



ENROLMENT POLICY

This Version:

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Prepared by	Head of School
Approved by	TNS Board of Directors
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2.4	26 July 2023	Updated to include Secondary

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.

2. Context

The Nature School caters for students in all Primary grades (K-6). Our Secondary grades are rolling out as follows:

2023	Year 7
2024	Year 8
2025	Year 9
2026	Year 10

By 2026 TNS will enroll students from Kindergarten to Year 10 with an anticipated enrolment of approximately 200 students. Our enrolment numbers are limited by the capacity of our site and facilities.

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 TNS policy that the School will:

- ensure enrolment processes are transparent, fair and equitable; and
- 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 and Year 7 provide the usual entry point into the School, however enrolment at other grade levels will be considered provided places are available. Primary classes are capped at 18 students while Secondary classes are capped at 20. Enrolment caps are a guideline and may be altered at the discretion of the Head of School. 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 or Secondary Waitlist application
 - TNS Fee Schedule
 - TNS Enrolment Policy
 - TNS Enrolment Terms and Conditions

2. The School administration officer will enter Waitlist information into a TNS database.

3. Parents/carers of children on the Waitlist may be contacted for an enrolment interview in Semester 2 for the following School year. As only limited places are available each year, priority for interviews 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

The Head of School 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. At the enrolment interview the Head of School, or a representative appointed by the Head, will:
 - a. for Kindergarten students, assess the child's readiness for formal schooling
 - b. for all students, assess the child's willingness to engage with the style of teaching and learning undertaken at TNS
 - c. for students with identified additional needs, alternative or additional assessment processes may be required. (See **5.3 Disability**) Any external assessments or reports required will be at the parents/carers expense
 - d. establish expectations for parents/carers, including alignment with the School's vision, mission and values, adherence to the Family Code of Conduct, understanding of the School's approach to risk, and responsibility for timely payment of fees
 - e. 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, anti-social behaviours, poor school attendance or any other behaviours that may be detrimental to the other students, staff, or the School, the Head may at their discretion decline to proceed further with the enrolment application.

5. Following enrolment interviews, the School administration officer will send formal offers to successful applicants at the discretion of the Head of School. The Parents are required to pay the acceptance fee AND return the following:
 - a. signed letter of offer
 - b. completed Enrolment Form
 - c. a copy of the child's birth certificate

- d. all medical, psychological, or other reports about the child
- e. immunisation history statement (if available)
- f. a copy of the child's last report, for children entering grades other than Kindergarten
- g. any other relevant information or documentation considered necessary, either by the parents/carers or the School, including Court Orders, or evidence of Citizenship or resident status if a child was born overseas

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. Failure to reply within the required time may result in the placement being offered to another child.

- 6. The School administration officer will also inform unsuccessful applicants regarding the outcome of their interview.
- 7. When all payments and required documentation have been received, the administration officer uploads the student's details into the School's online student management program (Sentral).

Continued enrolment at TNS 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 of School may make an additional assessment of the child's needs. Where information obtained by the School indicates that the child has a disability, the Head of School will seek to identify the exact nature of the child's needs and the strategies required to support them. The Head of School 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 of School 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 of School.
- 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 student's enrolment may be terminated at any time at the discretion of the Head of School, due to (but not limited to):
 - failure to comply with behavioural expectations (refer to TNS 012 Behaviour Management and Discipline Policy)
 - bullying of any type (refer to TNS 035 Bullying Prevention Policy)
 - the student not making satisfactory progress due to not engaging in learning opportunities provided
 - the student causing considerable disruption to others
 - poor attendance record
 - parent/carer failure 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

