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2.1	2021	Significant revision

Enrolment

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DEFINITIONS AND ABBREVIATIONS

MSSA: Milkwood Steiner School Association

Child of compulsory school age is a child that turns six years of age on or before 30 June of the school year until the child completes Year 10 or turns 17 years of age, whichever comes first.

Parent signifies a child’s father, mother or any other person who has parental responsibility for the child, including a person who is regarded as a parent of the child under Aboriginal or Torres Strait Islander customary law or tradition.

Parental responsibility (in regards to the definition of parent) refers to a person who has:

- a) daily care and control of the child, or
- b) is entitled to exercise all the powers and rights, and has all the responsibilities, in relation to the long-term care and development of the child, or
- c) has daily care and control of the child and the entitlement and responsibilities at (b)
- d) and includes a person who has been given the above responsibilities under another state or territory law.

PURPOSE

MSSA strives to provide an inclusive Steiner schooling option for families in Top End, accessible to those who seek membership and enrolment. This policy exists to guide an equitable and accessible enrolment process, and ensure the collation of student records required by relevant legislation.

SCOPE

This document applies to prospective and existing students at Milkwood Steiner School.

POLICY STATEMENT

Enrolment applications are accepted throughout the year.

The enrolment process includes

- School tour (optional)
- Written enrolment application
- Enrolment interview
- Trial days, subject to teacher recommendation
- Enrolment offer/denial

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
3. Children currently enrolled and attending MSSA Playgroups
4. Children transferring from another Steiner School
5. Children of former Steiner School students
6. By date of application

Responsibilities

The Enrolment and Administration Officer is responsible for

- Supporting prospective students and their families to enroll children at MSSA
- Coordinating the enrolment process
- Ensuring accurate and timely enrolment records are maintained for all students enrolled in the school
- Ensuring staff have an understanding of, and actively apply, MSSA Enrolment policy and guidelines.

The Principal is responsible for a final assessment of enrolment applications in accordance with this policy and related policy, legislation and documents

The Teacher will conduct interviews in accordance with this policy and the associated guidelines and procedures, and make recommendations for trial days or enrolment.

GUIDELINES

School Tours

To provide prospective parents with the opportunity to gain a fuller picture of Steiner education and to ask any general questions, the school holds school tours by appointment, and open classroom events throughout the year.

Enrolment Application

The parent submits the Enrolment Form, Child Biography Form and an administration fee.

Students enrolling from another school complete a Student School History Request form.

Upon receipt of complete application, an interview is scheduled with the appropriate teacher.

If there are no vacancies in the appropriate class, the student may be placed on a waiting list, and registered to receive the school newsletter.

Interview

The school must receive all requested paper work prior to arranging an interview with the class teacher.

The interview is attended by the child, parents, and class teacher.

The interview is conducted by the class teacher, and is an opportunity to discuss the needs of the child and the education offered at Milkwood. The interview may include basic class-readiness testing or other assessments. No preparation is required by the child for this interview.

Parents and students may bring specific questions about curriculum, student support and classroom life to the interview.

Children entering Kindergarten starting the following year will be interviewed during Term three.

Following the interview, the teacher provides a recommendation for enrolment to the Enrolment and Administration Officer.

The Teacher, Principal and Enrolment and Administration Officer 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.
- e) The applicant and their parent/guardians' demonstrated capacity to adhere to MSSA Policies and Code of Conduct.

Trial days

Up to 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 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. The trial days offered may be terminated by the school at any time, if concerns for the child or class are identified by the teacher.

Enrolment Acceptance

The student's enrolment is communicated by the Enrolment and Administration Officer via a Letter of Offer.

The Principal is not required to give the family detailed information about the reason for not accepting the enrolment. Disputes around enrolment acceptance or rejection can be sent to the Board, which will ensure that the decision has been made in accordance with the relevant Milkwood Policies and Procedures.