



Enrolment policy & process

October 2016

A well thought-out and implemented enrolment process is the foundation for developing strong relationships with families. It must clearly deliver information to families so that they are familiar with school grounds, management and procedures while gathering necessary authorisations from families.

Related documents

- *Enrolment pack*, including *Enrolment form*, *Prospectus* and *Fee structure*
- *Family handbook* (including enrolment, discipline, attendance policies or summaries)
- *Letter of acceptance*
- *New family orientation*
- *Student exit form*

Responsibilities

Management committee:

- Welcome prospective families into the school and provide information, a tour and answer questions;
- Consider culture and language issues when enrolling and orientating new families;
- Review this policy and procedure regularly, including getting families' feedback about its effectiveness;
- Complete documentation, including authorisations, during enrolment and orientation process;
- Offer enrolment places with consideration of priority of access (described below);
- Review each new student's behaviour and needs, the family's financial commitment and involvement, and the teachers' recommendation, at the end of that student's trial period before confirming permanent enrolment;
- Manage enrolment and promotion efforts to maintain enrolment levels.

Teachers:

- Welcome prospective students and provide information as needed;
- Inform the committee of possible enrolments or exits;
- Help new students and their families adjust by being available to answer questions and ease concerns;
- Advise the committee if a student's behaviour or needs are such that their permanent enrolment is in question during their four week trial period.

Admin staff are responsible for:

- Distribute and collect forms and authorisations from families;
- Maintain *Student database* with up-to-date information about students, members and contact details;
- Ensure records are kept for five years and duplicates stored off-site (Cloud storage).

Families are expected to:

- Read the prospectus and fee structure to understand our ethos and what is expected of families;
- Complete forms to the best of their knowledge and provide information upon request;
- Keep the school informed of any changes of information or circumstance;
- Provide payment as laid out in the *Fee structure*.

Enrolment process

Enrolment

To apply, families submit an enrolment form to the management committee. Ideally, families should meet a committee member (or a teacher if committee not available) and visit the school.

If this is not possible due to distance, the family is asked to write a letter introducing themselves and explaining why they are attracted to our school.

The committee confirms enrolment verbally/by phone, and in writing using *Letter of acceptance*.

Priority of access - If a class is full, students are placed on a waiting list with priority given to siblings of existing students. We aim to always accommodate children from the Tunttable Co-op but this is dependent on class size.

Orientation

New families receive an induction by a committee member before or during their first week. During this, they are shown around the school (if they have not visited before) and introduced to staff and families.

Each new family must speak with the Treasurer within the first three weeks to confirm their payment plan.

The school encourages families to help at the pre-term work bee, attend the Family Meeting (start of each term) and to complete regular roster days. Being involved at school helps build community as well as reducing fees. Families are also invited to help in the classroom if arranged ahead.

The new student's teacher is available to discuss any concerns before starting or at any time in the future.

Trial period

All new students have a one month trial period to ensure the student and family are happy and that we are able to fulfill the child's particular needs.

If the school has any concerns during this time, we will invite the family and student to a meeting to resolve the issues. Lack of involvement by the family or non-payment of fees will influence the committee in this situation.

The family will be offered a right to respond to the school's concerns and the committee will work with the family to develop an outcome that suits everyone involved. Depending on the situation, the student may be offered an extended trial period but this is not guaranteed.

All fees are refunded if the student does not progress to permanent enrolment.

Membership

Irrespective of family make-up, only one parent/carer becomes a member of the school. This person is financially responsible and liable for fee payment. All correspondence from the school will be directed to this person.

Fee splitting between parents/carers is a private arrangement by the parties involved.

Class composition

Class composition and transition to the next class is determined by the teachers, in consultation with the committee and family, and is based upon student stages, needs and infrastructure.

We are committed to offering a kindergarten-only class, dependent on student numbers. Kindy students must be aged 5 by 1 August of their first enrolment year.

Student exit

We ask for two weeks notice, if a family wishes to withdraw their child, and request a completed *Exit form*.

The procedure for expelling a student is covered in the *Behaviour and discipline policy*.