Cape Byron Rudolf Steiner School

Enrolment Policy

PURPOSE
The purpose of the enrolment policy is to ensure the enrolment process is consistent, fair, thorough and explicit for all applicants.

OVERVIEW
Cape Byron Rudolf Steiner School [CBRSS or the School] is a comprehensive, secular, co-educational K–12 school providing an education underpinned by the philosophy and values of Steiner education and operating within the policies of the NSW Board of Studies. All applications will be processed in order of receipt and consideration will be given to the applicant’s support for the ethos of the school, siblings already enrolled in the school and other criteria determined by the school from time to time. To maintain their enrolment, once enrolled, students are expected to act consistently with the school’s ethos and comply with the conditions and terms of enrolment. Parents and guardians are also expected to be supportive of the ethos of the school.

CONDITIONS OF ENROLMENT
Students are enrolled at Cape Byron Rudolf Steiner School [CBRSS or the School] on the following conditions:

1. CBRSS welcomes students from all backgrounds and acts in accordance with anti-discrimination legislation.

2. The educational program at CBRSS meets the NSW Board of Studies registration and accreditation requirements and has a particular Steiner education emphasis as promoted by the School. This includes: the use of natural materials in play such as dirt, grass, logs and climbing trees during supervised play times; and participation in the Primary String Program, school excursions, camps, outdoor education, festivals and alternative education programs.

3. CBRSS operates a single stream, that is, one class per year from Class 1 – Class 12 (Kindergarten may have two groups). This caps the number of children within a year group to class size. After Kindergarten a class is usually formed at Class One level and graduates together at Class 12 level at approximately 18 years of age.

4. An enrolment contract (Enrolment Application Form) must be completed for each student enrolled in the School and signed by parents or guardians.

5. All applications for enrolment will be processed as per CBRSS Enrolment Procedures. Applications are processed in order of receipt. Consideration is given to support for the CBRSS ethos, siblings already attending CBRSS, parents or guardians who are CBRSS staff members and previous attendance at a Steiner school, the needs of the incumbent students in each class, and other criteria determined by the School from time to time.

6. Students will be placed in a class according to their age in line with Steiner principles of education, together with perceived levels of maturity and ability. Kindergarten enrolments usually comprise full-time students turning six years of age in that year. Class 1 students are
usually all turning 7 years of age in that year, Class 2 students, turning eight years of age and so on.

7. Prior to enrolment, parents and guardians must disclose any special circumstances that may need to be taken into account by the School including medical, behavioural, psychological and educational testing and information.

8. Prior to enrolment parents/guardians will be informed of the nature of Steiner education. Parents and guardians are expected to be supportive of and involved in the Steiner educational impulse inherent in the CBRSS ethos, policies and programs and to adhere to CBRSS Agreements, Codes of Conduct and school rules.

9. To maintain their enrolment, students are expected to support the School’s ethos, demonstrate satisfactory effort, attitude and behaviour, and adhere to the CBRSS Agreements, Codes of Conduct and school rules.

10. Prior to enrolment, parents and guardians will be made fully aware of the financial requirements of the CBRSS enrolment contract.

11. To maintain enrolment, payment of all tuition and other fees and charges must be satisfactorily observed as per the CBRSS Fees and Charges Policy and Conditions and Fees and Charges Schedule for each year. A non-refundable Registration Fee is payable on submission of the Intent to Enrol Form; a non-refundable Enrolment Acceptance Fee is payable to confirm a place offered to a student; and when a new family joins the school, the first term’s Fees and Charges are to be paid in advance of the student commencing their first day of school. Parent/guardian signatories to the Enrolment Application Form and/or the Payment of Fees and Charges Agreement will be jointly and severally liable for the payment of fees (unless CBRSS has entered into a written agreement with the parent/guardians to the contrary). A fee agreement will be issued and is required to be signed at the start of enrolment and at the start of each school year.

12. Where applicable, the enrolment contract is to be signed by both parents or by both guardians. The enrolment contract must also be completed and signed by any third party responsible for paying school fees.

13. It is the parent’s/guardian’s responsibility to inform the School of any change of address, telephone numbers or email as soon as it is known.

14. CBRSS provides a managed First Aid and Student Sick Bay area where students who are taken ill or injured are assessed and if necessary accommodated while contact is made with parents or guardians as quickly as possible. If a student requires urgent medical or hospital treatment of any nature and the School is unable to contact the parent or guardian after making reasonable efforts, parents/guardians authorize the School to give authority for such treatment. Parents indemnify the School, its employees and agents in respect of all costs and expenses arising directly out of such treatment.

15. Students are responsible for their personal belongings and the School will not be liable for any loss of these belongings.

16. If the Principal considers that a student is in serious breach of or has otherwise engaged in conduct, which is harmful or detrimental to CBRSS or its students or staff, the Principal may remove the student permanently or temporarily at their absolute discretion. No refund of fees will usually be granted in these circumstances.

17. If the School Council or Principal believe that a mutually beneficial relationship of trust and cooperation between a parent or guardian and the school has broken down to the extent that it adversely impacts on that relationship, then the Principal may require a
parent/guardian to remove their child from the school. No refund of fees will usually be granted in these circumstances.

18. Before a child is removed permanently, the School will provide the student, parents or guardians with details of the conduct pertaining to the situation and give them a reasonable opportunity to respond.

19. The School Council may alter these conditions of entry at any time providing not less than two terms notice, and which will take effect from 1 January in the following year.

20. Students are required to take part in all school activities including the Primary String Program, school excursions, camps, outdoor education, festivals and alternative education programs.

21. Students must comply with attendance, early leaving and late arrival notification policy and procedures. Parents of students who arrive early or leave early must sign the ‘Sign In/Sign Out’ book. Parents must notify the school of a student’s absence in person, through a phone call, text message or email. The School will record or print all messages as per the Attendance Policy. All unexplained absences are followed up by Office Staff.

22. **Exemption from Attendance and Enrolment at School:** In 2012 the Minister under section 25 of the Education Act 1990 delegated the power to the principal of a non-government school to grant and cancel a certificate of exemption from being enrolled and attending school in certain prescribed circumstances for periods totaling up to 100 days in a 12 month period. Students who are granted exemption from attendance are not included in the absence return.

23. **Exemption from Enrolment at School:** Principals may grant exemptions to students of compulsory school age from the requirement to be enrolled in school in exceptional circumstances (refer DEC Guidelines) or where approval has been given to a secondary student entering a full time apprenticeship or traineeship after they have completed year 9 and before they have completed year 10, under section 21B of the Education Act subject to conditions.

Applications for exemption from enrolment must be made in advance to the Principal using the CBRSS Application for Exemption from Enrolment at School Form, and be approved by the Principal. If approved the Principal will grant a CBRSS Certificate of Exemption from Enrolment at School. If false or misleading information is given by parents/guardians or the conditions for exemption are not met, the certificate is no longer valid and will be cancelled.

24. **Exemption from Attendance at School:** Application for part-day and full-day exemption from school attendance must be made in advance to the Principal using the CBRSS Application for Exemption from Attendance at School Form, and be approved by the Principal. If approved the Principal will grant a CBRSS Certificate of Exemption from Attendance at School. Please note that the Principal can not grant exemption from attendance at school for family holidays.

An application for exemption from attendance for extended periods of time (more than a week) must be submitted to the Principal not less than 4 weeks before the anticipated date of departure. As the student is still enrolled at the school, in usual circumstances the school will request that Tuition Fees continue to be paid during the period the child is exempt, which reserves the child's place in the class. If false or misleading information is given by parents/guardians or the conditions for exemption are not met, the exemption is no longer valid and will be cancelled. In some situations parents may prefer to end their enrolment contract, in which case, re-entry of the student into the school will be subject to the usual School Enrolment Procedures.
25. **Withdrawal of students**: For a student to be withdrawn from school once he/she has commenced at CBRSS i.e. for parents to end the enrolment contract, the School requires one terms notice. Parents and guardians must inform and submit a Student Withdrawal Form to the Principal one term in advance if they intend to withdraw their child from the school and end the enrolment contract. If no such notification is received a Withdrawal Fee of $250 plus one term’s fees will usually be charged.

26. Before enrolling their child in another school, parents and guardians of students enrolled at CBRSS must notify the CBRSS Principal of this intention in writing.

27. The School shall not be obliged to continue the enrolment of any student who does not observe all of the foregoing conditions or whose parents or guardians do not observe all of the foregoing conditions.