ENROLMENT PROCEDURES FOR STUDENTS ENTERING KINDERGARTEN

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 School website, review Kindergarten handbook and 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
   - 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 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 Intent to Enrol Application and Registration Fee
   The Enrolment Officer will acknowledge receipt of the Intention to Enrol Application Form, documentation and the Registration Fee by email.

   NOTE: THE FOLLOWING ENROLMENT PROCESS BEGINS TERM 2 OF THE YEAR BEFORE THE CHILD IS DUE TO START

4. Receive email from enrolments@capebyronsteiner.nsw.ed.au confirming your interest in placement for the nominated year.
   - Ensure the enrolments email address is saved as safe so it does not go to your Spam/Junk mail.
   - Respond addressing relevant criteria before the due date to be included in the selection process. If you do not respond prior to the due date you child will not be considered for Kindergarten and your application will be placed on hold until you contact us to re-instate your application to the waiting list for Class 1-12.

5. Receive Questionnaire from Enrolments Officer (via email)
   - Complete and return the Questionnaire by the due date. If you do not respond prior to the due date you child will not be considered for Kindergarten and your application will be placed on hold until you contact us to re-instate your application to the waiting list for Class 1-12.

6. Receive phone call from Enrolments Officer to discuss your application.

7. Receive notification of whether you have been selected for interview (via email)
   - PLEASE NOTE: an interview does not guarantee a place.
   - If interview not offered then parents/guardians notify Enrolments Officer whether they wish for the child to remain on the waiting list and the process ends for now.

8. Complete and submit the following by the due date.
   - The CBRSS Kindergarten Statement of Agreement signed by both parents/Guardians (where applicable).
   - A copy of your child's Birth Certificate
   - A current photograph of your child
   - Copies of educational and/or medical assessment reports where relevant including Immunisation History Statement
   - Copies of Family Court Orders or Parenting Plans if applicable
9. Attend interview

- Both the parents/guardians, and the child, are required to attend the interview. The completed Questionnaire will inform the discussion between the teachers and the parents. The education and the ethos of The School will also be discussed.
- The Interview is our opportunity to get to know the parents/guardians and the child.
- In some cases, where a child’s particular needs or special circumstances need to be discussed without the child present, a second interview may be required.
- Where children have been previously enrolled at preschool or another school, additional information may be sought to complement information obtained in the interview.
- The Principal makes the final determination regarding enrolments.

9. Receive notification of Outcome

- The Enrolment Officer will notify applicants of the outcome (via email)
- 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.

10. Pay Enrolment Acceptance Fee and complete Enrolment Contract to secure enrolment.

- Written acceptance of a place must be received by the Enrolments Officer 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.

11. Attend Kindergarten parent/guardian information evening.

- The Enrolments Officer will contact you (via email) with an invitation to our parent/guardian information evening in Term 4.
- All parents/guardians who have accepted a place must attend.

12. 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 in January of the year they commence. 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.