

## **ENROLMENT POLICY AND CONDITIONS**

### **POLICY**

Noosa Pengari Steiner School is a non-denominational, non-selective co-educational school working out of the indications of Rudolf Steiner. The School offers classes from Pre-Preparatory to Year 12. In processing enrolments, consideration is given to the following criteria:

- Siblings of Pengari students and ex-students/other 'Pengari' connection
- Children of Pengari staff
- Students transferring from other Steiner schools
- Application for more than one student from the same family
- Date of application

### **Guiding Principles**

In all cases, the School will seek to achieve a congruence of values between the applicant's family and the School. Hence, a covering letter should be included with the application, indicating reasons for seeking to enrol one's child at Pengari.

All enrolments are at the discretion of the Principal. Due regard is given to recent school reports and other such evidence placed before the School (eg testimonials, references) that would suggest a congruence between home and school.

All applications are subject to there being appropriate vacancies.

### **CONDITIONS OF ENROLMENT**

These Conditions are to be stated in enrolment contracts and agreed to by parents or guardians when they accept an offer of a place for a student at Pengari.

#### **Financial Obligations**

1. We agree to pay the School all fees for tuition, extra subjects, excursions, camps and the supply of goods and services to the student as determined by the School Board and as published from time to time.
2. The School may refuse entry to, or terminate the enrolment of, a student whose fees are in arrears.
3. Ten (10) term weeks' notice in writing must be given to the Principal before any student is removed. If this notice is not given, we agree to pay one full term's fees.
4. We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.
5. We authorise the School to incur on our behalf expenditure on materials necessary to the student's educational program.

#### **General Conditions**

1. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Principal or in her absence a responsible member of the School staff to give the necessary authority for such treatment and we agree to pay all medical and ambulance expenses incurred on behalf of the student.
2. All students are to support the ethos and to abide by the rules of the School as set out in the appropriate publications such as the Parent and Student Handbooks and as published from time to time at the Principal's discretion.
3. We accept that the School may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, as determined by the Principal:
  - a) Year Camps
  - b) School Community events.

4. We acknowledge that the Principal may exclude a student if it is considered that a mutually beneficial relationship of trust and cooperation between a parent/guardian and the School has broken down.
5. Requests for leave from School activities, including academic and co-curricular programs, and at the end of term and/or late return from breaks are considered only in exceptional cases and must be applied for in writing to the Principal.
6. We understand that students must follow appropriate standards of dress and appearance as set out from time to time in Parent and Student Handbooks.
7. We accept and agree to support the School's student conduct and behaviour support procedure contained in the Student and Parent Handbooks.. In particular, we accept that the Principal may in accordance with School Policy, dismiss the student for breaches of rules or discipline.
8. We acknowledge that the School seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge that to this end the Principal or Principal's nominee may search the student's bag, locker or other possessions when there are reasonable grounds to do so.
9. We understand that the School requires parents to be actively involved in the School through attendance at parent-teacher interviews and parent forums; and encourages participation in courses offered by the School relevant to students' education; and assistance to the School in a voluntary capacity from time to time.
10. We understand that the School requires parents to observe School security procedures for the protection of students from direct contact with those outside the School during school hours and that we are only to make contact through the School Office .
11. We acknowledge that the student's personal property is not insured by the School, which does not accept any responsibility for loss.
12. We acknowledge that the School may from time to time collect personal information about
13. Parents and students which may be necessary for the School's function or activities. We authorise the School to use and disclose information in such a manner as the Principal may deem appropriate for the purpose of the student's education, health, care, welfare or development, in accordance with the terms of the School's Privacy Policy.
14. Where relevant, we agree to provide to the School all current Family Court or other court orders relating to us and the student. We note that the School has a Privacy Policy dealing with the confidentiality of such information.
15. We understand that Academic reports will be sent to the address notified by the parents or guardians. When parents are separated or divorced, reports will be sent to both parents on request to the address notified by each parent unless we provide an order of a court or an agreement which provides that reports are to be sent to one parent.
16. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) which the student has. Where any disclosed special needs change or where any special needs arise, we agree to notify the School immediately. We understand that if we have failed to disclose or not fully disclosed any material matter, either in the application form or subsequently, the School may, if the student is not enrolled, withdraw the offer or, if enrolled, terminate the enrolment without notice.
17. We also agree to complete the student's medical form accurately and provide annual updates on request.
18. These conditions may be changed by the School by giving not less than two terms notice.

#### **Overseas students**

Pengari does not currently accept Full Fee Paying Overseas Students.

#### **Related Documents**

Noosa Pengari Steiner School Enrolment Procedures

#### **Person Responsible**

Noosa Pengari Steiner School Board through the Principal