



Enrolment Policy

Purpose:	To ensure an enrolment process which is transparent, fair and equitable and for the School to fulfil all obligations under the law regarding anti-discrimination. To provide a clear understanding of the terms in which enrolment will be offered to students	
Scope:	The Cassowary Coast Community Campus Inc. and employees of The Rainforest School involved in the enrolment application process and all families and students who wish to enrol at The Rainforest School.	
Status:	Approved	Supersedes: 18 Aug 2020
Authorised by:	Principal	Date of Authorisation: 17 Aug 2021
Review Date:	Annually	Next Review Date: Aug 2022
Policy Owner:	The Rainforest School	

1. Statement

Our mission is to deliver a child-centred and holistic approach to education which considers the individual needs of the child: academically, socially, emotionally, physically and spiritually.

Our vision is to provide a safe, natural and nurturing environment that promotes self-confidence, fosters authentic relationships and encourages within the child a connection with nature and a love of learning.

The Rainforest School uses the Australian National Curriculum to deliver a balanced mix of real-life, hands-on and explicit lessons. To fulfill our vision and mission and ensure successful student outcomes, the School is small by design, with fluid and flexible, multi-age classrooms.

2. Principles

The Rainforest School conducts an annual enrolment process. Student intake is only offered at the commencement of the school year to ensure our staff and students have consistency and continuity in both academic learning and relationship building. It is highly recommended that students participate in our Prep Program in term 4 to ensure a smooth transition to school.

Through our enrolment process we aim to ensure that we partner with families who are compatible. It is fundamental to the School operations that families understand our educational philosophy and values and support our principles.

The School aims to develop strong connections with our families to foster a vibrant and inclusive learning community that ensures the best outcomes for its students. The School will not discriminate against students based on disability, race, gender or denomination.

3. Enrolment Priority

- a) Families who share our philosophies and values
- b) Prep students

An Offer of Enrolment will be determined by the school Principal with consideration given to the mission & vision of the school, its philosophies and values, the well-being of its student body and the school's human, financial and physical resourcing capacities. In addition to our hierarchy of priority, we may also consider, but in no order of priority:

- Commitment to maintain the long-term enrolment
- Commitment to developing strong ties between home and school
- Class sizes and places available in the relevant year
- Age and gender balance
- Siblings of current or past students
- Children of The Rainforest School employees

4. Enrolment Process

The Rainforest School conducts an annual Enrolment Process for students to commence at the beginning of the school year. Prep will provide the usual entry point into the School, however enrolment at other year levels may be considered provided places are available. Children who are five years old, or who turn five on or before 30 June in that year are eligible to start Prep. The School follows a three-step enrolment process. A flow chart is attached in Appendix A.

Step 1: Register of Interest

- a) Enquiries are welcome at any time. A register of Interest is to be completed for children over the age of 3 years. Families enquiring for a children under the age of 3 can leave their contact details and their child's date of birth.

The Register of Interest will remain open for prospective students until mid Term 2, in the year prior to school commencement. It will be communicated to enquiries taken after the closing date, that we cannot offer a placement for the following school year.

The School Administration will respond to enquiries by providing:

- School Prospectus
 - Fee Schedule
 - Enrolment Policy
 - Register of Interest form
- b) Upon submitting the Register of Interest, The School Administration will enter information into a Register of Interest list on our local server. The Register of Interest form will be stored in an office file.
 - c) Families on the Register of Interest list will be shortlisted based on Enrolment Priority and available placements. The School may contact the child's preschool, or previous school for providing information pertaining to the need of the child. The Principal has absolute discretion in determining the weight of each of the factors for

consideration in this process. A submitted Register of Interest does not guarantee an Offer of Enrolment.

- d) At the end of Term 2, the School administration will communicate to all families the outcome of the Register of Interest selection process.
- e) Register of Interest forms of unsuccessful applicants will be retained for 6 months after the completion of the Enrolment Process. The School Administration will retain Register of Interest forms of enrolled students, on a student file, according to the legal requirements.

Step 2: Enrolment Application

- a) New families who have been shortlisted, will be invited for a School Tour. After attending the School Tour, the family will decide whether to proceed further with the Enrolment Process. The School Administration will provide an Enrolment Application upon request.

Existing families will be provided an Enrolment Application to complete.

Submission of Enrolment Applications for the following year close at the end of Term 2.

- b) The Enrolment Application needs to be accompanied by:

- An Application fee of \$150 per child and bank details to refund if needed.
- A copy of the prospective student's birth certificate or passport (sighting only);
- Current relevant medical reports/information (this includes allergies, asthma, diabetes, etc and is necessary to ensure The Rainforest School can meet the needs of the student);
- Any relevant allied health professional reports (this includes speech, occupational therapy, psychologist, etc and are necessary to ensure The Rainforest School can meet the needs of the student);
- Any court or parenting orders (sighting only) in relation to the guardianship arrangements of the student.

The Enrolment Application will not be reviewed or processed until the fee and all supporting documents have been provided (where applicable).

- c) Enrolment Applications will be shortlisted for an Enrolment Interview based on Enrolment Priority and available placements. The School may contact the child's preschool, previous school, medical practitioner or other personnel who are considered significant for providing information pertaining to the need of the child. The Principal has absolute discretion in determining the weight of each of the factors for consideration when deciding whether to offer an Enrolment interview. A submitted Enrolment Application does not guarantee an Offer of Enrolment.
- d) The School Administration will respond to all Enrolment Applications to inform them of their outcome.

Unsuccessful Enrolment Applications, who are not shortlisted for an Enrolment Interview, will have their Enrolment Application fee refunded.

Successful Enrolment Applications will be contacted to arrange an Enrolment Interview in early Term 3.

- e) Unsuccessful Enrolment Applications and supporting documents will be retained for 6 months after the completion of the enrolment process. The School Administration will retain Enrolment Application forms of enrolled students, on a student file, according to the legal requirements.

Step 3: Offer of Enrolment

- a) At the Enrolment Interview the Principal will:
- Establish that the expectations and commitments of the parents/carers are consistent with the vision and mission, philosophy and values, policies and processes and school resources.
 - Inform parents/carers of their responsibilities regarding fees.
 - Assess the child's readiness for formal schooling.
 - For students with identified additional needs, consider adjustments that may be required, as outlined in section **6. Disability**. Any external assessments of reports required will be at the parent/carer's expense.
- b) Offers of Enrolment will be determined at the discretion of the Principal, based on Enrolment Priority and available placements. The Principal has absolute discretion in determining the weight of each of the factors for consideration in this process. An Enrolment Interview does not guarantee an Offer of Enrolment.
- c) The School Administration will contact all families of the outcome of the Enrolment Interview selection process.
- d) Unsuccessful Enrolment Applications, who are not shortlisted for an Offer of Enrolment will have their Enrolment Application fee refunded.
- e) The School Administration will contact successful Enrolment Interviews by providing:
- Offer of Enrolment
 - Enrolment Form
 - Enrolment Contract
 - Invoice for Administration Fee and School Bond

The forms and fees need to be received within 14 days. Failure to complete the forms and payment within the required time may result in the placement being offered to another child.

- f) When the signed Enrolment Form, Enrolment Contract, Administration fee and Enrolment Bond have been received, the student is considered to be enrolled.
- g) Unsuccessful Enrolment Application forms and supporting documents will be retained for 6 months after the completion of the Enrolment Process. The School Administration will retain all completed forms of enrolled students, on a student file, according to the legal requirements.
- h) Continued enrolment at The Rainforest School is dependent upon meeting the factors outlined in section **5. Withdrawal and Termination**. A full and honest disclosure is required throughout the enrolment process. The Rainforest School may deny an offer

of enrolment or the continued enrolment if an application is found to contain misleading information.

5. Withdrawal and Termination

- a) If an Offer of Enrolment is made and accepted, and the parents/carers subsequently decide not to proceed with enrolment, no less than a full term's notice must be given or one term's fees will be charged. An exemption may only be granted in exceptional circumstances at the discretion of the School Board.
- b) If parents/carers choose to withdraw their child from the School for any reason, one full term's notice must be given. Fees in lieu of notice will be charged if insufficient notice is received.
- c) A child's enrolment may be terminated at any time at the discretion of the Principal, due to (but not limited to);
 - Parents/carers signing and not adhering to the Enrolment Contract
 - Student not making satisfactory progress,
 - Student or the parents/carers not following the Behaviour Management Policy and Process,
 - Violent and aggressive behavior, bullying, causing considerable disruption to other students,
 - Consistent non-attendance,
 - Failure on the part of the parents/carers to pay fees.
 - Parents/carers undertake to impose their own agenda on the school through manipulation, bullying or harassment

If a student's enrolment is terminated, one full term's fees will be retained before any refund is given.

6. Disability

Where parents/carers have indicated that their child has additional needs, or information has come to light indicating the possible need for learning support or other measures to assist the child to participate at the School, or to use the School facilities or services, the Principal will make an additional assessment of the child's needs. Where information obtained by the School indicates that the child has a disability, the Principal will seek to identify the nature of the child's needs and the strategies required to address them. The Principal will determine whether reasonable adjustments can be made, taking into consideration:

- The child's disability
- The views of the child and/or child's parents/carers
- The extent to which the adjustment would allow the child to participate on the same basis as a child without the disability.
- The effect of the adjustment on the child
- The effect of the adjustment on the staff and other students
- The cost and benefits of the adjustments
- The philosophy and values of the school

The Rainforest School is committed to providing reasonable adjustments required by children, provided such measures or actions do not create unjustifiable hardship to the School. The Principal will consider the School's financial circumstances, the estimated expenditure required for the adjustments, and the availability of financial assistance to the School before declining to offer an enrolment place due to unjustifiable hardship.

7. Definitions

Disability – includes:

- total or partial loss of a person's bodily or mental functions; or
- total or partial loss of a part of the body; or
- the presence in the body of organisms causing disease or illness; or
- the presence in the body of organisms capable of causing disease or illness; or
- the malfunction, malformation or disfigurement of a part of the person's body; or
- a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
- a disorder, illness or disease that affects a person's thought process, perception of reality, emotions or judgment or that results in disturbed behaviour.

Reasonable adjustment – a measure or action taken to assist a student with a disability to participate in education and training on the same basis as other students, while balancing the interests of all parties affected.

On the same basis – an education provider treats a prospective student with a disability on the same basis as a prospective student without a disability if the provider makes any decisions about admission or enrolment on the basis that reasonable adjustments will be provided in accordance with the Standards (Disability Standards for Education).

Unjustifiable hardship – an exception to providing adjustments when complying with the Disability Standards for Education would pose an excessive burden on the education provider, staff or other students, in line with Section 11 of the Act (Disability Discrimination Act).

8. Supporting Documents & Relevant Legislation

Relevant Legislation	<ul style="list-style-type: none"> • Disability Discrimination Act 1992 • Disability Standards for Education 2005
Related TRS Policies	<ul style="list-style-type: none"> • The Rainforest School Register of Interest Form • The Rainforest School Fee Schedule • The Rainforest School Application for Enrolment • The Rainforest School Enrolment & Parent Disclosure Form • The Rainforest School Enrolment Contract • The Rainforest School Disability Discrimination Policy • The Rainforest School Family Law Policy • The Rainforest School Privacy Policy

Version Control

Approval Details

Policy Sponsor	Principal
Approval authority	The Rainforest School
Version Number	4
Date for next review	August 2022

Modification History

Version no.	Approval date	Implementation date	Details
1.	11/12/2019	12/12/2019	First version
2.	15/02/2020	17/02/2020	Application Fee & Administration Fee adjustments.
3.	18/08/2020	19/08/2020	Enrolment Process further specified.
4	17/08/2021	18/08/2021	Register of Interest is completed for children over 3 years of age. \$150 Application Fee for all children (replacing new families \$150 and existing families \$50)

Appendix A - Enrolment Flow Chart

