



SOPHIA  
MUNDI

Steiner Education and IB World School

# Enrolment Policy

**Assessment &  
Reporting Policy**

**DOCUMENT  
CONTROL**

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from

**CHANGE  
HISTORY**

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3.0	22/09/2009	Robin Dexter / Tony Sullivan	Review	Jan-10
4.0	22-Aug-11	Dilys Hannaford	include IB requirements, logo, disabilities requirements	TBA September 2011
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5.0	23/07/2015	Tania Sarmas, Ashley Dufy	clarifying wording in 2.3, added point on writing and math tests in 2.6,	

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## 1. Policy

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### 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 2.13

### 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.

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## **2. Procedures**

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### **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 and Open Days. It is recommended that all parents who intend to submit an application 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 A.2), together with the Application Fee. The prospective student may be placed on a waiting list for a current or future class.

The Registrar will acknowledge receiving the application and contact parents as soon as possible to inform them of the next step in the enrolment process.

### **2.3 Formal 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. If necessary, a Support Ed teacher shall be present. An interview with the Principal may also be conducted at this stage to discuss Steiner education and any issues associated with the prospective student's enrolment.

The Enrolment Form (refer Appendix B.1) must be completed and returned to the Registrar at least a week prior to the formal interview.

Copies of two recent reports (covering the last two years of schooling), any reports of assessments carried out by a school or private clinicians, samples of work and other items requested in the Enrolment Form shall be provided with the enrolment form and/or disclosed at/or prior to the formal interview. 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 Secondary School (Classes 7 - 12)

All applicants seeking admission to Senior School at Sophia Mundi Steiner School must proceed through the enrolment procedure. The Secondary Enrolment Form (Appendix B.2) also requires the completion of the student supplement.

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
- complete both writing and mathematics diagnostic tasks
- Demonstrate a minimum grade of C's or above in (AusVELS 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 IB 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 make payment of the confirmation fee and sign the Enrolment Agreement. (Appendix B3). Payment of the confirmation fee and signing of the Enrolment Agreement are deemed as acceptance of the offer of a place at the school. Once the school database has been updated with the new student details and Application and Enrolment 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 A.2 - *Application Form* and Appendix B.1 - *Enrolment Form*):

- enrollee's legal name, usual place of residence and date of birth;
- details of legal provisions for care, welfare and development of the enrollee;
- country of residence of enrollee and if applicable, the right to reside in Australia; (refer to **2.10, Students from Overseas**)
- contact information to be used in emergency situations;
- details of any issue that may affect learning or engagement with the school life
- any disability, as defined by 1.4.2, the enrollee is known to have; and

- any ongoing medical condition the enrollee 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).
- Immunisation history (see the Student Health Care Policy section 2.3.2)

The Registrar will:

- require parents to provide documentary evidence of enrollees 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 enrollee's details in the student's file and on an enrolment register (enrollee'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 Database] enrolment records and other details about individual students (e.g. suspension records, evaluation reports, transfer record).

### **2.8.3 Notification of Transfer**

Upon request 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:  
[www.scseec.edu.au/EC-Publications/EC-ISDTN---Non-Gov-Schools.aspx](http://www.scseec.edu.au/EC-Publications/EC-ISDTN---Non-Gov-Schools.aspx)

### **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, when accepting an application for enrolment from parents of a child with a disability;

- seek any documentation that provides confirmation or details of any:
  - disability that the child is known to have;
  - physical or mental illness that the child is known to have; and
  - 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:
  - make a thorough assessment of the child's needs;
  - determine what reasonable adjustments may be needed to offer the child an appropriate education program; and
  - 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, Support Education 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

Only permanent residents of Australia and those children holding an approved visa subclass number are eligible to be enrolled. 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 exceeds 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 Application for Enrolment

- The school reserves the right to restrict, suspend or prohibit the attendance of a student at school, where issues or grievances relating to the student's education or behaviour remain unresolved between the student or family, and the school.
- The school may, at its discretion, cancel the enrolment of any student who, in the opinion of the Principal, places the good order of the school into jeopardy.
- Accounts referred to a Collection Agency or Solicitor will have all legal costs and commission added to the account due.

### DECLARATION

We agree to be bound by all policies and regulations in place at the school and we will ensure to the best of our ability that our student will likewise comply with the school's policies, practices and procedures.

We accept that the school has the power to suspend, exclude or expel or otherwise discipline students in accordance with the school's disciplinary policies and guidelines, and it is our responsibility to be fully conversant with these policies and guidelines. We understand that in the event of our child being withdrawn from school as a result of any disciplinary circumstances, no fees will be refunded.

We accept that this agreement must be read in conjunction with the Policy statements available on the school website [www.sophiamundi.vic.edu.au/community/handbook-policies](http://www.sophiamundi.vic.edu.au/community/handbook-policies) and agree to abide by all statements, details, policies and procedures outlined in that documentation.

We agree to the above conditions and accept that we are both jointly and severally responsible to pay Sophia Mundi Steiner School fees and charges as set at the time of commencement and revised from time to time. We have read the conditions herein and the School Fee Policy and agree to be bound by them.

We, the parents/guardians of the student named below hereby apply for his/her admission to the school and agree to the above conditions of enrolment.

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Guardian's name \_\_\_\_\_

Signature (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's name \_\_\_\_\_

Signature (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_



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### Application for Enrolment Prep and classes 1-12

#### PARTICULARS OF STUDENT

Surname \_\_\_\_\_ Other Names \_\_\_\_\_ ☐ Male ☐ Female  
Date of birth \_\_\_\_\_ Proposed year of entry ☐ Prep OR Class (please specify) ☐  
Previous school / Kinder attended if applicable \_\_\_\_\_ VSN \_\_\_\_\_  
Contact name, position and phone number at previous school \_\_\_\_\_  
Is the student an Australian Citizen? ☐ Yes ☐ No (please tick)  
If No please advise of residency status \_\_\_\_\_

#### FAMILY INFORMATION

Name of Parent/Guardian 1 (Mr/Mrs/Ms/Miss/Dr) \_\_\_\_\_  
Occupation \_\_\_\_\_  
Street Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Postcode \_\_\_\_\_  
Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_  
Email Address \_\_\_\_\_

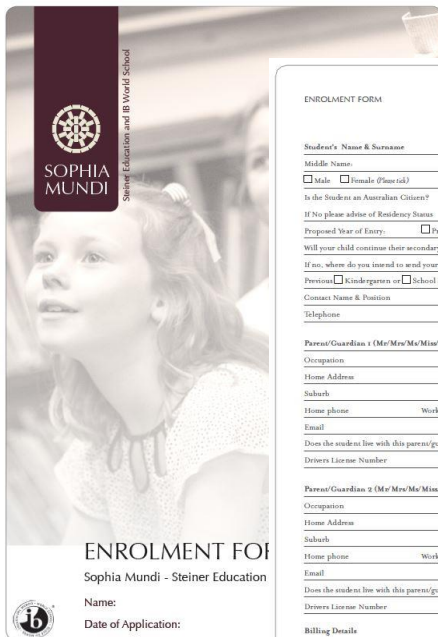
Name of Parent/Guardian 2 (Mr/Mrs/Ms/Miss/Dr) \_\_\_\_\_  
Occupation \_\_\_\_\_  
Street Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Postcode \_\_\_\_\_  
Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_  
Email Address \_\_\_\_\_

#### SIBLINGS

Name \_\_\_\_\_ ☐ Male ☐ Female Date of birth \_\_\_\_\_  
Name \_\_\_\_\_ ☐ Male ☐ Female Date of birth \_\_\_\_\_  
Name \_\_\_\_\_ ☐ Male ☐ Female Date of birth \_\_\_\_\_  
Children living with: ☐ Parent/Guardian 1 ☐ Parent/Guardian 2 ☐ Both Parents/Guardians (please tick)

## Appendix B

## Enrolment Form



### ENROLMENT FORM

Name:  
Date of Application:

#### ENROLMENT FORM

##### Student's Name & Surname

Middle Name: Date of Birth:

☐ Male ☐ Female (Please tick)

Is the Student an Australian Citizen? ☐ Yes ☐ No (please tick)

If No please advise of Residency Status

Proposed Year of Entry: ☐ Prep or ☐ Class: (please specify)

Will your child continue their secondary education at Sophia Mundi? ☐ Yes ☐ No

If no, where do you intend to send your child?

Previous ☐ Kindergarten or ☐ School attended (Name/Address)

Current Name & Position

Telephone Email

##### Parent/Guardian 1 (Mr/Mrs/Ms/Miss/Dr) Name & Surname:

Occupation Organisation/Position

Home Address

Suburb Post Code

Home phone Work phone Mobile

Email

Does the student live with this parent/guardian? ☐ Yes ☐ No (please tick)

Drivers License Number Expiry Date

##### Parent/Guardian 2 (Mr/Mrs/Ms/Miss/Dr) Name & Surname:

Occupation Organisation/Position

Home Address

Suburb Post Code

Home phone Work phone Mobile

Email

Does the student live with this parent/guardian? ☐ Yes ☐ No (please tick)

Drivers License Number Expiry Date

##### Billing Details

Name:

Name:

Name:

Name:

#### PHOTO

##### FAMILY PICTURE (CONFIDENTIAL)

It is important to fully discuss all information requested to enable the school to assess any support which may be required.

What is your child's ordinal position in the family? 1st, 2nd, 3rd etc.

Does your child watch television/DVDs? ☐ Yes ☐ No

Estimated watching time? ☐ hr ☐ hr

Does your child use computers/electronic games? ☐ Yes ☐ No

Estimated usage time? ☐ hr ☐ hr

What language/s are spoken at home (other than English)?

Please explain the family situation e.g. married, divorced, separated, adoptive

Is your child able to participate in normal physical activities? ☐ Yes

If no, please explain:

What are your child's interests?

Is there any other information about your child you would like to share with

(Use this space to add any further information and feel free to add separate

Does the child have any dietary restrictions? ☐ No ☐ Yes

Do you consent to your child being administered with Panadol? ☐ No ☐ Yes

If yes, to any of the above, please indicate below the procedure required to be followed and/or a copy of the

management plan such as in the case of asthma or epilepsy.

Please list any surgery your child has had, with approximate dates:

#### DECLARATION AND CONSENT TO EMERGENCY MEDICAL TREATMENT

1. (Please print full name)

A person with lawful authority of the child referred to in this enrolment form:

- declares that the information in this enrolment form is true and correct and that the

school in the event of any change to this information

- agrees to collect or make arrangements for the collection of the child referred to

the/ he becomes unwell at school

- consent to the staff of the children's service working, or where appropriate, admit

medical treatment as it is reasonably necessary and that I will reimburse any costs

by the school.

Signature Date

Has your child suffered any trauma or abuse?

**LIST OF PARENTAL OCCUPATION GROUPS (FOR QUESTION 5) (please circle the most appropriate description)**

- Group 1 Machine operators, hospitality staff, assistants, labourers and related workers**
- Drivers, mobile plant, production/processing machinery and other machinery operators
  - Hospitality staff (hotel service, supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper)
  - Office assistants, sales assistants and other assistants
  - Office (typist, word processing/data entry/business machine operator, receptionist, office assistants)
  - Sales (sales assistants, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductors ticket seller, service station attendant, car rental desk staff, access warden, tobacconist, shelf stacker)
  - Assistant/side (trade assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)
  - Labourers and related workers
  - Defence Forces ranks below senior NCO not included above
  - Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/sheep classer, farm hand, horse trainer, maresman, greenkeeper, gardener, tree surgeon, forestry/logging worker, farmer, seafarer/fishing hand)
  - Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)
- Group 2 Trade/industry, clerks and skilled office, sales and service staff**
- Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
  - Clerks (bookkeeper/bank PO clerk, statistical/accountant clerk, accounting/china/audit clerk, payroll clerk, recording/registry/filing clerk, heating clerk, bond clerk, stores/inventory clerk, purchasing/order clerk, freight transporter/shipping clerk, bond clerk, customs agent, customer service clerk, admissions clerk)
  - Skilled office, sales and service staff
  - Office (secretary, personal assistant, desktop publishing operator, switchboard operator)
  - Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)
  - Services (age/d/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)
- Group 3 Other business managers, arts/media/sportspersons and associate professionals**
- Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
  - Specialist manager (finance/engineering/production/personnel/industrial relations/sales/marketing)
  - Financial services manager (bank branch manager, finance/investments/insurance broker, credit/loans officer)
  - Retail sales/services manager (shop, petrol station, restaurant, club host/monel, cinema, theatre, agency)
  - Arts/media/sports (musician, actor, dancer, painter, potter, sculptor, journalist, author, media, journalist, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official)
  - Associate professionals generally have diploma/technical qualifications and support managers and profession
  - Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional
  - Business/administration (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, of fax/project manager)
  - Defence Forces senior Non-Commissioned Officer
- Group 4 Senior Management in large business organisation, government administration and defence and qualified professionals**
- Senior executive/manager/department head in industry, commerce, media or large organisation
  - Public service manager (section head or above), regional director health/education/police/fire services administrator
  - Other administrator (school principal, faculty head/dean, library/museum/gallery director, research facility director)
  - Defence Forces Commissioned Officer
  - Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems, identify, treat and advise on problems, and teach others
  - Health, Education, Law Social Welfare, Engineering, Science, Computing Professional Business, (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
  - Air/sea transport (aircraft/ship's captain/officer/pilot, flight officers, flying instructor, air traffic controller)

**PRIVACY STATEMENT**

- The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your child.
- 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.
- Certain laws governing or relating to the operations of schools require that certain information is collected. These include Public Health and Child Protection laws.
- Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports from time to time.
- 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 providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
- Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and our website.
- Parents may seek access to personal information collected about them and their children by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in the breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
- From time to time the School engages in fundraising activities. Information received from you will be for this purpose; your personal information will not be released to third parties without your consent.
- We may include your contact details in a class list and School directory accessible by the Class Caretaker & communications. If you do not agree to this please advise us of this now.
- If you provide the School with personal information of others (such as doctors or emergency contact) we encourage you to inform them that you are disclosing that information to the School and why.

**PAYMENT OF FEES**

- The School Fee Policy is read and all terms and conditions of the policy agreed to.
- In the event of the withdrawal of a pupil from the school without the specified one term's written one term's fees are payable in lieu thereof.
- Accounts referred to a Collection Agency or Solicitor will have all legal costs and commission add accounts due.

**NON PAYMENT OF FEES**

- It is the policy of the School that families whose accounts are more than two billings in arrears who have made a payment arrangement with the Business Manager will have their accounts referred to the Debt Collection Agency.
- Any monies recoverable by the School from the Parent(s) pursuant to sub-clause 1 above shall be set against monies due and shall be recoverable as a liquidated debt.
- To pursue legal options such as the asking of a court order for the placement of a case or lien on a to secure the schools interest
- To exclude the child/ren from the school.

**DECLARATION**

I/We declare that the information provided in this enrolment form is true and correct to the best of our knowledge.

Parent's/Guardian 1 name \_\_\_\_\_

Signature (Parent/Guardian 1) \_\_\_\_\_ Date \_\_\_\_\_

Parent's/Guardian 2 name \_\_\_\_\_

Signature (Parent/Guardian 2) \_\_\_\_\_ Date \_\_\_\_\_

**WHAT HAPPENS NEXT**

Once we are in receipt of the Application Form (along with the application fee in full) and the Enrolment Form, interviews will be arranged for the Student and their Parent's and/or Guardian to meet with the Principal, the Class Teacher and/or Class Guardian.

A further meeting with the Business Manager may be required to discuss payment of School Fees. Parents are advised to familiarise themselves with the School Fee Policy, available on the school website at: <http://www.sophiamerrells.co.uk/ourcommunity/handbook-policies/> or to obtain a copy of the Fee Policy from the school office.

If the number of applications in any one year level exceeds the number of places available, it may be necessary for the school to take some of the under-mentioned factors into consideration in deciding priority for enrolment:

Students who have siblings at the school

Students who have attended the Little Sophia Kindergarten or previously attended the school

Transfer from another Steiner School

Application date

Whether the Principal feels that the School's program would make a marked contribution to the student's growth and development

Fee payment record

Commitment of the family to the principles of Steiner education

Any other special circumstances

Parents may be required to cover the cost of an initial extra lesson assessment or other recommended assessments before an enrolment is accepted.

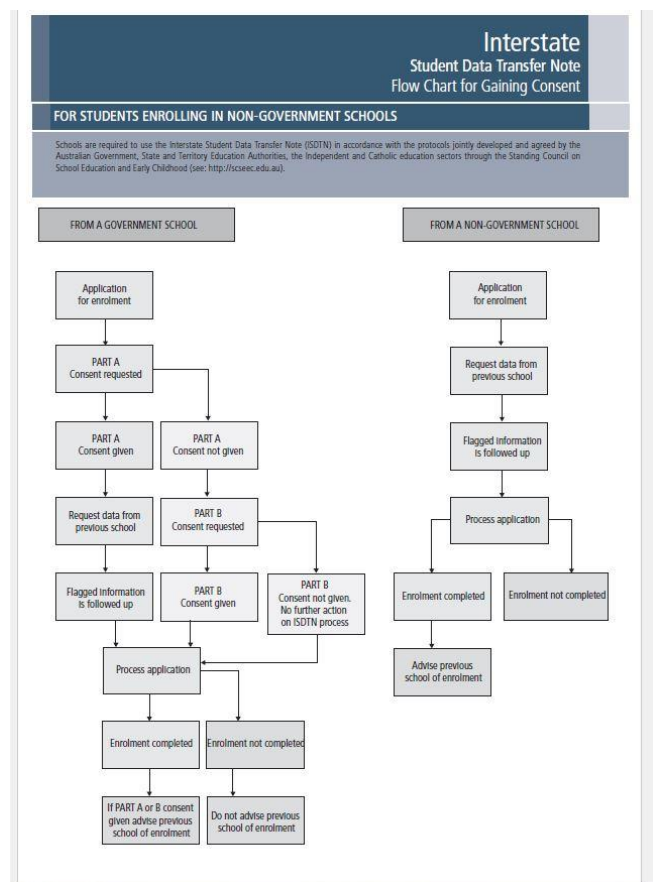
When a place has been offered to the Student a formal letter of offer shall be issued. At this time you will receive an invoice for the Capital Fee (for all new families to the school only), Holding Bond Account Fee and the Term Fees.

Payment of this invoice due within 14 days (or prior to commencement) is deemed as acceptance of the offer of a place at the school.

**WHAT TO BRING TO THE INTERVIEW**

- ☐ A copy of the student's two most recent school reports
- ☐ A recent drawing
- ☐ All reports relevant to the Student's enrolment including reports carried out by school or private clinicians
- ☐ Documentation that provides confirmation or details of any disability, physical or mental illness that the child is known to have and/or procedure that is to be followed if the child needs support at school
- ☐ A copy of the Student's Birth Certificate
- ☐ A copy of the Student's Immunisation Certificate
- ☐ An ID/Passport photo
- ☐ Completed and signed enrolment form (if not returned earlier)

## Appendix C Intrastate Student Information



## Part B Consent – Consent to Notify Previous School of Enrolment at New School

I  consent for the principal (or delegate) of  to notify my child's/children's  previous school  that my child/children is/are now enrolled at the above named school.

Signature of parent or guardian

Date

Complete Part B if Part A consent is not given

\* Parent or student consent is not required for non-government schools to receive student information from a school if the previous school has a data collection notice which complies with the guidelines in the National Catholic Council of Independent Schools' Associations Privacy Compliance Manual 11 December 2001 (Latest amended version December 2011), Section 7.10.1.

\* 'New School' is defined as either the school at which the student is enrolled OR the school at which the student process should be initiated at the point of application for enrolment and therefore information can be received finalised.

^ If the student is 16 years of age or older, student consent should also be sought.

## Interstate Student Data Transfer Note Form 1 - Parent/Guardian Consent Form

Schools are required to use the Interstate Student Data Transfer Note (ISDTN) in accordance with the protocols jointly developed and agreed by the Australian Government, State and Territory Education Authorities, the Independent and Catholic education sectors through the Standing Council on School Education and Early Childhood (see: <http://scsec.edu.au>).

### Part A – Consent to Transfer Student Data Interstate\*

I  ☐ do give ☐ do not give consent for information about my child / children

<small>Parent / Child's name</small>	<small>Date of birth</small>
<input type="text"/>	<input type="text"/>
<small>Parent / Child's name</small>	<small>Date of birth</small>
<input type="text"/>	<input type="text"/>
<small>Parent / Child's name</small>	<small>Date of birth</small>
<input type="text"/>	<input type="text"/>

to be transferred from his/her previous school

to his/her new school

I understand that:

- The principal (or delegate) of my child's new school may request and/or receive information from my child's previous school verbally and/or in writing.
- It may include all details contained on the Interstate Student Data Transfer Note.
- Additional information may be required by my child's new school. This information will only relate to information on the flagged field on the Interstate Student Data Transfer Note.
- 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/my child from misuse and loss and from unauthorised access, modification or disclosure.

Signature of parent or guardian

Date

Complete Part B if Part A consent is not given

\* Parent or student consent is not required for non-government schools to receive student information from a student's previous non-government school if the previous school has a data collection notice which complies with the guidelines in the National Catholic Education Commission and National Council of Independent Schools' Associations Privacy Compliance Manual 11 December 2001 (Latest amended version December 2011), Section 7.10.1.

\* '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 16 years of age or older, student consent should also be sought.



## Interstate Student Data Transfer Note Form 2 - Student Consent Form

Schools are required to use the Interstate Student Data Transfer Note (ISDTN) in accordance with the protocols jointly developed and agreed by the Australian Government, State and Territory Education Authorities, the Independent and Catholic education sectors through the Standing Council on School Education and Early Childhood (see: <http://scsec.edu.au>).

### Part A – Consent to Transfer Student Data Interstate (for students who are 16 years of age or older)\*

I,

date of birth:  /  /  ☐ do give ☐ do not give

consent for information about me to be transferred from my previous school

to my new school

I understand that:

- The principal (or delegate) of my new school may request and/or receive information from my previous school verbally and/or in writing.
- It may include all details contained on the Interstate Student Data Transfer Note.
- Additional information may be required by my new school.
- The principal (or delegate) of my new 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 my new school will take all reasonable steps to protect the personal information about me from misuse and loss and from unauthorised access, modification or disclosure.

/  /

Signature of student Date

Complete Part B if Part A consent is not given

### Part B – Consent to Notify Previous School of Enrolment at New School

I,

date of birth:  /  /  ☐ do give ☐ do not give

consent for the principal (or delegate) of

to notify my previous school

that I am now enrolled at the above named school

/  /

Signature of student Date

\* Parent of student consent is not required for non-government schools to receive student information from a student's previous non-government school if the previous school has a data collection notice which complies with the guidelines in the National Catholic Education Commission and National Council of Independent Schools' Association Privacy Compliance Manual 11 December 2001 (latest amended version December 2011), Section 7.5.1.1.

† '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.

### 5 Support Needs (please tick)

	Yes	No	Cannot transfer/provide this information
a. Negotiated Curriculum Plan†	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Adjusted education program‡	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Career Guidance file held	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. School counsellor/psychologist file held*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Other learning support (specify - eg ESL...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
f. Accelerated Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Young Carers Role§	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Schools to consider legislative or policy requirements before sending this information. In Queensland a response will not be provided.

### 6 Progress in specific learning areas (over the last 12 months)

a. Literacy/English	<input type="checkbox"/> Below level	<input type="checkbox"/> At level
b. Numeracy/Maths	<input type="checkbox"/> Below level	<input type="checkbox"/> At level
c. Other learning areas (specify)	<input type="checkbox"/> Below level	<input type="checkbox"/> At level
<input type="text"/>	<input type="checkbox"/> Below level	<input type="checkbox"/> At level
<input type="text"/>	<input type="checkbox"/> Below level	<input type="checkbox"/> At level
<input type="text"/>	<input type="checkbox"/> Below level	<input type="checkbox"/> At level
<input type="text"/>	<input type="checkbox"/> Below level	<input type="checkbox"/> At level
<input type="text"/>	<input type="checkbox"/> Below level	<input type="checkbox"/> At level
Latest student report available	<input type="checkbox"/> Yes	<input type="checkbox"/> No

\* Indication only - see student report if available for further details.

### 7 Pastoral care and behaviour management

a. School disciplinary absences (in/out of school) in the last 12 months*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Individual behaviour management plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No

\* This refers to such action as suspension, exclusion, expulsion, isolation or withdrawal.

- † A negotiated curriculum plan refers to things such as an Individual Education Plan (IEP), Education Support Plan has been developed to suit the specific need of the individual student and is implemented in the student's sch provision.
- ‡ An adjusted program refers to a program in which the student participates separately, alternative to the norm school. It may constitute part of a school-based curriculum, or it may be conducted off-site or as a full-time
- § Young carers are children and young people who have caring and support responsibilities for a family member aged, or has chronic mental or physical illness.

## Interstate Student Data Transfer Note Form 3 - Interstate Student Data Transfer Note (ISDTN)

Schools are required to use the Interstate Student Data Transfer Note (ISDTN) in accordance with the protocols jointly developed and agreed by the Australian Government, State and Territory Education Authorities, the Independent and Catholic education sectors through the Standing Council on School Education and Early Childhood (see: <http://scsec.edu.au>).

Please Indicate: ☐ Student enrolling ☐ Mail  
☐ Student applying for enrolment ☐ Fax  
☐ Email

### SECTION 1 TO BE COMPLETED BY NEW SCHOOL (on enrolment or application for enrolment)

1 Student Information

a. Student name

b. Previous OR other names (if applicable)

c. Preferred first name

d. Date of birth  /  /

e. Australian citizen ☐ YES ☐ NO ► If no, Visa category if known

2 New School Information

a. Name of new school

b. Contact details Address

City/Town  State  Postcode

Contact name

Phone/fax numbers

Role/Position

c. Email address

d. Sector (please tick) ☐ Non-government ☐ Government

### SECTION 2 TO BE COMPLETED BY PREVIOUS SCHOOL (within 5 working days)

1 Previous Schooling Information

a. School I. Name of previous school

II. Address of previous school

City/Town  State  Postcode