the Head of High School must use the Mandatory Report Guide (MRG), stating Neglect (<https://reporter.childstory.nsw.gov.au/s/>), to determine if a child protection report should be submitted. If the child has not been seen by anyone recently, the question 'is the child at risk' must be answered 'yes'. The result of the MRG is most likely result in contacting FaCS to submit a child protection report. This report, along with the MRG results is to be copied to the student's file.

5. Documentation and Records

Completion of an Enrolment Form does not mean an offer of placement at the school. Prospective parents are to complete the Enrolment Form which includes (but is not limited to) the following sub-sections:

5.1 Permission for Photography and Filming of Students

5.1.1 Parent giving permission

Permission for use of school photos and filming of students is to be signed by parents so that students can be photographed and filmed while at school. The photos and films can then be used by the school for displays and publication.

5.1.1 Parent withholding permission

Where there may be legal reasons for permission not being given for children to be photographed or filmed at school, and then the use of these photos for display and/or

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publication, the parents will be asked to provide documentation and/or explanations as to if photography and/or filming can take place, and if displaying of these is allowed, and/or if publications can be made in some situations.

5.2 Medical Information

Information needs to be included about the following for each enrolled child:

- If a child is immunised against childhood diseases (and a copy of the immunisation record)
- If they child has any pre-existing medical conditions e.g. Anaphylaxis, Asthma, Diabetes and Epilepsy (and provide Medical Action Plan or other details)

5.3 Permission to attend outings

Permission to attend outings is to be signed by parents to say that children can attend outings.

5.4 Notice of accident or emergency

Parents sign to indicate that they understand that the school will attempt to contact the parent/guardian in the event of an accident or emergency. But in the meantime the child can be taken to the doctor (or undertake other emergency medical action).

5.5 Learning Support and other special needs

Where a child may have specific needs, or need Learning Support or has had any formal psychological or education assessment parents are asked to provide this information.

5.6 Children with Court Orders &/or blended families

The form asks prospective parents to include information about any Court Orders that affect the custody, access or financial arrangements for a child.
If there is a blended family arrangement, prospective parents are asked to provide details of this.

5.7 Updating contact information

The Parent Handbook reminds parents to update contact information (i.e. phone, address, email etc).

5.8 Documentation to be filed for home schooling transfers

To be filed on students file: Letter requesting information under Chapter 16A document, MRG Report, Child Protection Report.

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6. Version Control

Version Control	Date Effective	Approved By	Amendment
1	1.2.2008	College of Teachers	First Version
2	Nov 2012		Organise into numbered sections. Update title of the Policy from Enrolment Policy to Enrolment and Exit Policy
3	Aug 2013		Add details of Enrolment Process, Exit Process and of Process for Review before continuing to next stage. Add attachments. Amend policy to be more in line with BoS requirements regarding starting/leaving age.
4	Sept 2018		Updated information with regard to home schooling. Leanne spoke with Margo Braithwaite at NESAs, who instructed Leanne about the new procedure for checking on families who say they are going to home schooling.
5	Nov 2019		Update of policy number