



NEWCASTLE WALDORF SCHOOL

Enrolment Policy and Procedures

Date of Implementation	October 2024
Date of Next Review	November 2025
Approved by	Co-Principals, College of Teachers
Modification History	May 2010, June 2011, August 2012, May 2013, Mar 2019, Nov 2021, Nov 2022 Nov 2024
Related Documents	Disability Discrimination Act 1992 Disability Standards for Education 2005 NWS Prospectus NWS Handbook NWS Privacy Policy NWS Application Form NWS Enrolment Contract NWS Supporting Positive Behaviour Policy NWS Whole School Wellbeing Policy

Policy

The Newcastle Waldorf School is comprehensive and coeducational from K to 12, providing an education based on the philosophy of Rudolf Steiner within the framework and regulations of the NSW Education Standards Authority (NESA).

The Newcastle Waldorf School welcomes students, parents, carers, staff and visitors from all races, religions and cultural backgrounds. We welcome people of all genders and sexualities, and we model and teach inclusivity in age appropriate ways across the school. We highly value the richness that comes from diversity and the opportunities for learning and understanding that diversity brings to us. Above all, we strive to create a loving space that allows each and every child to grow and flourish unimpeded by discrimination of any kind. We make adjustments to be inclusive while respecting the privacy of the individual, fostering a safe environment where each individual has the opportunity to learn and grow towards their potential.

Students with a disability will be given every consideration and treated in accordance with the *Disability Discrimination Act 1992*.

Applications

Applications for enrolment throughout the year can be made by completing an 'expression of interest' on the website. The School will process applications in a timely manner having regard for all aspects of the application process, the gathering of information and the consideration of this information by the College of Teachers.

The school may accept students who are 4 and turning 5 in the term of enrolment, or older.

If the class is deemed to be at capacity, the family will be entered into our Admissions Pool and receive an invitation by email to attend the following School open day. The open days are held each term, usually the Saturday following week 3 of the term, providing an opportunity for prospective families to meet members of the College of Teachers, view student work and be introduced to the philosophy of Steiner Education and the particulars of the Newcastle Waldorf School.

Where there are spaces in the class, consideration of applications will take into account the student and family's fit with the School, including:

Family:

- the applicant holding attitudes, values and priorities that are compatible with the ethos of the School, as outlined in the School handbook and at interview.
- siblings already attending the School or the family having a close connection to the School
- either parent having attended the School or another Steiner school.

Student:

- the student having attended the School or another Steiner School
- the contribution that the student may make to the School, including the co-curricular activities
- reports from previous schools
- engagement in the educational program of previous schools.

School:

- ability of the School to meet the needs of the student
- the current composition and dynamic of the cohort
- order of receipt - when the application to enrol is received by the School

The School has absolute discretion in determining the weight of each of these factors, and other criteria determined by the School from time to time, in deciding whether to offer a place for the student.

Procedure for processing applications where a space is available

1. The applicant and relevant class teacher/guardian will be advised that a space is available, and the class teacher/guardian will arrange a time to interview the applicant.
2. At the interview the class teacher/guardian will ask a series of questions relevant to possible enrolment, introduce the handbook and prospectus to the parent or guardian (identifying important aspects of Steiner education and School requirements), and advise them of their responsibility to further read, understand it, and clarify any uncertainties with either the class teacher/guardian or a co-Principal prior to completing an application form. If the parent/guardian is interested to apply for a place in the class the teacher/guardian will advise them that an application form will be emailed to them.

3. On receipt of a completed application form and accompanying documents requested on the application form the class teacher/guardian will review the application. If the teacher has not met the child, or on the application form there are entries in the section titled **Student's Medical Details & Health Conditions**, or if for any other reason the teacher wishes to have a second interview, the teacher will arrange a second interview before progressing the application further. This may involve a Co-principal, and obtaining further documentation, e.g. from another school or specialist(s)..
4. Once the interviews are completed, all relevant supporting documents have been received, and, in the case of a SWD, Stages 2 and 3 of the "**Summary of Enrolment Process for SWD**" have been completed, the College of Teachers and a Co-principal will consider the application and teacher's recommendation. The College will make a decision to accept or reject the application. 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 for the student.
5. If an application is rejected the teacher or a Co-principal will advise the parent/guardian and make a note on the student file in Admissions that the parent has been informed, together with a brief reason the application was rejected.
If the application is approved the teacher will request "send contract" on Sentral and the Admissions Officer will email an offer of a place, enrolment contract, data collection form and photograph permission form.
6. *Note:* The School does not hold places for students, except in exceptional circumstances by agreement from the Co-principals. In normal circumstances the applicant will be entered into the Admissions Pool at the family's request.

Enrolment Procedure

1. The applicant will complete and return the enrolment contract, data collection form and photograph permission form.
2. Following receipt of these the Finance Officer will send an invoice, either for the first term's fees, or in the case of a Kindy student commencing the following year, for a deposit.
3. On payment of the invoice, the parent/guardian will be sent a welcome email which provides start dates and other information the parent and student will need for their commencement at the School. The teacher may also wish to make contact again prior to the student's commencement.

Continuing enrolment

1. Continued enrolment at the School is dependent on the student making satisfactory progress, having a pattern of attendance acceptable to the School, and the student and the parent/carer(s) observing all codes of conduct and other requirements of the School which are applicable from time to time. The School's expectations are communicated through its handbooks, at parent/teacher interviews, at class meetings and through regular notes, newsletters, emails, phone calls and face to face discussions.
2. Continued enrolment at the School is dependent on the timely payment of fees. Payment of fees is the collective responsibility of the Parents/Guardians on the Enrolment Contract. They are payable before the start of the term and no remission will apply for students ceasing enrolment during that term.

On leaving or termination of enrolment

1. Parents will advise the School no later than during the preceding term of the intention to cancel an enrolment.
2. If the student is under the age of 17 the parents are required by NESA to advise the School in writing of the name of the school the student will be attending and the grade they will be entering.
3. All School property and any concession card in possession of the student will be returned, the student's property will be collected by them, and if appropriate the student will be given the opportunity to say farewell to their class.
4. Any outstanding fees or charges will be settled.