



Enrolment Policy

Purpose:	To ensure an Enrolment Process which is fair, transparent and equitable. To ensure the School fulfils 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 Rainforest School Board, The Rainforest School Employees and all families who participate in the Enrolment Process.	
Status:	Approved	Supersedes: 27/07/2023
Authorised by:	Principal	Date of Authorisation: 4 Oct 2024
Review Date:	Annually	Next Review Date: Aug 2025
Policy Owner:	Principal	

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 a home-away-from-home, where self-confidence is fostered, authentic relationships are nurtured, and a connection with nature and a love of learning is embedded.

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 a fit with our school philosophy and values. 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 an 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

Prep will provide the usual entry point into the School. Children who are five years old, or who turn five on or before 30 June in that year are eligible to start Prep.

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** consider, but in no order of priority:

- Commitment to maintain the long-term enrolment
- Commitment to develop strong ties between home and school
- Resides in our Enrolment Catchment Area (see appendix B)
- Age and gender balance
- Siblings of current students
- Children of The Rainforest School employees
- Class sizes and places available in the relevant year level

Enrolment at other year levels may be considered provided places are available. The Principal will refer to the Strategic Enrolment Progression Projections Data as the basis for decision-making.

4. Enrolment Process

The Rainforest School conducts an annual Enrolment Process for students to commence at the beginning of the next school year.

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 by new, existing and re-enrolling families. Families enquiring for a child under the age of 3 can leave their contact details and their child's date of birth.

The Register of Interest will close mid-Term 2 to undertake the enrolment process for the following year. Registers of Interest can be submitted after this date, however, it will be communicated that we cannot offer a placement for the following school year unless the enrolment process has not filled all enrolment placements or an enrolment placement becomes available.

The School Administration will respond to enquiries by providing:

- School Prospectus (online)
 - 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) The School Administration will retain Register of Interest forms of unsuccessful applicants and 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 and re-enrolling families who have been shortlisted, 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 required.
 - A copy of the prospective student's birth certificate or passport;
 - 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);
 - A copy of the Immunisation History Statement;
 - 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 needs 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) The School Administration will retain Enrolment Application forms of unsuccessful applicants and 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 the Enrolment Acceptance Fee and Security Deposit

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, Enrolment Acceptance Fee and Security Deposit and all supporting documents have been received, the enrolment process is considered complete. The Enrolment Contract will take effect on the child's first day of school.
- g) 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 **prior** to the child starting school, the fees and security deposit will **not** be refunded.
- 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. These fees will be deducted from the Security Deposit.
- 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,
 - Parents /carers are not supporting or understanding the educational philosophy and values
 - Mutual trust and co-operation between parents/carers and school breaks down
 - 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	<i>Anti-Discrimination Act 1991 (Qld)</i> <i>Australian Human Rights Commission Act 1986 (Cwlth)</i> <i>Disability Discrimination Act 1992 (Cwlth)</i> <i>Disability Standards for Education 2005 (Cwlth)</i> <i>Education (General Provisions) Act 2006 (Qld)</i> <i>Multicultural Recognition Act 2016 (Qld)</i> <i>Racial Discrimination Act 1975 (Cwlth)</i> <i>Sex Discrimination Act 1984 (Cwlth)</i>
Related TRS Policies	<ul style="list-style-type: none"> • The Rainforest School Disability Discrimination Policy • The Rainforest School Inclusive Education Policy • The Rainforest School Family Law Policy • The Rainforest School Privacy Policy • The Rainforest School Records Retention Guide
Supporting Documents	<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

Version Control

Approval Details

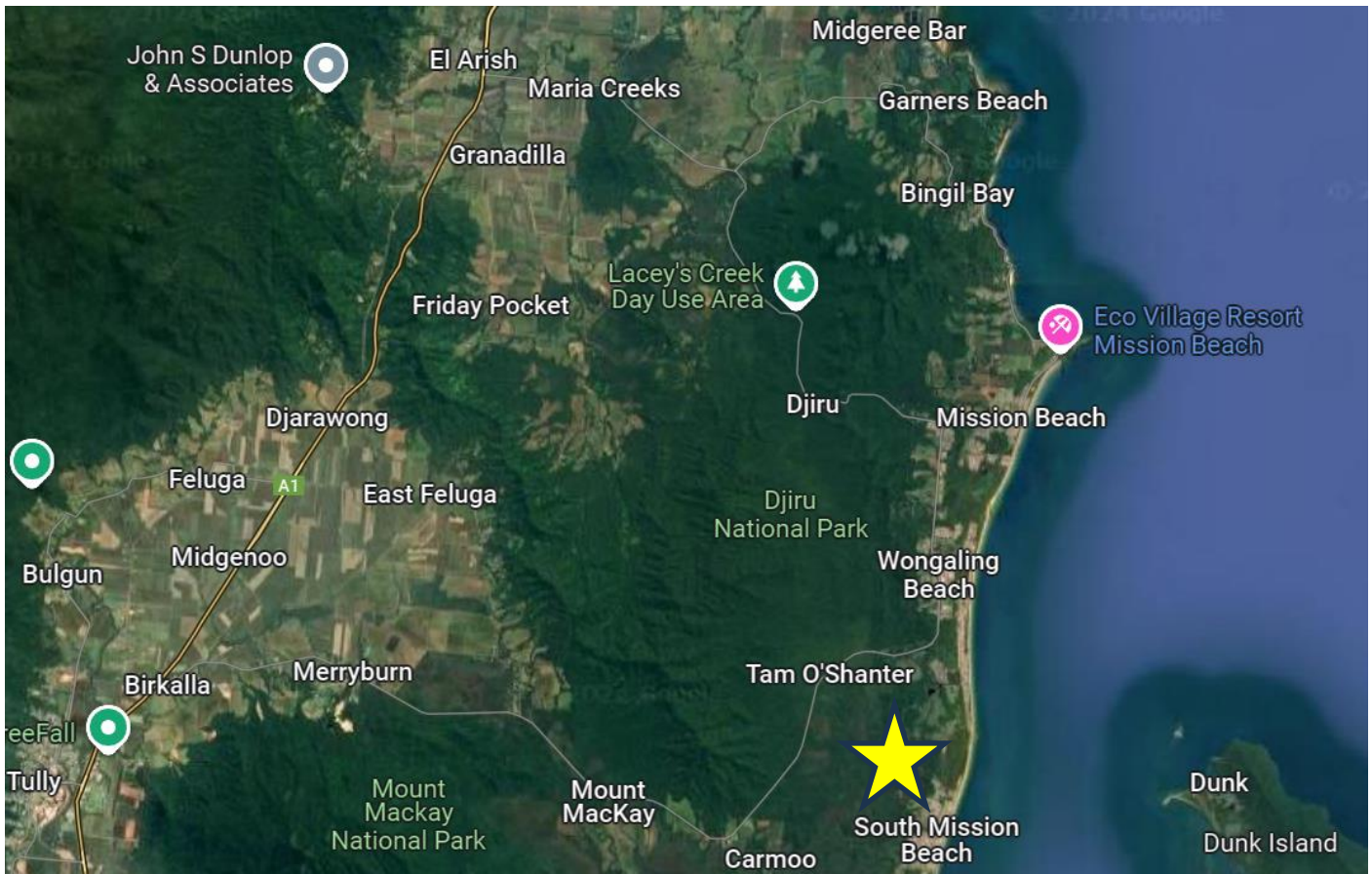
Policy Sponsor	Principal
Approval authority	The Rainforest School
Version Number	7
Date for next review	August 2025

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	<p>Register of Interest is completed for children over 3 years of age.</p> <p>\$150 Application Fee for all children (replacing new families \$150 and existing families \$50)</p> <p>Enrolment Catchment Area specified</p>
5	30/05/2022	14/07/2022	<p>Retention of unsuccessful Register of Interest Forms and Application Forms will be retained according to the legal requirements.</p> <p>The term School Bond has been replaced with Security Deposit.</p>
6	26/07/2023	27/07/2023	<p>Policy has been updated to include re-enrolling families.</p> <p>Register of Interest will expire after the proposed year of commencement.</p> <p>Enrolment contract takes effect on the first day of student's attendance and ceases on the date put forth in a written formal notice by any party signing the contract.</p>
7	4/10/24	4/10/24	<p>Updated the school vision</p> <p>Updated Appendix B Enrolment Catchment Area to have the new school campus at Frog's Hollow with the new travel times and kilometers.</p>

Appendix B - Enrolment Catchment Area



The Rainforest School

Areas	Travel Times & Kilometers
Garners Beach	21 minutes – 17km
Bingil Bay	17 minutes - 14km
Mission Beach	9 minutes – 8km
Wongaling Beach	4 minutes – 4km
South Mission	3 minutes – 2km
Carmoo	8 minutes – 8km
Granadilla	21 minutes – 23km
El Arish	20 minutes – 21km
Maria Creeks	17 minutes – 18km
Midgeree Bar	20 minutes – 20km
Feluga	21 minutes – 26km
East Feluga	16 minutes – 18km
Tully	20 minutes – 23km
Merryburn	12 minutes – 15km

Appendix A - Enrolment Flow Chart

Process for Register of Interest

Ongoing: Family enquires about The Rainforest School for a child over the age of 3 years of age

School Administration provides Prospectus, Fee Schedule, Enrolment Policy & Register of Interest Form

The Rainforest School communicates that enrolment cannot be offered

Family submits Register of Interest Form

School Administration enters family on Register of Interest list

Register of Interest for following year closes mid Term 2

Process for Enrolment Application

Term 2: School Administration contacts families on Register of Interest, based on enrolment priority and available placements, for children starting the following year

School Administration contacts new families to schedule a School Tour

The Rainforest School communicates that enrolment cannot be offered

Family attends School Tour & requests Application Form. New and Existing and Re-enrolling Family submits completed Application Form along with other requested documents & fees

Family attends School Tour and discontinues enrolment process

Enrolment Applications for following year closes end of Term 2

Process for Offer of Enrolment Placement

Term 3: Principal selects families for Enrolment Interview based on Enrolment Priority and available placements

Parent(s)/Carer(s) and child attends Enrolment Interview

The Rainforest School communicates that enrolment cannot be offered

The Rainforest School makes an Offer of Enrolment

The Rainforest School advises that an Offer of Enrolment will not be made

Parent(s)/Carer(s) submit Enrolment Form & Enrolment Contract and pay Enrolment Acceptance Fee & Security Deposit

Student enrolled at The Rainforest School for the following school year

Enrolment Placements for following year finalised end of Term 3