



## Enrolment Policy and Procedure

Kindlehill is a co-educational K-10 school providing an education underpinned by Rudolf Steiner philosophy and pedagogy. It operates within the policies of NESAs.

All applications will be processed in order of receipt and consideration will be given to the applicant's support for the ethos of the school, siblings already attending the school and other criteria determined by the school from time to time.

Once enrolled, students are expected to act consistently with the school's ethos and comply with the school rules to maintain the enrolment. Parents also are expected to be supportive of the ethos of the school.

### Procedures

1. Applications will be processed according to the school's enrolment policy.
2. The school will consider each applicant's supporting statement / interview responses regarding their ability and willingness to support the school's ethos.
3. The school will consider each applicant's educational needs. To do this, the school will need to gather information and consult with the parents / family and other relevant persons within a pre-enrolment process.
4. The school will identify any strategies which need to be put into place to accommodate the applicant before a decision regarding the enrolment is made.
5. The school will inform the applicant of the outcome.
6. New families will make a contribution towards their first term fees (Enrolment Fee) at the time of submitting their enrolment form, as per the Fee Policy.

Continuing enrolment is subject to the student's adherence to school rules (see Enrolment Agreement, Pastoral Care Policies and Behaviour Management Policies) and payment of all school fees.

In the event of a student exiting the school, Kindlehill is required to know the destination school of the student. If the student is to attend Home Education, we will require a copy of the Home Educator's Certificate of Registration.

A full terms' notice of exit from the school is required, or full fees are charged in lieu of notice. Please refer to the Fee Policy for more information.

### Students with Disabilities

The Disability Standards for Education 2005 (Standards) apply to a school's dealings with all students with disabilities (i.e. those enrolled at the school even if they have not yet commenced) and also prospective students with disabilities (i.e. those for whom an approach has been made regarding admission). These guidelines provide a structure to help schools comply with the Standards in the context of the enrolment process for students with a disability as defined under the Disability Discrimination Act (DDA).

When considering any application for enrolment, a determination will be made regarding the school's capacity to address the student's individual needs. This can be achieved by working through the individual planning process to identify the reasonable adjustments that would be required to facilitate the student's access to and participation in the educational opportunities provided by the school.



## Exclusion from the school

1. If the Principal, or any person deputing for the Principal, considers that a student is guilty of a serious breach of the rules or has otherwise engaged in conduct which is prejudicial to the school or its students or staff, the Principal or deputy may exclude the student permanently or temporarily at their absolute discretion.
2. If the school Board of Directors or the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent and school has broken down to the extent that it adversely impacts on that relationship, then the school, the Board, the College or the Principal may require the parent to remove the child from the school.
3. The school will only exercise its powers under this clause to exclude a student permanently if it has provided the student and the parents or guardians of the student with details of the conduct which may result in a decision to exclude the student and provided them with a reasonable opportunity to respond.

No remission of fees will apply in relation to any of the above cases.

For more information, please refer to the Kindlehill Fee, Student Attendance, Bullying and Grievance Policies, as well as the Communication Protocol. These documents can be found on the Kindlehill website: <https://kindlehill.nsw.edu.au>