ENROLMENT PROCEDURES FOR STUDENTS ENTERING CLASS 1 - 12

When Cape Byron Rudolf Steiner School looks for new students we are seeking families and students who will integrate well into the existing class and school community and who we believe will thrive within our system but also have a positive impact on the other members of our school. We will consider a range of criteria, including but not limited to, the student’s relationship to the School community (e.g. siblings of existing students, children of staff), the student’s previous Steiner Education, the Family's support for the Steiner approach to education, gender and temperament balance within the class, the capacity to pay School fees and the date of application. For families of currently enrolled siblings, how you support the School through that sibling/s enrolment will also be considered.

ENROLMENT PROCEDURES

1. Review our website including relevant handbooks and the schedule of fees to confirm your interest in The School.

2. Complete and submit the Intention to Enrol Application Form for each child:
   - Pay the non-refundable Registration Fee
   - Provide the 2 most recent School Reports for each child. PLEASE NOTE an interview will not be offered until we have received the school reports for your child.
   - Communication is usually via email, please make sure that you have saved the enrolments email enrolments@capebyronsteiner.nsw.edu.au as safe so it does not go to your spam/junk mail.
   - Ensure that we are kept updated with your correct contact details and any new school reports as they are received while you are waiting. If we cannot reach you we will place the application on hold until we do hear from you and we will move on to the next person on the list.

3. Receive acknowledgement of the Intention to Enrol Application Form and Registration Fee
   The Enrolment Officer will acknowledge receipt of the Intention to Enrol Application Form, documentation and the Registration Fee by email and notify you whether or not a place is available. If a place is available, the Enrolment Officer will invite you to attend an initial interview with the Deputy Principal and/or Principal for High School enrolments or the Director of Primary and/or Principal for Primary School enrolments. If a place is not available, your child’s name will be added to the Waiting List and we will contact you for an interview if/when a place becomes available.

4. Receive offer of an Interview from Enrolments officer. PLEASE NOTE an Interview does not guarantee a place and will only be offered once we have received the students 2 most recent School reports.

5. Complete and submit the following for each child being interviewed:
   - A copy of your child’s Birth Certificate
   - A photocopy of your child’s NAPLAN results (if applicable)
   - Copies of educational and/or medical assessment reports where relevant including Immunisation History Statement
   - Copies of Family Court Orders or Parenting Plans if applicable

6. Attend interview with Deputy Principal / Director of Primary and or Principal
   - Both the parents/guardians and the student are required to attend the initial interview at which time the student's education at CBRSS will be discussed including The School's Steiner ethos, the student’s educational history, needs and any special circumstances.
   - Subsequent interview/s may be required by the Director of Primary, Deputy Principal, Principal and/or other persons as required. Where children have been previously enrolled at another school, additional information may be sought to complement information obtained in the interview. The Principal makes the final determination regarding enrolments.

7. Receive notification of Outcome
   - The Enrolment Officer will notify applicants of the outcome.
   - If a place is offered, parents and guardians will receive a Letter of Offer, Enrolment Contract and a meeting will be arranged with the Finance Manager regarding Fee payment.
   - If a place is not offered parents/guardians notify the Enrolments Officer whether they wish for the child to remain on the waiting list and the process ends for now.
8. Pay Enrolment Acceptance Fee, complete Enrolment Contract and meet with the Finance Manager to confirm enrolment

- Written acceptance of a place must be received by the CBRSS Enrolments Office within 7 days of an offer being made.
- The Enrolment Contract, and the non-refundable Enrolment Acceptance Fee must be received by the due date in the Letter of Offer.
- A meeting will be arranged with the Finance Manager to discuss and confirm a fee payment agreement, your completed Enrolment Contract will be required for this meeting.
- Acceptance of a place in writing, the completed Enrolment Contract, approval from the Finance Manager of your fee payment agreement & payment of the Enrolment Acceptance Fee must be received within the nominated time frame. In the event that any or all of these have not been received the offer will lapse and the place offered to another child on the waiting list. PLEASE NOTE: The Enrolment Acceptance Fee is in addition to the Tuition Fees and Charges.

9. Attend interview with Primary Teacher / High School Guardians

- If both The School and parents/guardians wish to proceed with the enrolment, a meeting with the Class Teacher for students entering Primary School or Class Guardians for students entering High School, will be arranged.

10. Pay Tuition Fees and Consolidated Charges

- An invoice for School Fees, Consolidated Charges and Other Charges for the newly enrolled child will be sent to you. Payment is to be made as per the Fee payment arrangement agreed to by the Finance Manager to ensure the ongoing Enrolment of the student.