

# CHRISTCHURCH RUDOLF STEINER SCHOOL

## COLLEGE PRINCIPAL GROUP

### Management

Policy on **Administration**

Procedure re **ENROLMENT**

Enrolment in the school is governed by the provisions of the Private Schools Conditional Integration Act 1975 and the Human Rights Act. Parents enrolling their children must demonstrate that they have formed a particular relationship with the 'special character' of the education offered and that they recognise their rights and responsibilities in respect of that, including their obligation to pay attendance dues and stationery accounts.

Goals

- To ensure a fair and equitable enrolment process that is effective and well managed.
- To ensure that up to date information about enrolment is freely available.
- To ensure that prospective enrolments are processed in accordance with the stated procedures.
- To provide a suitable appeals process in respect of declined enrolments.
- To ensure the school does not exceed its maximum roll of pupils.
- To ensure the operation and maintenance of a waiting list.

Procedures

The College of Teachers, through the College Principal Group and Enrolment Coordinator, is responsible for operating, maintaining and developing the school enrolment procedure.

Prospective parents will be provided with written information about the school and required to attend one or more 'special character' talks.

Application forms will be made available at the Special character talk and are to be signed by Special Character representative.

Completed applications will be date stamped and processed in order of receipt. Priority will be given to full siblings of current pupils attending the school.

Some priority may be given to candidates in the following categories, at the discretion of the College Principal Group or agent; these are not ranked in order of importance.

- Children whose parents demonstrate a particular commitment or connection to the aspirations of Rudolf Steiner education
- Children of Staff
- Children of past pupils
- Pupils transferring from another Rudolf Steiner School
- Ex-pupils (returning pupils) Parents may be required to attend a Special Character talk if the department head requires this before being re-interviewed.
- Children whose educational, personal or social needs can be met by the school.

Information provided by parents in writing, from interviews and previous school reports will be taken into account when accepting applicants.

No child shall be enrolled at the school unless the Proprietors representative has stated that the parents of the child have established a particular or general connection with the 'special character' of the school.

Where any spaces remain after accepting and enrolling those with clear priority, then applicants will be accepted in order of application, with respect to birth dates.

No child may start their schooling until suitable arrangements for payment of fees have been made with the Bursar.

Overseas students may be accepted as full fee paying or as exchange students as appropriate. Relevant information will be sent to prospective candidates.

Part time students may be offered a placement in an Upper School class to complete their schooling, provided they fulfil the conditions of enrolment above and there is a position available in the class.

When a place is offered to an applicant it will be held open for no longer than one month unless a fees arrangement has been finalised.

The school will operate a waiting list.

If declined on 'special character' grounds, appeal should be directed to Proprietor.

If the applicant is unsuccessful because of priority ranking, appeals should be directed to the College Principal Group.

If the school considers that an applicant's needs may not be met by the school this will be conveyed to the parents, with reasons.

*Date Reviewed: June 2011*

*Responsibility for review: Management*

*Responsibility for administering this procedure: Management*

*Date of Next Review: March 2016*