School
Dunedin Rudolf Steiner
Learning with head, heart and hands

Enrolment procedure

This procedure describes how children are enrolled in the school and kindergarten, the way in which the Expression of Interest list and the Waiting list are prioritised and provides guidelines for special character interviews.

Enrolment at Kindergarten

1. Kindergarten Readiness

Children join the kindergarten after their third birthday, once the teachers see that they are ready. Children attend our Kindergarten until the end of the year in which they turn 6.

2. Priorities for enrolment at Kindergarten

When spaces become available in Kindergarten the Kindergarten teachers assess the Expression of Interest list and determine a child's priority based on a number of considerations including, but not limited to:

- Parent is a staff member
- Time spent on the Expression of Interest list
- Siblings who already attend
- Children transferring from other Steiner Kindergartens
- Playgroup attendance

3. Enrolment process – Kindergarten

1. Office receives enquiry (in person, by phone or email)
    i. Information is provided by the office, this may include information on the enrolment process and priorities, age for entering primary school, financial and playgroup information.
    ii. The office offers to enter the child/children on the Expression of Interest List
    iii. The enquirer is invited to attend an introductory talk.
    iv. If the timing of the talk is inconvenient, the Head Teacher is informed via pigeonhole or email. The Head Teacher arranges a conversation /visit with the caregiver.
2. The Head Teacher introduces the Special Character at this first meeting (see 'Guidelines for special character interview) and the Steiner Federation's Curriculum Guidelines are provided as an introduction to the special character.
3. Response sent, informing whanau that when a place is available, they will be notified. An indication of when a space may be anticipated may be given at this time, but is purely an indication only.
4. A further meeting may be scheduled if necessary in order for the Head Teacher and staff to meet the child.

5. When places becomes available, the Kindergarten teachers decide on which class the child will enter. Ideally, new children start at the beginning of a term.
    i. The parents are notified by the office
    ii. A Kindergarten pack is provided to the family with a welcome letter, parent handbook, list of what the child needs to bring, a child biography form and a pledge form.
6. Enrolment form, parent pledge form, commitment to Special Character form and enrolment fee are received.
7. Once the enrolment date is confirmed and information has been returned it is entered into APT, details on phone list if appropriate, email list, etc. (the enrolment form should be marked to show this has been done.

For Kindergarten enrolment forms received for very young children (e.g. a tick of interest is provided on a playgroup enrolment form)**:** At the first point of contact the parents will receive confirmation that their child is on the Kindergarten Expression of Interest list. Then once the child approaches the age of three the office or the kindergarten will contact the parents to invite them to an introductory talk and the process continues from there.

Enrolment at the Primary School

1. School Readiness – entrance to Class One

The Steiner curriculum is carefully designed to meet the needs of the child at specific developmental stages. The timing of our intake of children to Class 1 reflects this aspect of our special character. Children enter Class 1 at the start of the year in which they turn 7.

A short presentation on each child who is already in kindergarten as a tuakana is given at a College of Teachers meeting, as a 'handover' for the child's new teacher, towards the end of the child's last year in kindergarten.

2. Establishing Special Character connection – preference

The Proprietors Trust delegates to the Principal the responsibility for ensuring the child's whānau has a connection with the Special Character of the school. This is established when the parents apply to entry to Class 1 when the child is about to turn 5 (see enrolment process below).

3. Priorities for enrolment at Primary School

All children are considered for enrolment, providing that their parents have established a clear connection with and commitment to respecting and learning about our 'Special Character'.

If there are more children requesting to join the primary school than there are spaces available, children are considered in the following priority order. First of all, children who are residing in the Dunedin City Territorial Boundary Authority are considered in the following order of priority:

1. Children of permanent staff of the Dunedin Rudolf Steiner School[1] or the Rudolf Steiner School Trust Otago[2].

[1] This includes children of members of staff who have accepted a contract of employment at the school but have yet to relocate for the position

[2] The Rudolf Steiner Trust Otago is also known as the Proprietor's Trust and is the employer of kindergarten and playgroup staff and the Executive Officer

2. Children who are attending the Dunedin Rudolf Steiner Kindergarten and are siblings of students of the Dunedin Rudolf Steiner School.

3. Children who are attending the Dunedin Rudolf Steiner Kindergarten.

4. Children who are siblings of students of the Dunedin Rudolf Steiner School or Dunedin Rudolf Steiner Kindergarten.

5. Children who are attending another ECE Steiner setting in Dunedin, with which The Rudolf Steiner School Trust Otago has a memorandum of understanding

Then children living outside the geographical area above are considered in the order given above,

These priorities are set according to the Enrolment Scheme approved by the Ministry of Education. If there are not enough places available then places will be allocated, category by category on a ballot system.

3. Enrolment Process – Primary School

Families can show their interest in the school at any time by filling out an Expression of Interest form and this is kept on file. The date at which this is done does not give them preference and this is not considered as a pre-enrolment.

For entry to Class 1

Step One - advertise

Each year, the date at which the School will receive Applications for Enrolment will be published in a daily or community newspaper circulating in the area served by the school and in the school's newsletter. This will be in November or February. Selection of applicants for Class 1 is intended to conclude in such time that unsuccessful applicants can enrol at another school close to their 5th birthday. (e.g. in November 2018 we advertised for 2021 entrants).

Step Two – confirm connection to Special Character

Applications are received on the "Expression of Interest Form" (see attached) which asks questions about the connection to Special Character. The Principal may interview families to confirm this connection.

Step Three

Once connection to Special Character is confirmed, then the applications are accepted or rejected on the basis of the Enrolment Scheme priorities. With a roll cap of 96 the school is limited to 12 children in each year level, but may take more children into class one if space allows, as children may leave the school over the coming years.

Step Four

Families who are selected are put on an "accepted applicant" list.

Step Five

Families who have not been selected are informed and are put onto a "waiting" list – in December or March.

Note : The school will not open its waiting list entrants to Class 1 if that Class 1 has not been advertised yet.

Enrolment of Kindergarten six-year-olds to School roll

Children who are attending the Dunedin Rudolf Steiner Kindergarten and who have been accepted to enrol at School, will be enrolled onto the school roll when they turn six in kindergarten and a school enrolment form will be completed at that stage. The Board will authorize them to be on the school roll and yet educated in kindergarten from the age of 6 to the start of Class 1.

Towards the end of the school year, children who are ready and accepted for the next year's Class 1 may be invited to visit the current Class 1. Parents will be invited to a meeting with the new class teacher and the Principal to welcome them into school and to provide any additional information, including a Primary School Parent handbook, which parents are encouraged to read.

For entry to other classes in the Primary School

If there is space for a child to enter the school at another year level then they will be invited to a Special Character Interview with the Principal.

If there is no space in the school then they will be asked if they would like to complete the Expression of Interest form and thereby get onto the school Waiting list in case spaces arise. If the school has gaps in other classes during the year, it can select children from the Waiting list using the priorities listed in our Enrolment Scheme.

Each class has its own waiting list. The school is only required to advertise for Class 1 spaces.

For children entering any class (1 to 7) coming from outside our school and kindergarten

1. **Enquiry** to office/ Principal
2. **Application to enrol** is made at the school by returning a complete Expression of Interest form.
3. If a space in the school is available then **Parent**s are invited to meet the Principal and see the school. If the enquiry is from overseas then an on-line interview may be arranged. The Principal will give an overview of the special character of the school (see 'Guidelines for special character interview). A subsequent visit by the parent and child is then arranged with the class teacher.
4. If there is no space available in the school that year then children will go on the Waiting list. They will be contacted when or if there is space, and the process for them would then start with an interview with the Principal as above.
5. **An interview** takes place between the Class Teacher, the parents and the child. The parents may be asked to show the child's most recent school report.
6. **The Principal** then confirms if the application is accepted and a start date is confirmed.
7. **The parents meet with the office** staff to complete the enrolment form, parent pledge form, commitment to Special Character form and ensure full understanding of the financial basis on which the school and kindergarten work.

Guidelines for special character interview and introductory talks

At the interview the following matters will be covered:

- Why parents have chosen this school.
- That playgroup, kindergarten and school are part of an integrated education.
- That we work out of anthroposophy, but that this is not taught to children.
- Basic principles of Steiner Education, e.g. later start to formal academic learning, arts based curriculum, curriculum geared to developmental ages, main lesson/practice lesson approach, respect for environment, celebration of Festivals including Christian festivals, no computers in Primary school.
- That the spiritual nature of the individual is recognized, but that no particular religious creed is promoted.

- The importance of sleep, good food, sensible clothes – a holistic approach to the child's wellbeing – to be supported by home life with no (or very minimal) screen time.
- Contribution that the parents could make to the school? (skills, talents)
- The financial commitment, and participation in work bees and festivals.
- Reference to our commitment to Te Tiriti o Waitangi and approach to teaching of te Reo and tikanga Māori in the curriculum.
- Parents are reminded of school's code of conduct: school rules, school dress.
- Parents are provided with the SEANZ Curriculum Guidelines booklet
- Parents are invited to attend any talks on offer
- A tour of the school is provided

Please also see

1. *Enrolment practice for 5 and 6 year olds in kindergarten*
2. *Expression of Interest form*
3. *Pledge Form*

Signed: Rene Johnstone

Print Name Rene Johnstone Principal DRSS.

Dated: 28/07/22 Review Date:

J. Macleod 28.07.22. Kindergarten Head Teacher