



SOPHIA
MUNDI

Steiner Education and IB World School

Enrolment Policy & Procedures

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1. Policy

1.1 Policy Statement

Sophia Mundi Steiner School (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.

This policy should be read in conjunction with the School Fee Policy, as payment of fees directly impacts on student enrolment.

1.2 Principles

- Sophia Mundi does not discriminate on the basis of race, religious belief, disability or gender.
- Enrolment processes are fair, open and transparent.

1.3 Relevant Legislation or Authority

- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2007 (Vic.)
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- Equal Opportunity Act (Vic.) 2010
- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Australian Education Act 2013
- Australian Education Regulation 2013
- Victorian Child Safe Standards 2022

The Enrolment Policy takes account of all requirements of laws relating to privacy.

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. The International Baccalaureate (IB) Organisation describes the Diploma Programme (DP) as an assessed programme for students aged 16 to 19. It is respected by leading universities across the globe.

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.

Links to other policies

- Attendance Policy
- Privacy Policy
- Student Health Care Policy
- Complaints Policy
- School Bursary Policy
- School Fee Policy
- Child Safe Policy

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, Information Evenings and Open Days. To ensure an informed decision regarding enrolment at Sophia Mundi Steiner School (Sophai Mundi), parent participation in a School Tour/visit prior to the submission of an Application Form is compulsory.

The Registrar is the primary contact point for information concerning the enrolment process.

2.2 Enrolment Application

Opportunities for prospective parents to find out more about the school include the school's web-site, school tours, Information Evenings and Open Days. To ensure an informed decision regarding enrolment at Sophia Mundi, parent participation in a School Tour prior to the submission of an Application Form is compulsory.

The Enrolments Coordinator is the primary contact point for information concerning the enrolment process.

Parents wishing to enrol their child at Sophia Mundi will submit a completed *Application Form* to the Enrolments Coordinator, together with the Application Fee. The prospective student may be placed on a waiting list for a current or future class. The Enrolments Coordinator will acknowledge receipt of the application and contact parents as soon as possible to inform them of the next step in the enrolment process.

Sophia Mundi does not offer trial days. New student enrolments will be accepted for commencement at the beginning of Semester 1 (Term 1) and Semester 2 (Term 3).*

*Enrolment at any other times may be reviewed and considered at the discretion of the IB Coordinator and Principal, particularly with regard to applications from the following:

- Returning students
- Students transferring from other Steiner/Waldorf Schools
- International students

2.3 Priority Enrolments

Sophia Mundi will consider the following factors in determining enrolments in order of priority:

1. Demonstrated academic achievement;
2. Students who are transferring from another Steiner School;
3. Students who have siblings at the school;
4. Multiple enrolments from the same family
5. Fee payment record (for returning students);
6. Application date.

In conjunction with the above criteria, the Principal will have discretion in offering places to ensure an academic and coeducational balance is maintained across the whole School.

2.4 Formal Interview/s

Two teachers, one of whom is the Class Teacher (Class Guardian/Head of Faculty or Principal), shall conduct an in-depth interview with the student and parents.

The relevant (Primary or Secondary) Enrolment Form must be fully completed, together with the following documents which will be held on the student file:

1. Copies of two recent reports (covering the last two years of schooling)
2. Birth Certificate or Passport
3. A record of immunisation status (Child History Statement)
4. Any assessments/reports carried out by private clinicians
5. Information pertaining to indigenous and / other cultural backgrounds

The completed Enrolment Form and accompanying documentation shall be returned no less than one week prior to the formal interview. Without the required paperwork, the interview will be cancelled and re-scheduled.

Where an application is received for a student with an identified special need, disability or health related issue (see section 2.5) a member of the Support Education and/or Welfare team shall be present either at the initial or subsequent interview/s. A further interview with the Principal may also be conducted to discuss Steiner education and any issues associated with the prospective student's enrolment.

Applicants seeking admission to Primary Classes 1-2 will participate in appropriate developmental milestone exercises to assess literacy, numeracy and gross motor skills.

Applicants seeking entry to Class 3 – Year 10 will complete the relevant year level Progressive Achievement Test (PAT).

Where there is a query about which year level is appropriate for the prospective student (often based on date of birth and/or individual learning needs), the Teacher/Guardian of both year levels will participate in the enrolment interview/s to determine suitability. Whilst the interview process is consultative, where a decision cannot be reached, the final outcome shall be determined by the Principal (or their Delegate).

2.5 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.

2.5.1 Enrolment for Students with Disabilities/Health Care Conditions

The Enrolments Coordinator will, when accepting an application for enrolment from parents of a student with a disability/health care condition;

- seek any documentation that provides confirmation or details of any:
 - disability that the student is known to have;
 - physical or mental illness that the student is known to have
 - previous hospital admissions
 - procedure that is to be followed if the student needs support at school;

The Enrolments Coordinator will provide all documentation to Inclusion and Wellbeing staff who 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;
- the extent to which the learning processes or safety of other students in the school will be affected
- whether additional staff assistance will be needed.
- whether the school is able to meet the child's needs reasonably and without undue hardship.

In collaboration with the parents, the Principal, Inclusion and Wellbeing team together with relevant specialist services will:

- determine what reasonable adjustments may be needed to offer the student access to the curriculum in keeping with the philosophy and pedagogy of Steiner Education.

Any reasonable adjustments will be documented and agreed prior to the offer of enrolment.

An enrolment may not progress if, after a thorough investigation into all aspects of the child's additional educational needs and consultation with the parents, the Principal concludes that adjustments required to be made will cause the student or school and/or other people involved (including other students) unjustifiable hardship.

2.6 Overseas Students

The Enrolments Coordinator will request and record the Visa status when enrolling a student who is the dependent child of a parent who holds, a permanent, temporary or bridging visa.

- The Enrolments Coordinator will also request and record the visa status when enrolling **overseas students** (formerly known as full fee-paying overseas students - FFPOS). These students are the dependents of a parent who holds a visa that is specifically related to studying in Australia, or a bridging visa attached to a substantive visa with those provisions. Additional overseas student fees are applicable.
- Sophia Mundi does not offer short-term enrolments for students who enter Australia on a Visitor Visa.
- Sophia Mundi Steiner School is not registered to enrol overseas students travelling on a student visa subclass 500.

2.7 Offer of a Place

An offer of enrolment may be made upon satisfactory completion of the enrolment process.

Selected applicants are required to make payment of the Confirmation Fee and sign the Enrolment Agreement (contained within the Enrolment Form). Payment of the Confirmation Fee and signing of the Enrolment Agreement are deemed as acceptance of the offer of a place at the school.

The parent will be provided with a Parent Handbook which references important school policies and procedures. Parents are expected to become conversant with these policies and procedures and agree to abide by them.

2.8 Mid Term Review

Approximately 4 weeks into the first term of enrolment, interviews will be scheduled with both students and their parents. This provides an opportunity to discuss any issues that may have arisen as a result of incomplete or incorrect enrolment information, misunderstandings regarding the school's programs and expectations, or challenges that the student may be facing in adapting to the school's environment. **In the event that it is determined that the enrolment has not met expectations or that the needs of the student are not being adequately addressed, the student may be withdrawn without the need to provide a term's notice or incurring any associated fees.**

2.9 Disclosure & Cancellation of Enrolment

Parents acknowledge that the Enrolment Form has been completed honestly and correctly, and that full disclosure has been made in response to the matters and questions raised in the Enrolment Form. Failure to complete the Enrolment Form honestly and correctly, or to make full disclosure, may result in the immediate termination of the Enrolment. Sophia Mundi reserves the right to obtain further information regarding the student, including all academic information, school reports, living arrangements and all medical and other reports regarding the student, if applicable.

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 the parent an opportunity to demonstrate why the enrolment should not be cancelled; and

- advise parents in writing when an enrolment has been cancelled.

2.10 Enrolment Decision Disputes/Complaints

The Principal will:

- receive and manage complaints or 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.

2.11 Enrolment Records

2.11.1 *Particulars to Be Recorded*

The Enrolments Coordinator shall ensure full completion of the Enrolment Form, thereby collecting essential information as required to meet Commonwealth and State legislative requirements, including Victorian Child Safe Standards, at the time of enrolment.

Records of enrolment are required for annual data returns to the Australian Government for the Australian Government Census of Non-Government Schools under Australian Education Regulation 2013 (Cth.) (s.77). They are also required for annual data returns to the Victorian Government for the Victorian Census under the Victorian Government Funding Agreement for Non-Government Schools.

Under the Australian Education Act 2013 (Cth.) schools are required to collect Student Background Characteristics Data as part of the school enrolment process and report the data to the VCAA or other testing agent when requested.

2.11.2 *Retention of Records*

The Enrolments Coordinator will record all student enrolment particulars on the school enrolment register (Compass). The enrolment register is a permanent record of the students admitted to the school. The school is required to implement processes and procedures to ensure that the register is up to date. The enrolment register determines those students for whom attendance must be registered and monitored.

The Australian Education Regulation 2013 (Cth.) (s.37) requires student enrolment records to be retained for 7 years after end of school year in which the last entry was made. Student enrolment records may be audited by either state or commonwealth authorities in order for the authorities to monitor payments made on the basis of student numbers or on the basis of the enrolment of particular categories of students.

2.11.3 *Removal of Names from Enrolment Register*

Upon receipt of a completed Exit Form, the Enrolments Coordinator 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;
- the date the school receives advice of enrolment at an interstate school or;
- the date of expulsion.

Where appropriate, the Enrolments Coordinator will instigate an enrolment exit survey with the parents of the leaving student.

Links to Policies

- [Attendance Policy](#)
- [Privacy Policy](#)
- [Student Health Care Policy](#)
- [Complaints Policy](#)
- [School Fee Policy](#)
- [Child Safe Policy](#)