Cape Byron Rudolf Steiner School

Intention to Enrol Form

Note: Most classes do have waiting lists

Kindergarten - Class 12

Please return the completed form together with the Registration Fee* to the Enrolments Officer:

Cape Byron Rudolf Steiner School
Lot 5 Balraith Lane Ewingsdale NSW 2481
PO Box 736 Byron Bay NSW 2481
Tel   +61 2 6639 9302
Fax   +61 2 6684 7399
Email enrolments@capebyronsteiner.nsw.edu.au
Web   www.capebyronsteiner.nsw.edu.au

*Registration Fee - $A$us$65/$20
Enrolment Policies and Conditions

CBRSS Privacy Policy and Collection Notice

1. Cape Byron Rudolf Steiner School [CBRSS or the School] collects personal information, including information classified as “sensitive” under the Privacy Act, about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your child.

2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care and to meet Government reporting requirements.

3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.

5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.

6. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports and other coaches, volunteers and counselors.

7. The School from time to time may also collect and disclose personal information about current or prospective students in accordance with the Education Act or child protection legislation.

8. Personal information collected from students may be disclosed to their parents or guardians.

9. On occasions information such as academic and sporting achievements, student activities and other news is published in School publications, including without limitation, newsletters and magazines and may be published on our website if appropriate. This includes names and photographs of students and of their work. Photographs of students and their work may also be used for marketing, educational and promotional purposes.

10. Parents may seek access to personal information collected about them and their child by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.

11. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

12. We may include your contact details in a class list or team or other schools list and the School Directory. If you do not agree to this you must advise us now.

13. The School has auxiliary bodies of parents such as the Parents and Friends Association and others. We disclose names and addresses of parents/guardians to the Committees of such bodies, which play a valuable part in the life of the School. If you do not want us to do this, please contact the Office. Not allowing such information to be provided to such bodies may affect your ability to take part in the life of the School.

14. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

15. Any parent/guardian student or other person concerned about any aspect of this notice should contact the Principal.
CBRSS Enrolment Policy - 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, camping, 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 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.

   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 one term’s fees will 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.
Cape Byron Rudolf Steiner School [CBRSS or the School] relies on timely payment of fees for its financial stability and viability. The School is committed to keeping its fees as low as possible commensurate with the quality of education provided.

Students are enrolled at Cape Byron Rudolf Steiner School on the following terms and conditions:

1. The enrolment contract (Enrolment Application Form) must be completed and signed by both parents and guardians.
2. A place reserved for a student may be offered to another applicant if the enrolment procedure and fee payments are not observed.
3. To maintain enrolment, payment of all tuition and other fees and charges must be satisfactorily observed as per the CBRSS Fees and Charges Terms and Conditions and Fees and Charges Schedule for each year.
4. A non-refundable Registration Fee is payable on submission of the Intent to Enrol Form; a non-refundable Enrolment Acceptance Fee is payable in order to confirm a place offered to a student.
5. For families new to CBRSS, the first term’s Fees and Consolidated Charges are to be paid and a Fee agreement signed prior to the student’s first day at school. For families with children already enrolled in the school, the required Fees, Consolidated Charges and Other Charges for the newly enrolled child will be added to your existing account and invoiced accordingly.
6. CBRSS Tuition Fees and Consolidated Charges are presented in four instalments each year and are payable within 28 days on presentation of accounts. Other Charges are invoiced at the commencement of enrolment or the beginning of each year.
7. The preferred payment method for payment of Tuition Fees and Consolidated Charges is at the commencement of each term by EFTPOS, Visa or Mastercard, Direct Deposit or Direct Debit, Cheque, Money Order or Cash. Alternatively the School accepts fortnightly or monthly Direct Deposits or Direct Debits. Please contact the Finance Administrator if you wish to discuss alternate payment plans.
8. CBRSS Fees and Charges are subject to alteration with a minimum of one term’s notice given.
9. 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. In this situation, students are granted a CBRSS Certificate of Exemption from School Enrolment and Tuition Fees will be negotiated on a case-by-case basis.
10. Exemption from Attendance: Where a student is granted a CBRSS Certificate of Exemption from School Attendance, the student is still enrolled at the school, and 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.
11. 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 one term’s fees will be charged.
12. Tuition Fee Early Payment Discounts: A 5% discount on Tuition Fees is available if the full years fees are paid prior to the commencement of the school year. This needs to be arranged with the Finance Administrator.
13. Tuition Fee Sibling Discounts: There is a 15% discount on Tuition Fees for the second child, 55% for the third child, and no tuition fees are charged for subsequent siblings. A student may be prevented from commencing a new term if fees from the previous term remain unpaid, unless approved, in writing, by the Principal.

SCHEDULE OF FEES AND CHARGES

14. The Schedule of Fees and Charges for each year will be set by School Management and ratified by the School Council in the third term of the prior year and made available to parents on enrolment, at the end of term 3 each year, on request and on school’s website: www.capebyronsteiner.nsw.edu.au

DESCRIPTION OF FEES AND CHARGES

Registration Fee (non-refundable)

15. This is a non-refundable administration fee that accompanies each Intention to Enrol application. By accepting this fee the school makes a commitment to the administration and maintenance of a Waiting list and to contact the applicant if/when an opportunity for an interview arises and to provide any other relevant enrolment information. This fee contributes towards the provision of school tours and administration costs. It is the applicant’s responsibility to provide the enrolment office with current contact details. We accept no responsibility if we are unable to contact you when an opportunity for an interview occurs.
Enrolment Acceptance Fee (non-refundable)

16. The Enrolment Acceptance Fee is a non-refundable enrolment deposit that is due when enrolment is approved. By accepting this fee the school makes a commitment to holding a place for your child and to providing preparatory information for starting at Cape Byron. Once paid, this fee is usually not recoverable if the student does not proceed with the enrolment. The Enrolment Acceptance Fee will not exceed one term’s tuition fees.

Tuition Fee

17. Payment of this fee contributes toward the total cost of educating your child. Tuition Fees are payable in advance and an invoice will be sent to parents before the commencement of each term. Timely payment is essential for the good management of the school’s financial resources. Failure to pay could result in the cessation of enrolment.

18. In usual circumstances one term’s notice is required before a student is withdrawn from the School. Where insufficient notice is provided the School will usually charge a Withdrawal Fee (refer point 11 and 23).

Consolidated Charge

19. This non-refundable charge covers various educational requirements such as camps, excursions, some materials, textbooks and other miscellaneous costs. There could be occasional requirements for additional materials. The Primary Class Teacher or High School Class Guardian will provide timely notification of requirements and cost. Camps and excursions are an important aspect of Steiner education and are compulsory.

Annual RCM Charge

20. The Repair, Care and Maintenance (RCM) Charge is a levy of $250 per annum. The levy can be credited back after the completion of 16 hours of community work each year, if you wish. The work includes gardening and minor landscaping, painting cleaning, repair and minor maintenance work. There are a number of scheduled community RCM days in each year. Alternatively, you are encouraged to arrange for your RCM hours to be completed at other times. To arrange an alternative please contact the Office.

Primary Music String Program Charge

21. In Classes 3–6, all children learn to play the violin, viola or cello and participate in a class orchestra as a compulsory and integral part of their education. In addition there is an after-school combined orchestra for children who are interested and able to participate. The cost of music tuition is paid to the School in addition to the general tuition fees. The String Program allows for eight, one-on-one, 30-minute lessons with one of the School’s experienced String Tutors per term. If a student misses a lesson due to absence, the strings tutor will endeavour to provide an opportunity to make up the time although the strings timetable is very full. In the event of a strings tutor being absent, additional time will be allocated in a form that best suits the program such as individual lessons, ensemble work or concert preparation. The cost of purchasing or hiring an instrument is additional to the Primary Music String Program Charge.

Student Accident Insurance

22. Student Accident Insurance is a requirement for all students and is organised by the school. It is payable once a year during the first term of enrolment regardless of start date.

OTHER FEES & CHARGES

Student Withdrawal Fee

23. One term’s formal notification via the submission of a Student Withdrawal Form is required to withdraw a child from the school. One term’s fees will be charged in lieu of notice.

Bank Charges

24. Where the school incurs costs related to bank transactions the cost will be passed on to parents at the existing bank rates.

Community Fee Assistance Fund

25. The school has established a Community Fee Assistance Fund (CFAF) to enable continuity of education at our school for families experiencing short-term hardship. Under the management of the Principal, the fund can provide an opportunity for short-term assistance with tuition fees on a case-by-case and term-by-term basis. Past fee payment will be taken into consideration. Contact the Front Office to obtain a copy of the CFAF Policy and Application Form.

TAX DEDUCTIBLE FUNDS

Building Fund Donations

26. Donations to the Cape Byron Rudolf Steiner School Building Fund are fully tax deductible. Your contributions to the Building Fund are encouraged and appreciated as they greatly assist the school to develop, expand and improve its grounds and buildings.
Purpose
The Code of Conduct for Parents and Guardians is developed on reasonable community expectations of behaviour encompassing mutual tolerance, respect and personal safety of all with the goal of making the Cape Byron Rudolf Steiner School (CBRSS or the School) a safe and pleasant environment for all our community.

Overview
CBRSS is dedicated to providing a caring, nurturing and safe teaching and learning environment for the benefit of the students, staff, and parents and guardians of all CBRSS families.

Code of Conduct for Parents and Guardians
CBRSS School anticipates that parents and guardians will:

- show an active interest in their child's schooling and progress
- cooperate with the school and demonstrate behaviour that achieves the best outcomes for their child and themselves
- support school staff in maintaining a safe and respectful learning environment for all students
- initiate and maintain constructive communication and relationships with school staff regarding their child's learning, wellbeing and behaviour
- contribute positively to behaviour support plans that concern their child
- use appropriate channels of communication and reasonable, constructive criticism for situations when they are dissatisfied with the quality of teaching and learning, the quality and management of pastoral care, the timely follow up of issues and concerns, or the assistance and service they have received from CBRSS
- never approach a student(s) in the school grounds or during a school related activity to intervene in personal disputes
- use the processes and procedures in the CBRSS Grievance Policy for complaints and grievance resolution

Consequences of Unacceptable Behaviour
CBRSS expects its entire staff to deal professionally, competently and courteously with all parents and guardians, including during those exceptional transactions where parents and guardians violate the staff’s inherent right to be treated with civility and respect. CBRSS will however reserve the right to:

1. limit the physical access to the school
2. limit the communication with staff
3. and if no resolution can be reached, terminate the enrolment contract for those parents and guardians who are involved in repeated situations concerning verbal intimidation, escalating anger, abusive language or physically threatening behavior. Situations that make staff, students or other parents feel uncomfortable or distressed, that may or may not involve a violation of law, will not be tolerated.
CBRSS Enrolment Procedures
Kindergarten and Classes 1 - 12

INFORMATION

The following information can be downloaded from our website, emailed, faxed or mailed:

- Cape Byron Rudolf Steiner School Prospectus
- Current News Bulletin
- Relevant Handbooks
- CBRSS Enrolment Booklet (Enrolment and related Policies, Application Form and Agreements)
- Fee Schedule
- Invitation to attend the next school tour. Tours are held regularly through the year and can be booked through the Office.

ENROLMENT PROCEDURES FOR STUDENTS ENTERING KINDERGARTEN OR CLASSES 1-12

1. Complete and submit the Intent to Enrol Application Form for each child:
   - Pay the non-refundable Registration Fee ($65 for the first child and $20 for each subsequent child)

2. Receive acknowledgement of Intent to Enrol Application and Registration Fee

   The Enrolment Officer will acknowledge receipt of the Intent 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 forward an Enrolment contract along with an invitation to attend an initial interview with the Deputy Principal and/or Principal for High School enrolments or the Primary Director/and or Principal for Primary School enrolments. If a place is not available, your child’s name will be added to the Waiting for Interview List and we will contact you for an interview if/when a place becomes available.

3. Receive offer of an Interview from Enrolments officer if/when a place becomes available. Please note an Interview does not guarantee a place

4. Complete and submit the following for each child being interviewed:
   - The CBRSS Enrolment contract Form and Agreements
   - A copy of your child’s Birth Certificate
   - A photocopy of your child’s latest report (if applicable)
   - 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

5. Attend interview with Deputy Principal / Primary Director

   Both the parent/s or guardian/s and the student are required to attend the initial interview at which 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, and the school’s financial requirements, fees and charges. It is expected that during this interview some discussion will need to take place without prospective students present. Please make your own arrangements for younger students to be cared for while this happens. Please note an Interview does not guarantee a place

6. Attend interview with Early Childhood Coordinator / Kindergarten or Primary Teacher / High School Guardian

   If both the school and parents or guardians wish to proceed with the enrolment, a second interview with the Early Childhood Coordinator and Class Teacher for students entering Kindergarten, Primary Class Teacher or High School Class Guardian will be arranged. This may take place on the same day.
Subsequent interview/s may be attended by the Primary Director, Deputy Principal, Principal and/or other persons as 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.

7. Receive notification of Outcome

The Enrolment Officer will notify applicants of the outcome. If a place is available, parents and guardians will receive a Letter of Offer. If there are no places, the Enrolment Officer will confirm if parent/guardians wish their child to remain on the waiting list.

8. Pay Enrolment Acceptance Fee to confirm enrolment

Written acceptance of a place must be received by the CBRSS Enrolments Office within 5 Business days of an offer being made and a non-refundable enrolment acceptance Fee of $530 for the first child and $70 for each subsequent children enrolled must be received by CBRSS accounts within 14 days of receipt of the offer. Receipt of this fee is regarded as final confirmation of enrolment and reserves a place for your child to commence at the nominated time. If written notification or payment of the Enrolment Acceptance Fee is not received within the nominated time frame, then 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. *Please Note: Parents/Guardians will meet with the Principal to complete a separate and comprehensive Payment of Fees and Charges Agreement on acceptance of enrolment.

9. Pay Tuition Fees and Consolidated Charges

For new families to CBRSS, the first term’s Fees, Consolidated Charges and Other Charges are to be paid prior to the student’s first day at school. For families with children already enrolled in the school, the required Fees, Consolidated Charges and Other Charges for the newly enrolled child will be added to your existing account and invoiced accordingly.

Please read all policies carefully and keep this section for your information.

Please complete, detach and return the following sections - the Intention to Enrol Form and Agreements - together with the Registration Fee to:

**By Mail**

The Enrolment Officer  
Cape Byron Rudolf Steiner School  
PO Box 736  
Byron Bay  
NSW 2481

**In person**

Lot 5 Balraith Lane  
Ewingsdale  
NSW 2481

**Email**

enrolments@capebyronsteiner.nsw.edu.au
To understand what we do with the information collected please refer to our Privacy Policy and Standard Collection Notice, which is attached and available on our website.

Cape Byron Rudolf Steiner School
Intention to Enrol Form
Kindergarten - Class 12
For current and future years

* Please note items marked with an asterix are Government required data collection.
☑ If you are filling this form out on your computer, you might like to copy this symbol and paste it over boxes you wish to tick.

Surname
Given Names
Date of Birth
Sex* ☐ Male ☐ Female ☐ Copy of birth certificate attached

KINDER INTENDED CALENDAR YEAR OF ENTRY KINDER
Part Time Kindergarten (students turn 5 before 31 July)
☐ Yes Year ___________
Full Time Kindergarten (students turn 6 before 31 December)
☐ Yes Year ___________

Classes 1-12 INTENDED START DATE FOR ENROLMENT
Proposed Class of Entry
Proposed Term
Proposed Year

Indigenous status*
☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander
☐ Yes, Both Aboriginal and Torres Strait Islander

Country of Birth*
In which country was the student born? ☐ Australia ☐ Other - please specify:
____________________________________________________
Is the student an Australian citizen? ☐ Yes ☐ No If No, does the student hold a Permanent Resident Visa for Australia? ☐ Yes ☐ No If No, then please provide details
____________________________________________________
NOTE: we are unable to accept International students

FAMILY DETAILS
Relationship to student
Title (eg Mr, Ms)
Surname
Given Names
Address
P/code P/code
Phone numbers
Home
Work
Mobile
Email

PARENT 1 / GUARDIAN
PARENT 2 / GUARDIAN

FOR OFFICE USE ONLY
DEBTOR NO: STUDENT NO:
GRADUATING YEAR :
DATE RECEIVED:
Paid Registration Fee
2 X Copies of latest School Report
Processed Registration Fee - Accounts
Copy of latest NAPLAN Results if applicable
Entered student information - Database
Attended School Tour
Acknowledged App. Form & Reg Fee

295x19
51x795
398x1756
326x736
323x714
459x714
323x693
386x693
323x672
385x672
386x693
323x672
386x672
385x672
323x696
323x676
323x656
323x676
323x656
323x646
323x656
323x646
323x646
**FAMILY RELATIONSHIPS**

Applicant Lives With:
- [ ] Both Parents
- [ ] Mother only
- [ ] Father only
- [ ] Guardian
- [ ] Grandparents
- [ ] Shared Care
- [ ] Other (please describe)

In the case of separate parenting, please indicate who should receive enrolment correspondence information:
- [ ] Both Parents
- [ ] Mother only
- [ ] Father only
- [ ] Other - Please specify

**SCHOOLING HISTORY**

<table>
<thead>
<tr>
<th>All previous school/s attended (include preschools, daycare)</th>
<th>Year Level</th>
<th>Calendar Year</th>
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**SIBLING DETAILS**

Please complete for all siblings regardless of what school they are enrolled in.

<table>
<thead>
<tr>
<th>Does the student have siblings at Cape Byron Rudolf Steiner School?</th>
<th>[ ] Yes</th>
<th>[ ] No</th>
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<tbody>
<tr>
<td>Name</td>
<td>Age</td>
<td>Current school</td>
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**FORMER STUDENTS IN THE FAMILY**

<table>
<thead>
<tr>
<th>Name at school</th>
<th>Dates attended CBRSS</th>
<th>Relationship to student</th>
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**SPECIAL CIRCUMSTANCES**

Please provide details of any special circumstances of the student that may need to be taken into account by the school including medical conditions; special gifts, talents, or needs; behavioural issues; psychological and/or other relevant test results.

- Has your child ever been referred to a speech therapist, occupational therapist or had any other kind of developmental assessment or attended Early Intervention?
  - [ ] No [ ] Yes Please provide details:

- Has another school or teacher ever suggested that your child may need an assessment for difficulties, special gifts and talents, or that they may need learning support?
  - [ ] No [ ] Yes Please provide details:

- Has a specialist, psychologist, psychiatrist or any child guidance clinic been consulted?
  - [ ] No [ ] Yes
  - What was the nature of your concerns?
  - What were the outcomes or recommendations?

- Do we have permission to speak to the teachers/professionals who have worked with your child?
  - [ ] No [ ] Yes Please provide details:

- Has the student ever been expelled, suspended, asked to leave a school or been convicted of a criminal offence?
  - [ ] No [ ] Yes Please provide details:

**Disclosure statement:** The disclosure of all medical, behavioural, psychological and educational testing and information referring to a student seeking enrolment is a fundamental condition to the acceptance of that student for enrolment at CBRSS. This information is important in identifying the type and level of support required by the student to participate in all aspects of school life.
To assist us in getting to know you better please respond to the following questions:

1. What are the most important things you want to see achieved in your child’s education?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

2. Why do you think a Steiner education will help you to achieve these goals?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

3. How did you become interested in Steiner education?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

4. Is there anything else you would like us to consider about your application? If so please specify.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

SIGNATURES  All parents or guardians please sign this application form.

Parent/guardian signatories to the Intention to Enrol Application Form and/or the Payment of Fees and Charges Agreement will be jointly and severally liable for the payment of fees (unless the CBRSS has entered into a written agreement with the parent/guardians to the contrary).

- I/We hereby apply to the Cape Byron Rudolf Steiner School (CBRSS) for the enrolment of the above student.
- I/We understand that acceptance of this form by CBRSS does not constitute admission of the student nor guarantee an interview or the offer of a place.
- I/We understand and accept that we will be required to agree to the terms of the Privacy Policy - Collections Notice, Enrolment Policy and Conditions of Entry, and the Fees and Charges Policy - Conditions of Fees and Charges Payment at the time our child is offered a place at the School, and that these conditions of entry can be updated from time to time.
- I/We declare that we support the CBRSS ethos and abide by CBRSS Policies, Procedures and Codes of Conduct.
- I/We enclose our Registration Fee. I/We accept that this fee is to cover administration costs and is non-refundable.
- I/We give permission for the Principal to seek information from previous schools/institutions attended by the student including financial history where relevant.
- I/We hereby declare that the information provided by us is true and correct at the time of the application and understand that non-disclosure of requested information may result in the termination of the Enrolment contract once issued or prevent us from offering you a place after interview.

Signature of Mother/Guardian  Date:  ________________

Signature of Father/Guardian  Date:  ________________
## NON REFUNDABLE REGISTRATION FEE PAYMENT

($65 for first child registered, $20 for subsequent children registered)

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<tr>
<th>Paying by</th>
<th>□ Cheque/Money Order made payable to Cape Byron Rudolf Steiner School</th>
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<tr>
<td></td>
<td>□ EFTPOS □ Cash □ Visa □ Mastercard □ Direct Deposit</td>
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<tbody>
<tr>
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<td>Account No.: 037 749 357</td>
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*Note: Please include surname as the reference*

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<tr>
<th>Signed</th>
<th>Date:</th>
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