

Quality Management System Policy and Procedure

Title	Enrolment		
Version Number	1.2	Policy number	School 005
Status	Current		
Date last amended	March 2020	Review Date	March 2023
Responsible Person	Principal	Approval Authority	Board
Scope	This policy applies to students of Warrah School		
Related Documents and References			

Policy Statement

Warrah Specialist School is a co-educational, non-denominational Rudolf Steiner Specialist School offering educational programs for children with an intellectual disability and/or autism, from Kindergarten to Year 12. Warrah Specialist School is a registered but not accredited school that means students who attend the High School will not be able to achieve a Year 10 certificate (Recognition of School Achievement) or HSC (Higher School Certificate). It is designated by National Education School Authorities as a School of a Kind.

Disability Standards for Education 2005

The *Disability Standards for Education* articulate the rights of students with disabilities; and the responsibilities of the school or 'standards' and 'measures of compliance' in the areas of enrolment, participation, curriculum accreditation and delivery, student support services and harassment and victimization.

The School must take reasonable steps to ensure that a student with a disability can access the same or comparable opportunities and choices provided by the school 'on the same basis' as those opportunities and choices offered to a student without a disability. This may necessitate the determination and implementation of 'reasonable adjustments'.

In order to be enrolled at Warrah Specialist School, a student must be eligible for funding from the NSW Department of Education and is dependent on a current assessment of a student's intellectual disability.

Warrah Specialist School welcomes all children with a disability. Recent enrolments have included students with Down Syndrome, cerebral palsy, global developmental delay, Costello syndrome, as well as autism, amongst other disabilities.

Funding is based on the formal assessment of disability, provided by a specialist medical practitioner or psychologist. Funding is scaled according to the level of disability.

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Before applying for enrolment parent/carer(s) should read:

- the Criteria for Enrolment
- the Enrolment Policy
- the current Fees schedule, and
- the Terms and Conditions of enrolment

All of these documents are available on the School's website/ or you can arrange with the School to have these documents posted to your address upon your request.

Applications for enrolment can be made at any time by the parent/carer(s) or guardian of students who wishes to commence at Warrah Specialist School.

A student enrolling at school for the first time will be *five years of age on or before 31 July*.

When an application is received, the Principal at the school will consider if it is based on the school's enrolment policy criteria and (choose any/all that apply) and

- (a) advise that it declines to make an offer of enrolment and/or
- (b) advise the parent/carer(s) that the student's name will be placed on a waiting list and an offer made if a place becomes available and/or
- (c) Advise that the school will make a conditional offer of enrolment. The Principal and/or Class Teacher will conduct an interview with parent/carer(s), at which the parent/carer(s)' expectations and the student's needs will be discussed. Following this meeting, the School will advise whether it will confirm or withdraw the offer, and/or
- (d) advise the parent/carer(s) they must attend for an interview following which the School will decide whether to make an offer of enrolment and/or
- (e) Other procedures adopted by the school as a part of the process e.g. meeting with the Business Manager and/or
- (f) advise whether it wishes to make an offer of enrolment

Assessment for Enrolment.

The School has an enrolment panel which consists of the Principal ,and the relevant Class teacher to review all applicants and make recommendations about the best allocation of the enrolment and ability to meet the needs of the student in the context of the schools cohort.

Applications for Kindergarten, Primary and High School programs can be accepted at any time and consideration is given to the date of application in allocating places.

In evaluating an enrolment application, parental advice, external specialist's reports, the suitability of the program for the child and the needs of the class as a whole are taken into account.

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

- (a) Is a suitable vacancy available for the student
- (b) The educational and support needs of the student can be accommodated by the school and are consistent with the principles of Rudolf Steiner Curative Education,
- (c) The educational and support needs of the student are compatible with current and potential programs and with students already in the class, within reason.
- (d) The parents/guardians support the philosophy and values of the school

The Parents and families are required to support the ethos of the School, which is based on the principles of the Rudolf Steiner Curative Education, to pay fees on time or as agreed in writing, to be actively involved in the Parent body activities and to support all school enrolment policies, and procedures.

Family relationship with the school:

- (a) sibling of a current or ex-student;
- (b) they hold attitudes, values and priorities that are compatible with the School's ethos

The student:

- a) the contribution that the student may make to the school, including the co-curricular activities
- b) The student's reports from previous schools or prior to school service e.g. the NSW Department of Education's Transition to School Statement

The school:

- (a) Ability to meet the special needs or abilities of the student

Other considerations

- a) Order of receipt- when the application to enrol is received by the school

The School *will* meet with parent/carer(s) of the student before offering a place.

- (a) The School has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.
- (b) Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parent/carer(s) observing all behavioural codes of conduct and other requirements of the School, which are applicable from time to time.

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If the School makes an offer of enrolment or conditional offer of enrolment, the Parent/carer/Guardian(s) must sign an acceptance of the offer on the form provided and pay a non-refundable enrolment fee of \$200.00

If an offer of enrolment is made and accepted, not less than four months' notice must be given if the Parent/carer(s) decide not to proceed with the enrolment to give the School time to fill that position. If the required notice is not given, one term's fees will be charged.

The School is informed of any change of address or contact details after an offer (or conditional offer) of enrolment is made