

GOV007 – ENROLMENT POLICY

POLICY CONTEXT

Willunga Waldorf School is a co-educational and inclusive school. The school's mission is to provide Steiner education from early childhood to year 12, based on the work of Rudolf Steiner. This education is driven by a deep understanding and respect for the developing and unfolding human being.

The School seeks to be a safe, just, compassionate, responsive and inclusive place for all.

PURPOSE AND SCOPE

The intention of the Willunga Waldorf School Enrolment Policy is to offer clear and transparent guidelines to ensure consistent enrolment practices, which reflect the mission of the school and the values of Steiner Education Australia. It is the policy of the school to consider all applications for enrolment and to make offers of enrolment based on the criteria and processes set out in this document.

This policy refers to the Willunga Waldorf School Early Childhood, Primary and Secondary School. It applies to:

- All staff;
- All students and families currently enrolled at the School; and
- All families wishing to enrol their child/ren at the School.

POLICY STATEMENT

Willunga Waldorf School welcomes enrolment applications from families who share our commitment to the school's ethos, aims, and values. All applications will be considered in accordance with the criteria and processes outlined in this document and offers of enrolment will be made accordingly.

PRINCIPLES OF PRACTICE

COMPLIANCE WITH RELEVANT GOVERNMENT LEGISLATION

The Enrolment Policy complies with the requirements of State and Federal laws relating to discrimination and equal opportunity. The relevant laws include the Equal Opportunity Act 1984 (SA) and the Commonwealth Disability Discrimination Act 1992. The school will treat all enrolment applications in a fair, balanced and reasonable manner and encourages open sharing of information between the school and parents of prospective students.

IMMUNISATION REQUIREMENTS (EARLY LEARNING CENTRE - KINDERGARTEN)

In accordance with South Australian No Jab, No Play legislation, children enrolled in the Kindergarten program must provide an Australian Immunisation Register (AIR) Immunisation History Statement demonstrating that they:

- Are fully immunised or up to date for their age
- Are on an approved catch-up schedule and meeting the requirements of that schedule

- Have a valid medical exemption, or
- Have an approved exemption from the Chief Public Health Officer.

Willunga Waldorf School will comply with all legislative requirements relating to immunisation and enrolment and will ensure that children continue to meet the requirements of the legislation throughout their enrolment in the Early Learning Centre Kindergarten program.

STUDENTS WITH SPECIAL NEEDS

According to the Ministerial Advisory Committee on Commonwealth Funding, special needs may include intellectual impairment, physical impairment, social /emotional difficulty, sensory impairment, autism or severe multiple disabilities. It also includes students who for medical or other reasons may require additional human resources to support student learning. The school accepts enrolment of students with special needs.

If at any stage it becomes clear that the school will be unable to meet the student's needs, the Head of School will review the process in consultation with the relevant staff and make a final decision, taking all considerations into account. If the Head Of school decides the school cannot meet the student's needs without making adjustments that would cause unjustifiable hardship, the parent/guardian is informed and a formal letter to this effect will be sent to the parent /guardian from the Head of School.

HONESTY

It is an offence under the Crimes Act 1914 to provide materially false or misleading information to a school when making an application for enrolment. If false or misleading statements are made in the enrolment forms or if relevant information was not disclosed at the time of the application and/or confirmation of enrolment, the Head of School can terminate the enrolment at any time or suspend the enrolment until all relevant facts are known.

FEES

There are fees to enrol and attend the school, and these are reviewed annually. No student may commence until all initial fees and charges have been paid and payment plans have been negotiated. Initial fees include the non- refundable application fee, an enrolment fee and a payment agreement in place for termly fees. On acceptance of enrolment, parents / guardians agree to pay all school fees on time for the duration of their child's schooling, in accordance with the fee schedule.

ROLES AND RESPONSIBILITIES

Role	Responsibility
The Head of School	The Head of School is responsible for all decisions regarding the enrolment process and for the communication of information regarding enrolments to the College of Teachers and staff faculties. The Head of School is responsible for fulfilling the aims and purposes of the school with regard to enrolments, ensuring the philosophy and ethos are supported and maintained throughout the process.
The Registrar	- The Registrar assists the Head of School in fulfilling the aims and purposes of Willunga Waldorf School with regard to enrolments. The Registrar is responsible for the day to day operations of the enrolment process including managing waiting lists and communicating information regarding the enrolment process to prospective parents and students. - The Registrar is responsible for requesting, receiving and maintaining Australian Immunisation Register (AIR) Immunisation History Statements for all children enrolled in the Kindergarten program and for monitoring compliance with the No Jab, No Play legislative requirements.

ENROLMENT PRACTICES

ENROLMENT CRITERIA

The school will consider all applications for enrolment. Applications are given priority based on the following criteria:

- The commitment of the family to Steiner Education.
- The applicant is the child of a WWS teacher with a signed employment contract.
- The applicant has Sibling Status, as defined below.
- Parents are alumni of Willunga Waldorf School.
- Transfers from other Waldorf / Steiner schools.
- Date of application.
- Consideration of the gender balance of the existing cohort.
- Other compassionate /special circumstances which will be individually considered by the Head of School. Consideration may also be given to the existing learning needs within the class when enrolment decisions are being made.

Sibling Status

For the purposes of enrolment priority, Sibling Status applies where:

- The applicant and a currently enrolled student have at least one parent named on both children's birth certificates; or
- The applicant and a currently enrolled student are part of the same blended family and reside together for at least 50% of the applicant's usual care arrangements. In this circumstance, the applicant must have submitted an Application for Enrolment and be on the School's waiting list for a minimum of 12 months before Sibling Status is granted.

The School reserves the right to use reasonable consideration in determining the weight of each of the factors it takes into account when determining whether to offer a place for the student.

KINDERGARTEN IMMUNISATION REQUIREMENTS AT ENROLMENT

The Registrar is responsible for requesting, receiving and maintaining Australian Immunisation Register (AIR) Immunisation History Statements for all children enrolled in the Kindergarten program and for monitoring compliance with the *No Jab, No Play* legislative requirements.

- An approved Australian Immunisation Register (AIR) Immunisation History Statement must be provided to the School upon acceptance of an offer of enrolment.
- Where a child is enrolled on an approved catch-up schedule, families must provide an updated AIR Immunisation History Statement within one week of the schedule end date showing the child is "up to date" in order to maintain the child's enrolment.
- A child can only be recorded as being on an approved catch-up schedule once.
- The maximum time that a child can be registered on a catch-up schedule is six months.
- If an updated AIR Immunisation History Statement is not provided by the required date, or the child no longer meets the legislative immunisation requirements and is noncompliant, the child will no longer be eligible to remain enrolled in the Kindergarten program.

EXCHANGE STUDENTS

The school welcomes exchange students from recognised exchange program organisations. Applications are considered by the Student Exchange Coordinator on a case by case basis and approval is dependent upon availability of places.

INTERNATIONAL STUDENTS

The school is not registered for the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and is therefore unable by law to enrol full fee paying international students.

STUDENT WITHDRAWAL

Parents/legal guardians wishing to withdraw a child from the School prior to the completion of Year 12 are asked to provide at least six weeks' written notice to the Head of School, Business Manager or Registrar. Full term fees for the final term of attendance will be charged.

All parents withdrawing children from the school will be encouraged to undertake an 'exit interview' or survey which provides an opportunity for exiting families to give feedback to the School and aims to foster goodwill between the exiting family and the School. The survey will be emailed to parents/ legal guardians. Exit Interviews are usually undertaken face to face with the Head of School or relevant Faculty Leader.

ENROLMENT PROCESS

GENERAL

1. The main points of entry to Willunga Waldorf School are Playgroup, Kindergarten, Reception and Class 7. However, some places in other year levels will also be offered on occasions when places become available.
2. Enrolling parent/guardian(s) must lodge an Application for Enrolment Form including the non-refundable administration fee*. On receipt of a complete Enrolment Application, the student's name will be placed on the waiting list until a place becomes available. Lodgement of this Application for Enrolment Form does not constitute enrolment, nor does it guarantee enrolment at a future date.
3. Date of receipt of this form is deemed to be the 'date of application'.
4. The offer of enrolment is only valid until the due date specified in the offer of enrolment letter. If an offer of enrolment is not accepted by the due date, the enrolment application will be cancelled or transferred to a waiting list with an amended date of application.
5. Parents need to contact the school to advise of any change of address and contact details. Failure to do so may result in the school being unable to make contact and consequently the application may be cancelled.

SPECIAL LEARNING SUPPORT NEEDS

1. The application process for students with special needs is the same as that for any student. In addition, relevant and available assessments must be sighted by school staff prior to an enrolment interview.
2. Parents of any child who has special learning needs will be required to meet with staff from the Learning Support faculty about how the school can best cater for the student's needs. To ensure that educators fully understand the particular requirements of a student, it is necessary and appropriate for the school to hold discussions with, and receive reports from, schoolteachers, health professionals and other relevant persons prior to a decision regarding the enrolment of a student and the determination of a program of support. Any such consultations would only be undertaken with parental knowledge and consent.
3. Failure to disclose and provide details of students' special needs may result in the school's inability to accommodate the student.
4. If a student is identified as having special needs after enrolment at the school or if the condition of a student deteriorates, the Head of School or Head of School's delegate, in consultation with parents and on receiving expert assessment, may reassess the enrolment in light of the needs of the student and the school's normal enrolment criteria. If the outcome of such a review was that the school considered it could not adequately meet the needs of the student, other options will be discussed with parents, and assistance will be given in the identification and evaluation of options and alternatives.

RELATED POLICIES, PROCEDURES AND DOCUMENTS

Related School Policies, Procedures and Guidelines	STU001 – Child Safe Environment Policy GOV001 – Grievance Policy (Parents) GOV005 – Privacy Policy
Related Legislation and Regulatory Requirements	UN Conventions of the Rights of the Child National Principles for Child Safe Organisations (2019) Children and Young People (Safety) Act 2017 [to be repealed by Sch 2 cl 47 of Children and Young People (Safety and Support) Act 2025] Equal Opportunity Act 1984 (SA) Teacher Registration and Standards Act 2004 (SA) Education and Early Childhood Services (Registration and Standards) Act 2011 Disability Discrimination Act 1992 (Cth)
Early Childhood Legislative Requirements	South Australian Public Health Act 2011 Part12A Immunisation and Early Childhood Services
Cross-Sector Guidelines (SA)	

VARIATION AND REVIEW

The School reserves the right to vary, replace or terminate this policy from time to time. Unless altered earlier, this policy will be reviewed every three (3) years.

Responsible Person	Head of School
Policy Approver	School Council
Version	1.4
Publication Date	2010
Last Review Date	August 2026
Next Review Date	August 2029
Revision Record	Oct 2016 – Libbi Turner (interim HoS). Review version 1.2 Update of enrolment policy Sep 2019 – Leadership team. Review version 1.3 Update of enrolment policy July 2026 – HoS and Registrar. Review version 1.4, approved by Council August 2026: - Recategorized as Governance policy and reformatted document - Clarified language and added information regarding immunisation requirements for kindergarten program, including Registrar responsibilities - Updated Enrolment Criteria - Added exit interview to Withdrawal of Students - Updated related policies and legislative requirements