



Enrolment Policy 2025

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9.	2028	July 2025	Clarified placements	JM & Subcommittee

ENROLMENT

Overview

All enrolment procedures at Yallingup Steiner School comply with the Registration Standards and Other Requirements for Non-Government Schools.

This Enrolment Policy is formulated as a guide to the administrative processes of enrolment and admission to Yallingup Steiner School(YSS) and Kindergarten. A clear process helps the teacher to receive a child into their class with knowledge and forethought, so that the needs of the child can be met.

Yallingup Steiner School sets class sizes and offers programmes from K4 through to Class 6.

The catchment year falls in the Calendar year students were born, ie: between 1st January and 31st December.

YSS will accept only full-time students for enrolment unless they are of pre-compulsory school age.

Within these parameters, the Yallingup Steiner School programmes offered are open to:

- All children, irrespective of religion, race or gender; and
- Children of varying abilities, based on the principle that every child is gifted in one or more ways, whether academic, practical, social, cultural or other.

Enrolment Procedure Sequence

N.B. All accompanying documentation is contained in the accompanying procedures document. Details may change periodically according to government requirements or fee structures.

Step 1- Initial Enquiry

A package is emailed, consisting of:

1. Enquiry response email
2. Application for Enrolment Form
3. Child's Confidential Biography Form
4. Fees and Charges Summary
5. Enquiry letter and introductory background information
6. Immunisation mandates
7. Supplementary Application for Enrolment for Students with Special Needs Form (if required)

Details of enquiry are managed by the Administration Assistant and formal applications for enrolment are stored in Zunia, the school management system.

Step 2- Formal Application

Upon receipt of the Application for Enrolment Form and payment of the application Fee, the applicant is sent an email of acknowledgement.

Documents required for enrolment:

- Completed Enrolment Application Form
- Completed Child's Confidential Biography Form
- Child's Birth Certificate
- Child's Medicare Number
- Child's up to date, Australian Immunisation Register (AIR) History Statement
- Copies of last 2 school reports if a child is entering Primary class.
- Applicable Court Orders/Parenting Orders
- Applicable Visas
- Birth Certificates, Visas and Citizenship documents for parents born overseas.
- Completed Supplementary Application for Enrolment for Students with Special Needs Form (if applicable)

Step 3- Placements

Placements will usually be offered in order of application, when it is determined that there is a position available in an applicable class.

If it is determined that there is a waitlist in the primary classes, students will be given order of preference as follows:

1. K6 children progressing into Class 1. (With no outstanding fees)
2. Children of staff
3. Siblings of students currently enrolled (with no outstanding fees)
4. Children of alumni.
5. Students transferring from other Steiner schools.
6. General admissions

The enrolment constellations in the Kindergartens will aim to support the provision of at least 18 students entering Class 1 annually.

Kindergarten classes will be determined in accordance with the space and facility requirements of the National Quality Standard (NQS) to ensure compliance and best practice.

Order of preference for waitlisted students in the Kindergarten is:

1. Children of Staff
2. Siblings of currently enrolled students (with no outstanding fees)
3. Children of alumni
4. Students entering from YSS playgroup
5. Funded admissions
6. Students of pre-compulsory age on catch-up schedules

Pre-Compulsory age admissions will comply with vaccination requirements as legislated. Yallingup Steiner School requires all non-compulsory aged students to have an Australian Immunisation Register History Statement up to date or be on an active catch up schedule. If a student's catch up schedule expires without completion while the student is enrolled and is still of pre-compulsory age, attendance may no longer be permitted and enrolment may cease.

Health Department advice will be followed at all times.

Step 4- Interview Process

Administration will arrange an interview between the parent/carer applicants and the Education Facilitator and/or the Class Teacher in the first instance, following the compilation of all relevant paperwork.

This interview precedes an introduction of the child to the Class Teacher(s) if a place is available.

The Teacher(s) will complete the Teacher Interview form to be added to the application file.

Step 5- Offer and Acceptance

Once all formal legislative requirements for enrolment have been met, finalisation paperwork will be distributed by administration to initialise formal engagement of students. A transition plan will then be initiated to ensure a smooth transition into the relevant group's timetable.

Step 6- Withdrawal

All withdrawal notices will receive a reply offer of an exit interview with the Class Teacher and/or Education Facilitator.

