



## ***Mainstream and Steiner Education***

### ***Two streams – one river***

# Enrolment Policy

## **Purpose**

Basket Range Primary School is not a zoned school. The school will continue to accept new enrolments until it has exceeded its enrolment capacity. This policy sets out the policy and procedures for admitting new students.

## **Aims**

- To provide clear guidelines for enrolling new students
- To clearly articulate starting ages for mainstream and Steiner reception classes
- To establish class size caps appropriate for maintaining a manageable growth for our school

## **How to enrol**

Make an appointment with the school for a tour with the Principal.

Complete and lodge the school enrolment form provided by the school to be placed on the waitlist. A non-refundable registration fee of \$20.00 per child must accompany this application.

You may be asked to show:

- proof of the child's birth age - e.g. birth certificate, passport or official Centrelink documentation stating the child's name and birth date
- proof of residence

You may be asked about:

- Your child's interests
- Any custody and family dispute issues
- Immunisation records, medical information and health care needs
- Friends already attending the school or starting at the same time.

Parents are encouraged to enrol siblings as soon as possible. Once enrolled, a confirmation letter of enrolment is sent to the family.

Enrolment waitlists are maintained for the 5 years before starting school.

## Reception enrolment age

Children enrolling for **Mainstream reception** who turn five before May 1, can start school on the first day of Term One of that year. Where a child turns five on or after May 1 they will start school on the first day of Term One the following year.

Children are eligible to enrol for **Steiner reception** in the year they turn six.

The age of compulsory school attendance in South Australia is six years of age.

Classes are formed between week 8 term 2 and week 5 term 3 in the year prior to commencement.

Priority will be given to -

1. siblings of currently enrolled students;
2. students who live close to the school;
3. parental commitment to and knowledge of Steiner Education (for Steiner stream).

Consideration will be given to those on the waitlist on a 'first come, first served' basis and using the factors listed above.

Places will be offered from the waitlist if vacancies occur after this process.

## Attendance

A child who is at least 6 years old but not yet 16 is of compulsory school age. Every child of compulsory school age, irrespective of distance from the school or whether disabled or not, is required to be enrolled at a government or non-government school and is required to fully participate in the education program arranged and approved by the enrolling school.

Parents are required to inform the school office by phone (or email) by 9:30 am if a child is to be absent for any reason. Please ensure your child is at school by 8:45 am ready to start class at 8:55 am. Children arriving after this time disrupt the class and miss out on receiving instructions for the morning. If your child arrives at school after 9:10am, or leaves early for an appointment etc., please sign them in or out through the office.

*Please note:* All late arrivals and early departures are recorded on the roll and reported to DECD.

## Student Exemptions

An exemption is required if a child will be absent from school for an extended period, for example - a family holiday. A form is available from the school office for completion. Periods from 3-4 days up to 12 months are to be approved by the Principal. Please make a note to include this process in your initial holiday planning. For more information contact the school office.

Version	Date Prepared	Date Adopted	Approved By	Next Review
1	26-Jul-2018	30-Jul-2018	N Saccoia	30-Jul-2021