



# CHRYSALIS STEINER SCHOOL

educating the whole child

## ENROLMENT POLICY

### OVERVIEW

*Chrysalis School for Rudolf Steiner Education is an inclusive, secular, co-educational K–8 school providing an education underpinned by the philosophy and values of Steiner education, and registered by the NSW Educational Standards Authority (NESA). 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.*

### POLICY (CONDITIONS OF ENROLMENT)

#### *Education*

1. Chrysalis School welcomes students from all backgrounds and acts in accordance with anti-discrimination legislation.
2. The educational program at Chrysalis School meets NESA registration requirements while teaching from the National Steiner Curriculum. (This may include: the use of natural materials in play such as dirt, grass, logs and climbing trees during supervised play times; and participation in the music program, school excursions, camps, outdoor education, festivals and additional education programs.)
3. Students are required to take part in all school activities including, school excursions, camps, festivals and alternative education programs.
4. Students will be placed in a class according to their age guided by Steiner principles of education and in line with legislative requirements. Placement into classes will be at the Education Director's discretion.
5. Parents and guardians are expected to be supportive of and involved in the Steiner educational impulse inherent in the Chrysalis ethos, education policies and programs and to adhere to *Codes of Conduct* and school rules.
6. To maintain their enrolment, students are expected to support the School's ethos, demonstrate satisfactory effort, attitude and behaviour, and adhere to the *Codes of Conduct* and school rules.

## *Legal*

1. All applications for enrolment will be processed as per *Chrysalis School Enrolment Procedures & Process*. Applications are processed in order of receipt. Consideration is given for siblings already attending Chrysalis School, parents or guardians who are Chrysalis School staff members, 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.
2. 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 information.
3. An **enrolment contract** (*Enrolment Application Form*) must be completed for each student enrolled in the School and signed by both parents or guardians.
4. At Chrysalis Steiner School we aim to maintain single stream classes. Class sizes will be within the legal requirements of State and Federal governments and school policy. (Class size Policy)

## *Financial*

1. A non-refundable *Application Fee* is payable on submission of the *Enrolment Application Form*; a non-refundable *Enrolment Deposit Fee* is payable in order to confirm the place offered to a student.
2. Prior to enrolment, parents and guardians will be advised of the financial requirements of enrolling.
3. To maintain an active enrolment, payment of all tuition and other fees and charges must be satisfactorily observed as per the *Chrysalis School Fee Information* for each year.
4. Where applicable, the *Chrysalis School Fee Agreement* is to be signed by both parents or by both guardians. The *Chrysalis School Fee Agreement* must also be completed and signed by any third party responsible for paying school fees.
5. 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.

## *Health and Wellbeing*

1. Chrysalis School provides a managed First Aid and Student Sick Bay area where students who are taken ill or injured are accommodated while contact is made with parents or guardians as required. 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 authorise the School to give authority for such treatment. Parents/guardians indemnify the School, its employees and agents in respect of all costs and expenses arising directly out of such treatment.
2. Students are responsible for their personal belongings and the School will not be liable for any loss of these belongings.

## *Conduct*

1. If the Education Director considers that a student is in serious breach of or has otherwise engaged in conduct, which is harmful or detrimental to Chrysalis School or its students or staff, the Education Director may remove the student permanently or temporarily at their absolute discretion. No refund of fees will usually be granted in these circumstances. Behaviour Support information is available for viewing on the school website.

2. 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.
3. If the Board of Governors upon recommendation from either the Education Director or Business Operations Manager believes that the relationship of trust and cooperation between a parent or guardian and the school has significantly broken down, then it may direct a parent/guardian to remove their child from the school. No refund of fees will usually be granted in these circumstances.
4. The Board of Governors' may alter these conditions of entry at any time providing not less than one terms notice, and which will take effect from 1 January in the following year.

### ***Attendance, Absence, Withdrawal, Exemption***

1. Students must comply with attendance procedures. Parents must notify the school administration of a student's absence in person, through a phone call, note or email, texts are not suitable. The School administration will record all messages as per the *Attendance Policy*. Unexplained absences are followed up by the Class Teacher and Office Staff.
2. Exemption from Attendance and Enrolment at School: The Department of Education (Exemption from School – Procedures, published 2015) has 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.
3. **Exemption from Enrolment at School:** Education Director (or delegated authority in ED absence) may grant exemptions to students of compulsory school age from the requirement to be enrolled in school in exceptional circumstances.
4. Applications for exemption from enrolment must be made in advance to the Education Director (or delegated authority in EM absence) using the *Application for Exemption from Enrolment at School Form*, and be approved by the Education Director. If approved the Education Director will grant a *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.
5. **Exemption from Attendance at School:** Application for *part-day* and *full-day* exemption from school attendance must be made in advance to the Education Director (or delegated authority in ED absence) using the *Application for Exemption from Attendance at School Form*, and be approved by the Education Director (or delegated authority in ED absence). If approved the Education Director will grant a *Certificate of Exemption from Attendance at School*.
6. An application for exemption from attendance for extended periods of time (more than a week) must be submitted to the Education Director (or delegated authority in ED absence) 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 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 certificate 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 administrative *Enrolment Procedure and Process*.
7. **Withdrawal of students:** For a student to be withdrawn from school once he/she has commenced at Chrysalis School, i.e. for parents to end the enrolment contract, the School requires a minimum of one term's notice. Parents and guardians must inform the Enrolments Coordinator in writing,

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* of one terms fees will be charged.

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

#### **RELATED FORMS**

Chrysalis School for Rudolf Steiner Education Application to Enrol Form (online)

Withdrawal From Chrysalis Steiner School (online)

Application for Exemption from Attendance at School Form

#### **RELATED POLICIES and PROCEDURES**

Chrysalis School Fee Information

Chrysalis School Student Withdrawal – Appropriate Notice Policy and Procedure

Chrysalis School Attendance and Absence Policy

Chrysalis School Codes of Conduct for Parents and Guardians, and Students

Chrysalis School Student Discipline Policy

Chrysalis School Privacy Policy