Enrolment Policy
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1. Policy

1.1 Policy Statement

Sophia Mundi aims to offer enrolment in the School to all families seeking a Steiner education for their children subject to space availability, on time payment of school fees, compatibility with the philosophy underpinning Steiner education and agreement to abide by school rules. In situations where enrolment applications exceed available spaces, priorities have been established for the review of enrolment applications – see section 2.11

1.2 Principles

- Sophia Mundi does not discriminate on the basis of race, religious belief or gender.
- Enrolment processes shall be fair, open and transparent.
- Sophia Mundi may, from time to time, grant bursaries for enrolled students in cases of unforeseen financial hardship. Bursaries shall not be granted on enrolment. Bursaries are covered in more detail under the School Bursary Policy.

1.3 Relevant Legislation or Authority

- Disability Discrimination Act 1992 (Commonwealth)
- Education Services for Overseas Students Act 2000 (Commonwealth)
- Family Law Act 1975 (Commonwealth)
  - Schools Assistance (Learning Together – Achievement Through Choice and Opportunity Act 2004 (Commonwealth)

1.4 Definitions

1.4.1 Appropriate Education Program

An organised set of learning activities designed to enable a student to develop knowledge, understanding, skills, and attitudes relevant to the student’s individual needs.

1.4.2 Disability

A condition which:

- is attributable to an intellectual, psychological/psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- is permanent or likely to be permanent;
- may or may not be of a chronic or episodic nature; and
- results in:
  - a substantially reduced capacity of a person for communication, social interaction, learning mobility; and
  - the need for continuing support services.

1.4.3 Parent and Guardian

In this policy the term ‘parent’ will be used for brevity, and also includes legal guardian.
1.4.4 Siblings

Sibling is defined as:

- a brother or sister of the child (with at least one biological parent in common or adopted), irrespective of their place of residence;
- a stepbrother or sister of the child (where the spouse or de facto partner of the child’s parent is not the child’s parent), whose usual place of residence is the same as that of the child; or
- a child officially in care or foster care and living at the same place of residence with another child enrolled at the school.

2. Procedures

2.1 Information Relevant to the Enrolment Decision at Sophia Mundi

Opportunities for prospective parents to find out more about the school include the school’s web-site, school tours (held monthly), Information Evenings, Open Days and prospectus. It is recommended all prospective parents attend a school tour. The Registrar is the primary contact point for information concerning the enrolment process. The Registrar will enter family details of all prospective students into the school database.

2.2 Enrolment Application

Parents wishing to enrol their child at Sophia Mundi Steiner School will provide a completed Application Form to the Registrar (refer to Appendix B), together with the Enrolment Fee. The prospective student may be placed on a waiting list for a current or future class. For students with a disability, additional procedures are required to be followed as included in section 2.9.

2.3 Formal Teacher Interview

Two teachers, one of whom is the class teacher (class guardian / International Baccalaureate Coordinator (IBC) or Principal), shall conduct an in-depth interview with the student and parents. Copies of recent reports, samples of work shall be reviewed. If necessary, a Special Ed teacher shall be present.

Prior to the Formal Teacher Interview, the Enrolment Form (refer Appendix C) must be completed and returned to the Registrar. Where possible, an interview with the Principal is also conducted at this stage to discuss Steiner education and any issues associated with the prospective student’s enrolment.

Copies of two recent reports (covering the last two years of schooling), any reports of assessments carried out by school or private clinicians and samples of work shall be reviewed.

If the applicant is successful, following the interview the class teacher / guardian or IBC, will endorse the Application Form and advise the Registrar.

2.4 Interview with Business Manager

The Registrar will arrange an interview with the Business Manager who will meet with the parents to ensure they fully understand the school fee structure and associated financial policies.

2.5 Offer of a place

The Registrar will contact the parents to advise of the offer of a place or otherwise within 5 days of the interview with the Business Manager.
2.6 Applications to the Senior School (Classes 11 and 12)

All applicants seeking admission to Senior School at Sophia Mundi Steiner School must proceed through the enrolment procedure.

In addition applicants seeking to enter the International Baccalaureate Diploma Programme (DP) will be expected to:

- Submit two school reports, covering the last two years of schooling,
- Provide a school report for Class 10, which indicates a capacity for further education,
- Demonstrate a willingness to further their education,
- Present a folio of work samples

If seeking to enter the DP, students will be expected to:

- Demonstrate a minimum grade of C's or above in (VELS referenced) English, Mathematics, Science, a Humanities subject and ideally, a Modern Foreign Language.

In addition, the following conditions of entry apply to the International Baccalaureate programme:

1. Acceptance of the CAS (Creativity, Action and Service) programme
2. Acceptance of the TOK (Theory of Knowledge) course
3. Acceptance of the Extended Essay
4. Acceptance of attendance requirements

The school reserves the right to offer an applicant a place within Class 10, should it become evident that another year is required to meet the levels necessary to participate in the full Diploma course.

All prospective applicants and their parents/guardians will be invited to discuss their application with the IB Coordinator.

2.7 Acceptance of Offer

Successful applicants are required to advise the Registrar within seven days of the date of Offer, and make payment of the Capital Fee and returnable Holding Bond. Payment is deemed as acceptance of the offer of a place at the school. Once the school contacts database has been updated with the new student details and the Enrolment and Admission forms have been filed in the student’s file, the enrolment process is complete.

2.8 Enrolment Records

2.8.1 Particulars To Be Recorded

Following acceptance of the Application Form, the Registrar will obtain from the parent of the student the following information which is essential at the time of enrolment (refer to Appendix B - Application Form and Appendix C - Enrolment Form):

- enrolee’s legal name, usual place of residence and date of birth;
- details of legal provisions for care, welfare and development of the enrolee;
- country of residence of enrolee and if applicable, the right to reside in Australia;
- contact information to be used in emergency situations;
- details of any issue that may affect learning or engagement with the school life or any disability the enrolee is known to have; and
• any ongoing medical condition the enrolee is known to have and any procedure to be followed if the condition requires or may require support during the school day. In this case a Health Care Authorisation must be completed (see the Student Health Care Policy).

• Immunization history (see the Student Health Care Policy section 2.3.2)

The Registrar will:

• require parents to provide documentary evidence of enrolees legal name, age, proof of address and current Family Court Order/s;

• advise parents that enrolment records should be kept up to date (e.g. any variations to Family Court Orders; parenting plans registered with the Family Court; and any change to the student’s usual place of residence or to the student’s medical condition or health care support);

• inform parents of the school’s privacy and confidentiality obligations; and

• enter the enrolee’s details in the student’s file and on an enrolment register (enrolee’s name, date of birth; date of enrolment and date enrolment ceases).

2.8.2 Retention of Records

The Registrar will:

• record either in writing or electronically [e.g. through the School Contacts Database] enrolment records and other details about individual students (e.g. suspension records, evaluation reports, transfer record).

2.8.3 Notification of Transfer

The Registrar will:

• provide written notification of the date enrolment commences to the school where the student was previously enrolled, as soon as the parent/responsible person has completed enrolment procedures. This will be done within ten working days of the enrolment and includes all students, Prep to Class 12;

• notify the last primary school when students are enrolling in secondary school for the first time.

2.8.4 Transfer of Records

2.8.4.1 Transfer of Records for Students Moving Within the State

The Registrar will:

• transfer the student’s records to a new school once notification of transfer has been received from the new school. This will be done within five working days of receipt of the transfer note. This includes records of students enrolling in Year 8 for the first time which will be forwarded to the secondary school or will be stored by the primary school;

• transfer a copy of the student’s records to a private school if a parent’s consent is obtained.

2.8.4.2 Transfer of Records for Students Moving Interstate

• All schools in Australia are required by agreement, through the Australian Government’s Schools Assistance (Learning Together - Achievement Through Choice and Opportunity) Act 2004, to use the Interstate Student Data Transfer Note (ISDTN) and accompanying protocols for the transfer of student information data for students moving to another state/territory.

The Registrar will:

• ensure that the ISDTN and protocols are followed when a student enrolls at the school from another state/territory;

• comply with the ISDTN request from another school from interstate regardless of the educational jurisdiction of the school regarding the transfer of student information data to facilitate the smooth transition of the student;
• take into account the child's age in terms of compliance with relevant Victorian legislation and policies relating to minimum eligible school starting ages and compulsory school ages when considering the enrolment of students arriving from interstate schools. The determination about the enrolment of the child into a specific year of schooling and/or the educational program is also based on the child's level of previous schooling, achievement levels and identified needs; and

• consider early entry if a student has commenced school in another state or territory before the Victorian compulsory age for schooling.

• The Interstate Student Data Transfer Note and protocol is available at: http://www.mceecdya.edu.au/verve/_resources/ISDTN_Form3_Oct_09.pdf

2.8.5 Removal of Names from Enrolment Register

The Registrar will remove a student's name from the school's enrolment register and record the date enrolment ceases as:

• the advised date the student enrolled at the new school;

• the date the parent advises that they have registered for home education;

• the date the parent advises that the student is leaving the school to enrol outside the State;

• the date the school is advised that an exemption from schooling has been granted; or

• the date the school receives advice of enrolment at an interstate school through the ISDTN process.

2.9 Students with Significant Support Needs

• Under the Disability Discrimination Act 1992 and Disability Standards for Education 2005, it is the responsibility of an education system to give the same opportunities and choices on enrolment of a child with a disability as those offered to other prospective children without disabilities.

2.9.1 Enrolment for Students with Disabilities

The Principal will:

• accept an application for enrolment from parents of a child with a disability;

• seek any documentation that provides confirmation or details of any:
  o disability that the child is known to have;
  o physical or mental illness that the child is known to have; and
  o procedure that is to be followed if the child needs support at school;

• ensure parents of a child with a disability are aware of all options available to them;

• in collaboration with the parents, the Support Education staff and relevant specialist services:
  o make a thorough assessment of the child's needs;
  o determine what reasonable adjustments may be needed to offer the child an appropriate education program; and
  o determine whether these adjustments can be made by the school;

• advise the parents in writing as soon as practicable when the adjustments and appropriate support will be in place to enable the child to begin attending the school, or, if it is decided that reasonable adjustments cannot be made, of the process for enrolling at an education support facility;
2.9.2 Access to the Curriculum for Students with Illness and/or Health Conditions

The Principal will ensure that students with physical or mental illness and/or health needs are provided with the opportunity to access the curriculum (see the Student Health Care Policy, Section 2.1.2 - Managing the Identified Health Care Needs of Students).

Where a student has a mental or physical illness and/or health care needs which may impact on their ability to attend the usual school site the Principal will:

- ensure that a student who has a physical and/or mental health condition and cannot attend the regular site can access an educational program;
- inform the parent and the student of their right to an educational program and recognise the parent/responsible person and the student as active partners in negotiating such access;
- ensure that the student remains enrolled at the school while attending an educational program;
- ensure that the consent of the parent is gained before student information data and student management information held by the school is exchanged between health professionals, the enrolled school and other relevant agencies who are involved in the management of the student;
- ensure compliance with the school Attendance policy regarding recording the attendance of students absent from school due to physical or mental illness and/or health care needs and ensure that attendance records are maintained at the school;
- ensure appropriate curriculum direction is supplied to the educational program if it is anticipated that a student will require access to it for more than 10 days in any one year; and

The Principal of the educational program will:

- with parental consent, notify the Principal of the enrolled school of the student’s involvement with an educational program;
- provide educational records to the enrolled schools of long-term students including records of attendance where parental consent has been given;
- collaborate with the case manager or relevant learning area teacher from the enrolled school to make consistent judgements of achievement for a long term student, in order to support the enrolled school’s formal reporting procedures;
- provide an educational program for students who are likely to be taught for up to and including 10 consecutive or cumulative days in the period of one school year; and
- initiate a service agreement with the enrolled school as necessary.

2.9.3 Students with Health Care Needs That Require Support at School

When enrolling a student with health care needs, the Support Education Coordinator will assess:

- whether proposed procedures are supported by medical advice;
- how the student’s condition can be safely managed in the local environment;
- how arrangements can be made to support the student adequately;
- access to suitably trained staff who agree to offer the support required;
- the extent to which the learning processes or safety of other students in the school will be affected; and
- whether additional staff assistance will be needed.
2.10 Students from Overseas

If a parent has indicated on the application form that the child is not a permanent resident of Australia the Registrar will:

- view the child’s passport or travel documents to establish whether the child is eligible to be enrolled; and
- attach a photocopy of the relevant pages of the student’s passport or travel document including the three digit Visa Subclass number to the student’s enrolment record.

If the child is eligible to be enrolled in school and is deemed to have specific English as a Second Language (ESL) needs the Principal will determine whether the child is eligible for ESL funding.

2.10.1 English As A Second Language (ESL) Needs

For students who have newly arrived in Australia the Principal will:

- determine if students with ESL needs can receive ESL New Arrival support from dedicated ESL specialist staff.

2.11 Cancelling Enrolments

The school may cancel an enrolment, if the enrolment is found to be inappropriate.

The Principal will:

- notify parents in writing of the proposed cancellation and the reasons for it. This is to give them the opportunity to show why the enrolment should not be cancelled; and
- advise parents in writing when an enrolment has been cancelled.

2.12 Disputes to Enrolment Decisions

The Principal will:

- receive and manage appeals to enrolment decisions that have been made by parents;
- review an appeal lodged by a parent or guardian;
- coordinate a panel to review an appeal lodged if required; and
- advise in writing to the parent the outcome of the appeal as soon as possible.

2.13 Priority Enrolments

If the number of applications in any one class year exceed the number of places available, the school will take into account the following factors in determining priority enrolments:

- Students who have siblings at the school;
- Students who have attended Little Sophia Kindergarten;
- Students transferring from another Steiner School;
- Application date;
- Likely contribution of the school’s programme to the prospective student’s growth and development;
- Fee payment record
- Commitment to Steiner education
- Any other special circumstances
Appendix A    Sample Letter Declined Enrolment

Dear Parent,

APPLICATION FOR ENROLMENT AT SCHOOL 2012

Thank you for your application to enrol into our school. The school currently has insufficient places available to meet demand and at this time we are unable to accept your application for enrolment at our school. We will advise you of when the situation changes.

If you have any further queries please contact me on the school phone number.

Yours sincerely,

[Signature]

[Name]

Sophia Mundi Steiner School

SOPHIA MUNDI Limited
St Mary’s, Abbotsford Cement
1 S. Helen Street, Abbotsford Victoria 3067 Australia
T 03 9417 9229  F 03 9417 0833  E enquiries@sophiamundi.vic.edu.au  www.sophiamundi.vic.edu.au  A.B.N. 49 066 411 036
Appendix B Application for Enrolment

B.1 General Information

A parent/responsible person applying to enrol a child at Sophia Mundi Steiner School should complete this form. Only permanent residents of Australia and those children holding an approved visa subclass number are eligible to be enrolled.

Before you submit this application, please contact the school to find out about the school policies and whether required courses and facilities are available for your child. Please complete one form for each child.

This is an Application for enrolment only - submitting this form to the school does not mean that the enrolment has been accepted by the school. The Principal will need to determine if there is classroom accommodation. For a student with a disability who has significant and complex support needs the Principal will negotiate with the parent/responsible person the day on which the student will begin attending if the necessary teaching and learning adjustments are not immediately available at the time of enrolment.

You will be notified by the Registrar about the outcome of your application at the earliest possible opportunity if your application cannot be accepted.

If your application is accepted, you will be required to complete enrolment procedures at the school. Parents should ensure that evidence of the child’s legal name and age, immunisation records, school reports, records and samples of work from the previous school, medical advice and any Family Court Orders or parenting plans registered with the Family Court are made available at the time of enrolment.

Please note: It is a requirement of the Sophia Mundi Steiner School that any information on suspensions and exclusions must be provided to the school at the time of applying to enrol a child. This information will help the school to provide your child with the appropriate support, if required. Children currently under suspension from their previous school cannot be enrolled until the suspension period is over. Children who have previously been suspended or excluded from school may be required to enter into a behaviour agreement with the school if enrolment is accepted.

B.2 Confidentiality

All information provided on this form will be treated confidentially. Section 242 of the School Education Act 1999 and the Department of Education and Training’s Information Privacy and Security policy preclude this information from being used for any purpose other than:

- to determine whether your application for enrolment can be accepted;
- to assist the school with addressing any needs for your child if enrolment is accepted; and
- to comply with legal requirements or ministerial directions.
B.3 Application Form

Enrolment Application Prep and classes 1-12

Particulars of Student

Surname

Other Names

Male  Female

Date of birth

Prep or Prep  Prep (Junior)

Previous school/Kindergarten if applicable

Contact name, position and phone number of previous school

Is the student a Torres Strait Islander or Aboriginal descent?  Yes  No

Is the student on Australian Citizen?  Yes  No

Family Information

Mother's name

Occupation (optional)

Address

Post code

Telephone (H)  (W)  (M)

Email Address

Father's name

Occupation (optional)

Address

Post code

Telephone (H)  (W)  (M)

Email Address

Siblings

Name

Male  Female  Date of birth

Name

Male  Female  Date of birth

Name

Male  Female  Date of birth

Children bringing with:

Mother  Father  Both parents (plus)

FOR GUIDANCE PURPOSES ONLY

*Please insert the Enrolment Form

We, the parents/guardian of the child mentioned above, hereby apply for further admission. We have read the conditions herein and (re)sign the policy and agree to be bound by them.

Signed  Date  Signed  Date

APPLICATION FEE

$30.00

Enrolment Policy

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The information about School Fee Policy, School Uniform, School Home, School Lambda, School Lambda Personal Information, School Lambda Medical Information, and School Lambda Admission Requirements is not available in the provided image.
Appendix D  Intrastate Student Information

D.1  Intrastate Student Information Transfer Form (ISITF)
D.2 Parent/Guardian Consent Form – Consent To Transfer Student Information from Previous School

<table>
<thead>
<tr>
<th>Consent for information about my child/children (name/s)</th>
</tr>
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<tbody>
<tr>
<td>D.O.B* / /</td>
</tr>
<tr>
<td>D.O.B+ / /</td>
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</table>

Consent to be transferred from his/her previous school

<table>
<thead>
<tr>
<th>(Name and address)</th>
</tr>
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</table>

To his/her new school

<table>
<thead>
<tr>
<th>Sophia Mundi Steiner School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

I understand that:

- The Principal (or delegate) of my new school may request and/or receive information from my child’s previous school orally and/or in writing.
- It may include all details contained on the Student Information Transfer Form.
- Additional information may be required by my child’s new school. This information will only relate to information on the flagged field on the Student Information Transfer Form.
- The Principal (or delegate) of my child’s new school may contact the Principal (or delegate) of my child’s previous school both verbally and/or in writing.
- I can request to see the information that is received from my child’s previous school.

I understand that my child’s new school will take all reasonable steps to protect the personal information about me from misuse and loss, and from unauthorized access, modification or disclosure.

<table>
<thead>
<tr>
<th>Signature of Parent/Guardian</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>/</td>
</tr>
</tbody>
</table>

*New School* is defined as either the school at which the student is enrolled or the school at which the student is seeking enrolment. The consent process should be initiated at the point of application for enrolment so that information is received before the enrolment process is finalised.

*If the student is aged 16 years or older, student consent should also be sought.
D.3    Student Consent Form—Consent to Transfer Student Information from Previous School
(For Students Who Are 16 Years of Age or Older)

Student Consent Form - Consent to Transfer
Student Information from Previous School
(for students who are aged 16 years of age or older)

I ___________________________________________ date of birth ___/___/____

give  □ / do not give  □ consent for information about me to be transferred from my
previous school (name and address)

to

Sophia Mundi Steiner School
St Marys, Abbotsford Convent, L St Patricks Street
ABBOTSFORD VIC 3067

I understand that:
• The Principal (or delegate) of Sophia Mundi Steiner School may request and/or
receive information from my previous school verbally and/or in writing.
• It may include all details contained on the Student Information Transfer Form.
• Additional information may be required by my new school.
• The Principal (or delegate) of Sophia Mundi Steiner School may contact the Principal
(or delegate) of my previous school both verbally and/or in writing.
• I can request to see the information that is received from my previous school.

I understand that Sophia Mundi Steiner School will take all reasonable steps to protect
the personal information about me from misuse and loss, and from unauthorized access,
modification or disclosure.

Signature of student __________________________ Date ______/____/____

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