



## ENROLMENT GUIDE

Thankyou for your enrolment enquiry. Applications for enrolment are accepted at any time throughout the year and there is a simple procedure which is followed.

### **Step 1: School Tours:**

To provide prospective parents with the opportunity to gain a fuller picture of Steiner education and to ask any specific questions, the school holds school tours. Please contact the school to schedule a time. Open Classrooms events are also held throughout the year.

The Parent must consider the 3 significant differences between Milkwood and mainstream schools in Darwin:

- a) Parents become a member of Milkwood Steiner School Association and it is highly desirable that parents are willing to be involved in association activities for the benefit of the school as a whole.
- b) The educational philosophy that forms the curriculum and contributes to the quality of the education is delivered according to the stages of physical, emotional and mental development. This pace is different to other schools in Darwin, but the same as Steiner schools around the world.
- c) For purposes outlined in the 'Overview' and 'Parent Handbook' we ask parents to filter the sensory impressions provided to the child, such as restricting the use of electronic games, movies and computer use at home.

### **Step 2: Enrolment Application:**

If as parents/guardians you wish to proceed, and have attended a school tour or equivalent and feel well informed about Milkwood Steiner School, you can continue with the following steps:

- Complete the Enrolment Form and Child Biography and forward to the school with an administration fee of \$100. This will enable you to schedule an interview with the appropriate teacher.
- Should children be enrolling from another school you will be asked to complete a Student School History Request form.
- If there are no vacancies in the appropriate class/es we encourage parents to proceed with the application process to be placed on a waiting list.
- Should there be a waiting list in your child/ren's class we recommend keeping abreast of school events and festivals by receiving the weekly newsletter.

### **Step 3: Interview Process:**

The next step to finding out more and enrolling your child/ren is to meet with the Class teacher.

- BEFORE an interview time is scheduled, ALL requested paperwork, including reports from the child's previous or current school MUST be received by the Enrolments Officer at Milkwood.
- All curriculum questions can be asked at this interview and it's also an opportunity to discuss the needs of the child and the education offered at Milkwood.
- Children entering Kindergarten starting the following year will be interviewed during Term three.
- Prospective students should participate for at least part of the interview.
- If no vacancy exists in the class, an interview may or may not be conducted, depending on the circumstances.

Post interview, both parents and the school make a decision about proceeding with the enrolment.

The Principal and College of Teachers must consider:

- a) Teacher: child ratio in the relevant class
- b) Position on the waiting list
- c) Home environment that supports the philosophy of Steiner Education
- d) The capacity of the school to fulfill *Duty of Care* to current and prospective children and staff in accepting the application. When a student with identified special needs or a disability is recommended for enrolment, the parents will be advised of a negotiated curriculum plan and this will be fully documented.

### **Step 4: Trial days**

After an interview, 3 trial days may be offered by the class teacher to each prospective student, free of charge. These trial days are an opportunity for students to experience the classroom and for teachers to meet and monitor students in the classroom setting. These days also assist teachers to identify any questions they may need to ask parents. Often a short meeting at the end of the trial days is arranged between teacher and parents.

### **Step 5: Enrolment Acceptance**

- The student's place is confirmed after the trial days along with all necessary documentation.
- If a decision is made by the parents that our level of support does not cater to your child's needs, a decision is made at this point of time in the enrolment process.
- Before or very close to the first day of school all details of your child/ren's enrolment must be completed, office staff can assist with this.

Places in the school are offered according to the following priorities:

1. Children of Milkwood Steiner School staff
2. Siblings of children already enrolled in and attending Milkwood (must be current with fees)
3. Children currently enrolled and attending Milkwood Steiner School Association Playgroups
4. Children transferring from another Steiner School
5. Children of former students of another Steiner School
6. By date of application