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<b>Additional Information:</b>	

**Document history:**

<b>Version</b>	<b>Date</b>	<b>Nature of Amendment</b>
1.1	2014	Approved version
2.1	2021	Significant revision
2.2	2024	Amendments to define age of child eligible for fulltime schooling. More detail has been included to document the enrolment application process, including clarification of roles and responsibilities and assessment considerations.

# 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.

**Child eligible for fulltime schooling** is a child that turns 5 on or before 30 June of the school year

**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 on Larrakia Country (Darwin), accessible to those who seek membership and enrolment. This policy exists to guide an equitable 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 school's assessment of its ability to meet the needs of the child seeking enrolment, including making any reasonable adjustment in order to be able to meet a child's need. This assessment will also consider the needs of the existing class.

When a wait list exists and a place becomes available in a class, the following factors are considered in offering a place to a prospective student:

- The date of receipt of a complete enrolment application
- The needs of the class
- Whether the child and their family are already a member of the broader Milkwood or Steiner community, for example, by:
  - Attending a Milkwood Steiner School playgroup
  - Being an immediate family member of a Milkwood student or employee
  - Being the child or grandchild of a Milkwood employee or Milkwood alumni
  - Transferring from another Steiner School

## **Responsibilities**

**The Enrolment and Administration Officer** is responsible for

- Supporting prospective students and their families to enroll children at Milkwood Steiner School
- Coordinating the enrolment process including managing all communications about applications, acceptances, timelines and processes with the family
- 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 Teacher** is responsible for

- Meeting the child and family, conducting interviews in accordance with this policy and the associated guidelines and procedures

- Documenting their initial observations of the child and family, including any considerations that would allow the school to best support this family should their application be accepted
- Documenting any areas of concern or outstanding questions, and any recommendations for what the school would need to implement prior to enrolment, to ensure best practice in inclusion for this child should the application be accepted
- Document their recommendations for trial days or enrolment

**The Principal** is responsible for

- Contacting the child's previous school or other relevant services for further information as needed
- Reviewing the completed enrolment application including the recommendations of the teacher to make a final assessment of the enrolment application, in accordance with this policy and related policy, legislation and documents
- Coordinating reasonable adjustments for inclusion for new students in consultation with the family and teacher

## **GUIDELINES**

### **School Tours**

Milkwood holds school tours by appointment and open classroom events throughout the year to provide prospective families with the opportunity to gain a broad picture of Steiner Education and to ask any general questions.

### **Enrolment Application**

The parent submits the Enrolment Form, Child Biography Form and pay 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 and an assessment is made to accept, decline or place the applicant on a waiting list.

### **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, parent/guardian, and a Milkwood teacher.

The interview is generally conducted by the teacher of the class the child would enter if their application is accepted. The interview provides the family with the 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.

When a child is seeking enrolment for a future year, or for any other context in which the teacher is not yet confirmed for the class, the Principal may delegate responsibility for the interview to another appropriate staff member.

Following the interview, the teacher provides a written report about the interview to the Enrolment and Administration Officer, including:

- Initial observations of the child and family, including any considerations that would allow the school to best support this family should their application be accepted
- Any areas of concern or outstanding questions
- Any recommendations for what the school would need to implement prior to enrolment, to ensure best practice in inclusion for this child should the application be accepted
- Their recommendations for trial days or enrolment

Following the interview, the Principal reviews the application and may seek further information from the family, previous schools or other relevant services. The Principal assesses the enrolment application and makes a final decision to accept or decline the application, or to place the prospective student on a waiting list.

The Enrolment and Administration Officer communicates this decision to the family.

## **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. A short meeting at the end of the trial days may be 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 school 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.