



ENROLMENT POLICY

This Version:

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| Prepared by | Head Teacher |
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1. Purpose

The purpose of this policy is to outline the enrolment criteria and procedures adopted by The Nature School Inc (TNS) for students at The Nature School Primary.

2. Context

The Nature School Primary opened in 2018 for students in Kindergarten to Year 2 and continues to grow each year. Through our enrolment process we seek to partner with like-minded families to create a community in which children learn and shine through authentic experiences from and within nature, becoming active global citizens for a sustainable future.

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| Relevant legislation | Disability Discrimination Act 1992 Disability Standards for Education 2005 |
| Related TNS policies | TNS Disability Inclusion Policy TNS Discrimination, Harassment and Bullying Policy |

3. Policy

It is the policy of TNS that

- enrolment processes will be transparent, fair and equitable; and
- the School will fulfil all obligations under the law regarding anti-discrimination.

4. 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).

5. Procedures

5.1 Enrolment flow chart

See Appendix A

5.2 Enrolment process

Kindergarten will provide the usual entry point into the School, however enrolment at other grade levels will be considered provided places are available. Children who are five years old, or who turn five on or before 31 July in that year are eligible to start Kindergarten.

1. Enquiries are welcome at any time. The School administration officer will respond to all enquiries by providing:
 - TNS Primary Prospectus
 - TNS Fee Schedule
 - TNS Enrolment Policy
 - TNS Enrolment Terms and Conditions
 - TNS Register of Interest form

2. The School administration officer will enter information from the Register of Interest form into the register of interest list on the School's online student management software. The Register of Interest will remain open until the end of Semester 1 for the following School year.

3. Parents/carers of children on the register of interest list will be contacted for an enrolment interview in Semester 2 for the following School year. As only limited places are available each year, when interviewing priority for acceptance will be given to:
 - a. siblings of existing students
 - b. children currently enrolled in The Nature School Early Years program, with a record of regular attendance and up to date payment of fees

- c. children of parents who are currently actively involved in The Nature School community in a paid or unpaid capacity
- d. children of parents who align with the attitudes, values and priorities of TNS

TNS has absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer both an enrolment interview and a subsequent place for the child.

- 4. Prior to the enrolment interview parents must submit to the School administration officer:
 - a. completed Enrolment Form
 - b. a copy of the child's birth certificate
 - c. all medical, psychological, or other reports about the child
 - d. a copy of the child's last report, for children entering grades other than Kindergarten
 - e. any other relevant information or documentation considered necessary, either by the parents/carers or the School, including evidence of Citizenship or resident status if a child was born overseas

Important note: Providing false or misleading information or failing to provide important information may impact on an offer of enrolment or lead to an offer being withdrawn.

- 5. At the enrolment interview the Head Teacher, or a school representative appointed by the Head Teacher, will:
 - a. establish that the expectations and commitments of the parents/carers are consistent with the vision and mission, resources, and policies of TNS; and inform parents/carers of their responsibilities regarding fees
 - b. for Kindergarten students, assess the child's readiness for formal schooling
 - c. for students with identified additional needs, consider alternative or additional assessment processes that may be required. (See **5.3 Disability**)

Any external assessments or reports required will be at the parents/carers expense

- d. if necessary, seek permission to contact the child's preschool, previous school, medical or other personnel considered significant for providing information pertaining to the needs of the child. Where information suggests a profile of willful misconduct, bullying, strong anti-social behaviours, poor school attendance or any other behaviours that may be detrimental to the other students, staff, or the School, the Head Teacher may at their discretion decline to proceed further with the enrolment application.

6. Following enrolment interviews, formal offers will be made to successful applicants at the discretion of the Head Teacher, with priority given as outlined above (point 3 of the enrolment process).

The School administration officer will provide successful applicants with a letter of offer to be signed and Acceptance Fee invoice to be paid by the due date, usually within 14 days. Failure to reply within the required time may result in the placement being offered to another child. The School administration officer will also inform unsuccessful applicants regarding the outcome of their interview.

7. When the signed acceptance offer and Acceptance Fee have been received, the child's details are placed into the School's online student management software and the student is considered to be enrolled.

Continued enrolment at TNS Primary is dependent upon meeting a number of factors outlined below (See **5.4 Withdrawal and Termination**).

5.3 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's facilities or services, the Head Teacher will make an additional assessment of the child's needs. Where information obtained by the School indicates that the child has a disability, the Head Teacher will seek to identify the exact nature of the child's needs and the

strategies required to address them. The Head Teacher will determine whether reasonable adjustments can be made, taking into consideration:

- the child's disability
- the views of the child and/or the 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 other students and staff
- the costs and benefits of the adjustment

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

5.4 Withdrawal and Termination

- 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 Head Teacher.
- 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.
- A child's enrolment may be terminated at any time at the discretion of the Head Teacher, due to (but not limited to) the student not making satisfactory progress, students of the parents/carers not observing all behavioral codes of conduct, violent and aggressive behavior, bullying, causing considerable disruption to other students, consistent non-attendance, or failure on the part of the parents/carers to pay fees. If a student's enrolment is terminated, one full term's fees will be retained before any refund is given.

Appendix A - Enrolment flow chart



Families enquire about TNS Primary

School administration officer provides prospectus, Register of Interest form, Fee Schedule, Enrolment policy, Enrolment terms and conditions

Parents complete Register of Interest form and submit to the School

School admin officer collects Register of Interest forms. Head Teacher selects families for interview. Admin officer requests completed enrolment application and other required paperwork prior to interview

Parents and child attend an enrolment interview

No offer made

Offer of placement

Parents sign offer and pay acceptance fee

Student enrolled at TNS Primary