

Enkindle Village School

Enrolment Policy



1. Statement

The vision of Enkindle Village School (Enkindle) is to empower children through choices in education; incorporating our key values of , liberty, curiosity and joy, connection and innovation. We will be using the Australian National Curriculum within a democratic model. To ensure the highest success, our school will be small by design, with fluid and flexible, multi-age classrooms.

Ensuring families understand our philosophy and support its principles creates the foundation for a good match between their children and the school. Enkindle is proud to be an open access school which invites enrolments regardless of gender, religion, race, academic prowess, or physical circumstances.

2. Purpose

To provide a clear understanding of the terms in which enrolment will be offered to students as well as the procedure in which families will follow to apply for an enrolment position at Enkindle Village School.

3. Scope

Employees of Enkindle Village School involved in the enrolment application process, and all families and students who wish to enrol at Enkindle Village School.

4. Principles

Offering of a place at Enkindle Village School:

It is fundamental to the school operations that families are compatible with the philosophy and approach of the school. Parents should be willing to become involved in the school community and orientate themselves with the Enkindle approach to education

At Enkindle, we value the opportunity to meet with new parents and their children. It is an important starting point for a mutually reciprocal relationships that support the child in their developing education. Interviews are held with the principal, or another member of the school teaching team as delegated at the principal's discretion. This provides both parties with an opportunity to ask questions regarding enrolment at Enkindle.

Full and honest disclosure is required throughout the enrolment procedure. Enkindle may deny completion of enrolment or cancel enrolment if an application is found to contain misleading information.

Acceptance of the enrolment application and any ensuing interview is not a guarantee of a place being offered at Enkindle.

The following guidelines are adopted in prioritising enrolment applications:

- The child is a sibling of a child already enrolled at Enkindle.
- The families understanding and support of the democratic education model
- Willingness to engage with the school community
- School record including pastoral and behavioural profile validated by referee check from previous school where applicable
- Date of application
- Any applications that are made after first round offers will be considered on a case by case basis. Once all places are accepted, a waiting list will commence. Students on the waiting list will then be offered any subsequent positions that may become available, according to the above guidelines.
- The school will amend this policy from time to time. The principal has the right to exercise his or her discretion in relation to all enrolment matters, including the weighting to be attached to each of the guidelines above.

Enrolment into our Prep Program

Applications for enrolment into our Prep can be submitted at any time and will be kept on file until the year before your child is due to commence Prep. A non-refundable application fee of \$100 is payable upon receiving confirmation of the enrolment application.

Interviews will be held in Term 2 of the year before your child is due to start Prep. A member of staff will be in contact to arrange your interview time.

Letters of offer are sent shortly after the interviews have been completed. If there is not a place available, your child may be offered a place on the waiting list.

The table below is a guide as to when your child is eligible to commence Prep.

| Your child is born between these dates: | Your child can start Prep in: |
|--|-------------------------------|
| 1 st July 2015 – 30 th June 2016 | 2021 |
| 1 st July 2016 – 30 th June 2017 | 2022 |
| 1 st July 2017 – 30 th June 2018 | 2023 |
| 1 st July 2018 – 30 th June 2019 | 2024 |
| 1 st July 2019 – 30 th June 2020 | 2025 |

Enrolment into other year levels

If you are wanting to enrol your child during the school year, or to commence in the following year, please submit an application for enrolment. Once submitted, you will receive an email confirming receipt of your application. A non-refundable application fee of \$100 is payable at this time. A position at Enkindle will only be considered by submission of an Application for Enrolment Form and accompanied by:

1. Non-refundable application fee of \$100;
2. A copy of the prospective student's birth certificate; extract of birth entry or passport;
3. Current relevant medical reports/information (this includes allergies, asthma, diabetes, etc and is necessary to ensure Enkindle Village School can meet the needs of the student);
4. Immunisation record
5. Any relevant allied health professional reports (this includes speech, occupational therapy, psychologist, etc and are necessary to ensure Enkindle can meet the needs of the student);
6. Most recent school report if coming from another school
7. Any court or parenting orders in relation to the guardianship arrangements of the student.

The application for enrolment will not be reviewed or processed until all information/reports mentioned above have been provided (where applicable).

Procedure for application received by Enkindle:

On receipt of a complete Application for Enrolment, Enkindle Village School will:

1. Send email confirmation within a reasonable timeframe acknowledging receipt of application.
2. Record the applicant on the school waiting list for the entry year and level as indicated on the application for enrolment form (or the year level determined by the School as appropriate for the child's age and/or educational level).
3. Families on the waiting list will be contacted should a vacancy arise throughout the school year in any year level.
4. Families contacted regarding a vacancy will be invited to have an interview with the Principal regarding their child's suitability for the school. The student will be invited to attend as a trial enrolment for one week with one week's tuition payable so that both the School and the incoming family can fully assess the suitability of the School for the students needs.
5. If an offer of enrolment for Enkindle Village School is made, parents and students will be asked to complete all necessary documentation (parents are required to amend any personal details which may have changed while waitlisted).
6. Enrolments are finalised on receipt of payment of the Enrolment Bond of \$600 (\$200 of which will be forfeited for administration costs, the remaining \$400 will be discounted off Term 4 fees. Should the child's enrolment be withdrawn, the entire bond will be forfeited). If payment is not received by the due date, offer of enrolment will be withdrawn and the student will be removed from the waiting list.
 - Special consideration may be given in some circumstances, but this must be applied for in writing to the Principal.

8. Supporting Documents

- Enkindle Application for Enrolment
- Enkindle Fee Structure
- Enkindle Disability and Inclusion Policy
- Enkindle Family Law Policy
- Enkindle Privacy Policy

9. Version Control

Approval Details

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| Policy Sponsor | Melissa Walker – Business Manager |
| Approval authority | Management Committee |
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