

4.1.1 Enrolment – School

Revision	1.0		
Issue Date			
Issue Date	June 2024	Review Date	June 2025
Responsible Position	Principal	Approval Authority	Board
Scope	This policy applies to all staff of Warrah Specialist School		
Related Documents and References	<p>Code of Conduct for Care and Protection of Children –Sets out information about the standards of behaviour expected of all.</p> <p>WHS Policy – identifies the obligations imposed by Work Health and safety legislation on the School and staff members.</p>		

Policy Statement

Add information on enrolment from the Register School Manual.

Warrah Specialist School is a co-educational, non-denominational Rudolf Steiner Specialist School offering educational programs for children with an intellectual disability, from Kindergarten to Year 12. Warrah Specialist School students do not participate in the Standardised National Literacy and Numeracy Testing. As a registered School of a Kind we do not offer the Record of School Achievement (RoSA) or the Higher School Certificate (HSC).

Disability Standards for Education 2005

The Disability Standards for Education 2005 set out the rights of students with disabilities and the responsibilities of the school in the areas of enrolment, participation, curriculum accreditation and delivery, student support services and harassment and victimisation.

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. Enrolment is dependent on a current assessment of a student's intellectual disability.

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

Before applying for enrolment, parents or caregivers read and understand the

- Eligibility Criteria,
- Enrolment Policy,
- Current Fees Schedule,
- Terms and Conditions of Enrolment.

All of these documents are available on the school's website, or the school will post the documents upon request.

Applications for enrolment can be made at any time by the parent or caregiver of students who wish to commence at Warrah Specialist School.

Eligibility Criteria

A student enrolling at the School for the first time must be at least five (5) years of age, or older, on or before 31 July.

To meet criteria for moderate or severe intellectual disability, students must have a full-scale IQ score of approximately three to four standard deviations below the mean on an approved individual test of intelligence. There must be information on the assessment of adaptive skills and school performance (where applicable) consistent with, or below this range of scores.

Students with autism must have a current report (no older than two years) from a specialist medical practitioner or registered psychologist with appropriate clinical experience.

The report must detail the nature of the student's disorder. Documented evidence must indicate a developmental disability affecting verbal and non-verbal communication and social interaction, which significantly affects the child's ability to learn.

There must be information of a functional assessment consistent with the student's disorder. The report must have a DSM-5 diagnosis. The DSM-5 essential diagnostic features of autism spectrum disorder are

- persistent impairment in reciprocal social communication and social interaction
- restricted, repetitive patterns of behaviour, interests, or activities.

These symptoms are present from early childhood and limit or impair everyday functioning.

For questions about the eligibility criteria, please contact the School via admin@warrahspecialistschool.nsw.edu.au.

Assessment for Enrolment

The School has an enrolment panel which consists of the Principal, Assistant Principal and the relevant Class Teacher to review all applicants and make recommendations about the best allocation for enrolment and the School's ability to meet the needs of the student in the context of the School's 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 enrolment applications, parental advice, external specialist reports, the suitability of the program for the child and the needs of the class as a whole are taken into account. The School will base any decision about offering a place to a student on the following:

- If a suitable vacancy is available for the student,
- If 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,
- If the educational and support needs of the student are compatible with current and potential programs and with students already in the class, within reason,
- If the parents or caregivers support the philosophy and values of the School.

The parents or caregiver and families are required to

- support the ethos of the school, which is based on the principles of the Rudolf Steiner Curative Education,
- pay fees on time or as agreed in writing
- be actively involved in the parent body activities,
- support all school enrolment policies and procedures.

Consideration may be given to any or all of the following:

- The Family.
 - sibling of a current or ex-student,
 - attitudes, values and priorities that are compatible with the School's ethos.

The student.

- the contribution the student may make to the school including co-curricular activities,
- the student's reports from previous schools or prior to school service (as an example, the NSW Department of Education's Transition to School Statement).

The school.

- ability to meet the special needs or abilities of the student.

Other considerations:

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

The school will meet with parents or caregivers of the prospective student before offering a place.

- The school possesses the full authority and discretion to assess and assign appropriate weight to the various factors considered when deciding whether to extend an offer of enrolment to a student.
- Continued enrolment at the school is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parents or caregiver observing all behavioural codes of conduct and other requirements of the school.

Enrolment Offer

The Principal will consider all applications based on the school's enrolment policy criteria. Following this review the Principal may

- advise that the school declines to make an offer of enrolment,
- advise that the student's name will be placed on a waiting list and an offer made if a place becomes available,
- advise that the school will make a conditional offer of enrolment. The Principal, Assistant Principal or Class Teacher will conduct an interview with parent or caregiver at which time the parents or caregiver'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,
- advise the parent or caregiver they must attend for an interview following which the school will decide whether to make an offer of enrolment or if the school requires further consideration and consultation. This may, for example, include a meeting with the Business Manager,
- advise whether it wishes to make a full offer of enrolment.

If the school makes an offer of enrolment or conditional offer of enrolment, the parents or legal guardian must sign an acceptance of the offer on the form provided and pay a non-refundable enrolment fee. For further information, refer to the School Fee Schedule located on our website.

If an offer of enrolment is made and accepted, not less than four months' notice must be given if the parents or caregiver decide not to proceed with the enrolment. This gives the School sufficient time to fill the vacant position. If the required notice is not given, one full term's fees will be charged.

The school must be informed of any change of address or contact details after an offer (or conditional offer) of enrolment is made.