



DANDENONG RANGES STEINER SCHOOL

## ADMISSIONS POLICY & PROCEDURE

Dandenong Ranges Steiner School (DRSS) is an independent school, kindergarten and playgroup founded on the educational philosophy of Rudolf Steiner. DRSS accepts children independent of his/her cultural background. The School operates in accordance with Victorian anti-discrimination legislation. DRSS does not discriminate in accepting applications for admission on the basis of race, colour, gender, sexuality, physical or mental disability, religion, national extraction or social origin. It is an equal opportunity school which aims to treat all applicants fairly and is open to all children of varying abilities.

Choosing a school for your child is an important decision. We encourage you as parents to find out as much about our school and Steiner Education as possible before you enrol, in order to make the best informed decision. We strongly encourage you to attend a school tour and/or an annual Open Day prior to enrolment.

### **How to Apply**

To apply for enrolment, please complete an Enrolment Application form and return it to the office, together with the non-refundable application fee of \$50. Application does not guarantee a place, but ensures your child will be put on our waiting list. When a place becomes available for a student, parents will be notified and invited to attend an interview with the appropriate teacher.

During the interview with the teacher, you will be asked about your child's health and developmental history, siblings and any significant or unusual circumstances in the family history. You will be asked to bring to the interview anything that will help give a clear and full picture of your child, e.g. drawings & paintings, mathematics, writing, school reports and projects.

The teacher will share a picture of the class with you and answer questions pertaining to curriculum and school life. She or he will consider the social balance of the class and consider what a new child will bring.

If the interview is mutually successful, your child may visit the class for a trial before a final decision is made. If your child is offered a place in a class, you will be asked to complete an Enrolment Acceptance Form. The Enrolment Acceptance Form must be returned to the school office together with the refundable entry bond (\$500) before your child will be allowed to start in the

class. (Please see "Refundable Bond" below). Prior to commencement you will also be asked to complete electronic Family & Student Data Collection forms, as well as Student Conveyance Allowance and Camp Sport and Excursion Fund Applications and provide any relevant medical forms. You are also required to provide a School Entry Immunisation Certificate and a copy of your child's Birth Certificate or extract. Families with current parenting orders or intervention orders should supply copies to the office.

### **Withdrawing a Student**

One full terms notice in writing must be given to the Enrolment Officer when withdrawing your child/children from the School (including Kindergarten). If the required notice is not provided, one full term fees (i.e. One quarter of the annual fee) will be charged. "One full term" means a complete school calendar term.

### **Special Needs**

Families have an obligation to disclose any physical, learning or behavioural needs of the child at the time of application.

If your child has learning difficulties, an assessment by an external specialist may be requested from the parents. A further interview or extra assessment may be necessary. If it becomes apparent that the child would require educational support beyond what the teacher can offer, further interview and assessment would take place with a Care Group consisting of: the teacher, parent, parent advocate, anthroposophical health practitioner and other professional advisers where appropriate. This Care Group would establish in writing the needs of the child and the appropriate therapeutic and educational support needed.

The teacher would have the opportunity to bring these findings to the College of Teachers to enable a decision regarding the application for enrolment, or acceptance of Class One readiness in the case of a child currently in Prep. The Care Group will be informed of the College decision.

If the College of Teachers agrees, a conditional acceptance will be offered, with a trial period and reassessment of the child's progress after a period of time. The teacher will confer with the Care Group and keep written records of all agreements and expectations with the parents.

### **Selection Criteria**

The school gives special consideration to families where there is a demonstrated commitment to the school and its underlying philosophy. The following factors may also be taken into consideration:

- Compatibility of the philosophy underlying Steiner Education with the beliefs and practices of the adults in the child's home environment
- Children and grandchildren of teachers at the Dandenong Ranges Steiner School

- Past students
- Children of past students
- Siblings of current students at the school or Playgroup
- Students transferring from other Steiner schools
- Application date
- Family's home location will be considered in the sense that we discourage long distance travel
- Special Circumstances

## **Age Guidelines**

Our approach has its roots in the understanding of the nature of the developing child, as indicated by the teachings of Rudolf Steiner. The minimum age cut off for each grade are listed below for the 2018 school year:

Little Kinder	4 by December 31 <sup>st</sup> 2018
Big Kinder	5 by December 31 <sup>st</sup> 2018
Prep	6 by December 31 <sup>st</sup> 2018
Class One	7 by December 31 <sup>st</sup> 2018
Class Two	8 by December 31 <sup>st</sup> 2018
Class Three	9 by December 31 <sup>st</sup> 2018
Class Four	10 by December 31 <sup>st</sup> 2018
Class Five	11 by December 31 <sup>st</sup> 2018
Class Six	12 by December 31 <sup>st</sup> 2018

Children born in October and November are considered to be “on the cusp” and may be interviewed by more than one teacher to determine the best placement.

## **Parent Responsibilities**

Families are encouraged to contribute as members of the DRSS community. It is requested that all families participate in fund-raising activities and working bees. Family participation not only plays an integral role in the running of the School, it also helps families to feel involved and fosters a sense of community.

## **Non-Admission**

The school may, at its discretion, refuse an enrolment at any time. Continued enrolment is dependent upon adherence to the school's policies and procedures. The school may, at its discretion, cancel the enrolment of any student who places, or whose parent places, the good order of the school into jeopardy.

## **Privacy Statement**

The following information describes how the school uses and manages personal information. The various forms used by the school ask for personal information about your child as well as family members and others who provide care for

your child. We collect this information to register your child and allocate staff and resources to provide for their educational and support needs. All staff at Dandenong Ranges Steiner School and the relevant Government Departments are required, by the National Privacy Principles contained in the Commonwealth Privacy Act, to protect the information provided by you.

The School typically collects personal information by way of forms filled out by parents, face-to-face meetings or interviews and telephone calls. Occasionally, people other than parents and students provide personal information to the school, for example a report provided by a medical professional or a reference from another school.

## **TYPE OF INFORMATION REQUESTED**

### **Health**

Health information is requested so that School staff can properly care for your child. This includes information about any medical condition or disability your child may have, medication your child may rely on while at school, any known allergies and contact details of your child's doctor. The school depends on you to provide all relevant health information as withholding health information may put your child's health at risk.

### **Family Details**

Our school requires information about all parents, guardians or carers so that we may take account of family arrangements. Family Court or Magistrate Orders setting out any access restrictions and parenting plans should be made available to the Teachers and Office Staff. *Please tell us as soon as possible about any changes to these arrangements.* Please contact your Teacher or the Office Staff if you wish to discuss, in strict confidence, any matters relating to family arrangements.

### **Family background information**

This includes information about a person's country of birth, aboriginality, language spoken at home and parent occupations. This information is collected so that the school receives correct funding for our students. It is also used by State and Federal education departments for monitoring, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without your consent or as required by law.

### **Emergency Contacts**

These are people that we may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to our school.

### **Immunisation status**

This assists us in managing health risks for children. This information may also be passed to the Department of Human Services to assess immunisation rates in Victoria. Information sent to the Department of Human Services is aggregate data so no individual is identified. This information is required under Victorian Legislation for all students enrolling in Kindergarten.

### **Visa status**

If you hold a temporary visa, you are required to disclose this information upon enrolment to ensure our School complies with policies and legal requirements. If your child does not have an Australian birth certificate or passport, the office will request a copy of a current visa. This information is required to enable Dandenong Ranges Steiner School to process your child's enrolment. The enrolment agreement will remain valid as long as the visa is current.

### **Disclosing personal information**

The School may disclose personal information, including sensitive information, held about an individual to:

- Another school;
- Government departments;
- Medical practitioners;
- People providing services to the School, such as specialist visiting teachers;
- Anyone to whom you authorise the School to disclose information.

### **Sensitive Information**

Sensitive information will be used and disclosed only for the purpose for which it was provided or for other directly related purposes, unless you agree otherwise, or if the use of disclosure of the sensitive information is allowed by law.

### **Management and Security of Personal Information**

The School's staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals.

The School has in place steps to protect the personal information the School holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

### **Updating personal information**

The School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the School by contacting the School Office Staff at any time. The National Privacy Principles require the School not to store personal information longer than necessary.

### **Accessing your child's records**

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the School holds about them and to advise the School of any perceived inaccuracy. In most circumstances you may access your child's records by contacting the Office. If you have any concerns about the confidentiality of this information please contact the Office. The Department of Education can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on these forms. Please call the Department's Privacy Manager on (03) 9637 3601 if you would like this information.