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Enrolment Policy  
April 2024

# Enrolment Policy

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## Contents

1 Introduction .....	3
2 Purpose and scope of the policy .....	3
3 Definitions .....	3
4 Policy Details .....	3
5 Supporting Documents .....	7
6 Approval Details .....	7
7 Review History .....	7

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## 1 Introduction

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 and scope of the policy

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.

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

## 3 Definitions

NA

## 4 Policy Details

### 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. Families 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 families and their children. It is an important starting point for a mutually reciprocal relationship that support the child in their developing education. Interviews are held with the principal, or another member of the

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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 family's 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 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 3 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.

Birthdate	Prep Entry
1 July 2018 - 30 June 2019	Prep 2024
1 July 2019 - 30 June 2020	Prep 2025
1 July 2020 - 30 June 2021	Prep 2026
1 July 2021 - 30 June 2022	Prep 2027
1 July 2022 - 30 June 2023	Prep 2028

**Enrolment Process:**

- Families send an expression of interest via the school website, phone, or email.
- Enkindle enters the expression of interest details into the school database and provides an Application for Enrolment Form
- Families complete an Application for Enrolment Form accompanied by:
  - Non-refundable application fee of \$100;
  - A copy of the prospective student’s birth certificate; extract of birth entry or passport;
  - Current relevant medical reports/information (this includes diagnosed disabilities, medications, allergies, asthma, diabetes, etc)
  - Immunisation record
  - Any relevant allied health professional reports or learning needs (this includes speech, occupational therapy, psychologist, etc)
  - Most recent school report and relevant adjustment supports (IEP) from previously attended school/s
  - Any court or parenting orders in relation to the guardianship arrangements of the student.
- Enkindle will send an email confirmation acknowledging receipt of the application and accompanied documentation. There may be a request for further information from the family at this stage.
- Enkindle completes the Review Process with necessary stakeholders.
- If there are no current vacancies the family will be notified that Enkindle is unable to proceed with their application or that they have been placed on our school waitlist.



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- If there is a vacancy available, the family will be contacted and invited to attend as a trial enrolment or where required, a Supported Enrolment Meeting with relevant stakeholders.
- A Supported Enrolment Process is when the family meets with the school Principal and Head of Inclusion to discuss the details in the application and determine suitability through the Enkindle Individual Education Plan (IEP) Process. If all parties agree to the IEP, then a trial enrolment is offered, and the enrolment process continues as outlined below.
- The trial is for a minimum of 1 week, with tuition payable so that both the School and the incoming family can fully assess the suitability of the School for the student’s needs.
- Complete Trail Process
- After the trial, Enkindle completes the Decision-Making Process with necessary stakeholders.
- If an offer of enrolment for Enkindle Village School is made, families and students will be asked to complete all necessary documentation (families are required to amend any personal details which may have changed while waitlisted).
- 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.

Current Fee Schedule:

Year Level	Term Fee	Annual Fee
Prep to Year 6	\$1400	\$5600
Year 7 to Year 10	\$1600	\$6400
* fees are payable by 2nd week of term (fees will be invoiced to all families prior to completion of previous term). * Tuition fees paid for the year in advance will receive a discount. ** Sibling discounts available as follows: 10% for second child, 20% for third child, 30% for fourth and consecutive child/children.		

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## 5 Supporting Documents

- Enkindle Application for Enrolment
- Enkindle Fee Structure
- Enkindle Inclusive Education Policy
- Enkindle Family Law Policy
- Enkindle Privacy Policy
- Enkindle Enrolment Process
- Enkindle Individual Education Plan Process

## 6 Approval Details

Policy Delegate	Business Manager
Approval Authority	TISAI Committee
Version Number	4
Date for next review	April 2025

## 7 Review History

Version	Date	Reviewed by	Modifications
3	April 2024	Head of Curriculum	New template /format General spelling/grammatical errors Terminology “parents” to “families” Prep interviews held in Term 3 Updated Prep commencement table Procedure for families and Enkindle Inclusion of Supported Enrolment Process Current Fee Schedule