



# Enrolment Policy

## 1 Purpose

This policy and its procedures outline how the school meets the requirements regarding enrolment policies at Aetaomah. The purpose of the Enrolment Policy is to provide guidance for our families, future and existing on how to enrol and also maintain enrolment at our school that acts in accordance with the school governance and mandatory legal requirements.

## 2. Scope

This policy and its procedures apply to all students and parents at Aetaomah School including our administration.

## 3. Aim

The aim of this Enrolment policy is to ensure that all families are given fair, consistent and clear guidance on how we conduct and maintain our enrolments at Aetaomah.

## 4. Overview

Aetaomah is a Kindergarten to Year 8 school based on the educational work of Dr. Rudolf Steiner.

We strive to develop in the children individual inner strength imbued with moral, ethical and social skills, a sense of wonder and a desire to learn and understand the world and humanity. We unite imagination with the sciences, expressed through the visual and performing arts and the foundation of our syllabus and values are brought to life through wonder and creativity.

This approach to education operates within the scope and policies of NSW Education Standards Authority.

## 4.1 Enrolment applications

It is important that parents wishing to enrol their child at our school be aware of the school's ethos and culture and the responsibilities of both parents and children before committing to the school.

1. Email the school enrolments officer to request an Intent to Enrol Form. This form is to be completed by the parent/guardian of the child.
2. All applications are accepted and processed.
3. Formal interview with all responsible parent/guardians and child is conducted if a space is available or may be likely to become available.
4. Offers for enrolment will be considered with the below points in mind:
  - Class size and dynamic including the needs of the existing groups
  - Relocation from another Steiner School that nurture similar ethos, values and attitudes
  - Location from school (30 km maximum radius from the school).
  - Date and order of application
  - The age of the student and which class would be appropriate for the child
  - Siblings of current students
  - Ability to meet the particular needs or abilities of the student
5. If a space is available, a meet and greet with the teacher will be arranged and Enrolment Contract given to prospective parents.
6. Prior to completing an Enrolment Contract, parents must read all terms including their financial responsibilities for fee payment and withdrawal of students with less than 1 terms notice.
7. Prior to a Letter of Offer, a non-refundable enrolment fee of \$300 is to be paid. All payments to the school are to be made through our Fee Partners, Edstart. This account must be finalised before enrolment confirmation.

## 4.2 Maintaining enrolment - Parent agreement

1. An offer of enrolment and the enrolment contract must be accepted and signed by both Parents/Guardians (where appropriate), unless the School agrees to waive this requirement.
2. Upon acceptance of an offer, all signatories will be jointly liable for fee payment and costs relating to your child's education at Aetaomah.
3. The enrolment contract must also be completed and signed by any third party responsible for paying school fees.
4. The acceptance of the offer must be accompanied by an enrolment fee of \$300 per child.

5. If the student does not commence the enrolment, the enrolment fee will not be refunded unless the school, acting reasonably, agrees that there are special circumstances supporting a full or partial refund. A decision to enrol the child at another school will not, of itself, constitute special circumstances.
6. If parents wish to defer the entry of the child to a different calendar year to the initial request, the school will advise whether it is able to agree to this. If the school is unable to agree, the child will be placed on a waiting list for the requested year but enrolment cannot be guaranteed.
7. If Parents wish to withdraw a Student from the School, notice given must be not less than one full term's notice to expire at the end of a term.
8. If the required notice of withdrawal of a Student is not given and the School is not reasonably able to immediately fill the student's place for the relevant term the Parents must pay a School term's fees.
9. Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that Parents advise the School in writing of the name of the school the Student will be attending and the grade the Student will be entering at the new school.

#### 4.3 Parent Declaration

- By enrolling a child/children at Aetaomah School app parents make a commitment to support and be engaged with the schools ethos, culture and responsibilities as parents and children.
- Understand that contact with the class teacher is encouraged to ensure harmonious communication between parents and teacher for the best outcome of the student/s.
- understand that attendance and punctuality is a priority as outlined in the Parent Information Handbook. Any leave that exceeds 1 week will need a Leave Permission Form signed and returned to the Principal.
- Read and understand the Parent Information Handbook and agree to uphold our standards and policies throughout the duration of my child/children's enrolment.
- Ensure the dress code is adhered to each day
- Understand that it is part of the school's programme to go on spontaneous local walks, and activities/swimming in the river when conditions are safe in the warmer weather. At least 2 people will supervise these activities.
- Understand that school camps and excursions are a part of the curriculum and if my child cannot attend a written letter to the school is required so arrangements can be made.

#### 4.4 Fee agreement

- Parents/guardians understand and agree to Aetaomah School's fee policy and make a commitment to ensuring fees are paid on time for the duration of enrolment.
- Parents/guardians understand that Camp and excursion fees must be paid on time.
- Parents/guardians agree to communicate with Edstart/School administration if unforeseen circumstances arise and fees will not be paid on time.

## Legislation

This policy relates to the below legislation:

- The Education Act of 1990
- NSW Public Health Act 2010
- Anti-discrimination laws including Disability Discrimination Act 1992, Racial Discrimination Act 1975, Sex Discrimination Act 1984, Australian Human Rights Commission Act 1986, Age Discrimination Act 2004.

## Document Monitoring

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Monitored by	Principal

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## Document Distribution

Aetaomah Website
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## Version History

Version	Date	Notes/Amendments
1.0	June 2023	Review Aetaomah Child Protection Policy
2.0	March 2024	Update - as per AIS Policy Example. Update Logo & Document Style

