Education
Dunedin Rudolf Steiner
Learning with head, heart and hands

Enrolment procedure

This procedure describes how children are enrolled in 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.

The Expression of Interest list is a list of children whose families have expressed an interest in enrolment.

The Waiting List is list of children interested in enrolling and for which we don't have a space available. The School keeps a waiting list on a class by class basis and the kindergarten holds one that reflects the compositional needs of the kindergarten.

Enrolment at Kindergarten

1. Kindergarten Readiness

Children join the kindergarten from around their third birthday, once the teachers see that they are ready. If a child starts prior to their third birthday, then an hourly fee is charged. 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 (in no particular order):

- 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
- Age of the child
- Meeting special character requirements

3. Enrolment process – Kindergarten

Overview

The parents/ caregivers/ child come for school tour, or a visit to kindergarten. If the family is interested then they meet the Kindergarten Manager or teacher for a special character interview, ideally face to face, unless circumstances won't allow for an in person meeting.
If the family ethos is in agreement with our special character and family and kindergarten are a good fit a space is offered to the child.

Detail

1. Office receives enquiry (in person, by phone or email) and emails the contact detail and any other information to the kindergarten manager.
    i. Information may be provided by the office, this may include information on the enrolment process and priorities, age for entering primary school, financial and playgroup information.
2. The Kindergarten Manager contacts the family and requests that they complete a form (link)
    i. The manager offers to enter the child/children on the Expression of Interest List
    ii. The enquirer is invited to attend an introductory talk, attend an open afternoon or to visit and talk to the Kindergarten Manager, which is a requirement for enrolment.
    iii. Once the child is approaching the desired start date and if we have spaces in the kindergarten, the Kindy Manager will invite the family for a special character interview, which is a requirement of enrolment. The enrolment of subsequent children from the same family still requires a special character interview unless both the principal and the kindergarten manager agree that another interview is not necessary.
    iv. If the child is 5 or 6 years old then the kindergarten will check with the Primary School that there are spaces to enrol the child at school, and the parents will complete the Application to Enrol in Class 1.
3. The kindergarten manager or a teacher introduces the Special Character (see 'Guidelines for special character interview' below). The SEANZ Curriculum Guidelines may be provided as an introduction to the special character.
4. If the family ethos is in agreement with our special character and family and kindergarten are a good fit a space is offered to the child.
5. A further meeting may be scheduled, if necessary, in order for the room teacher to meet the child.
6. The kindergarten teachers decide on which class the child will enter and inform the office.
    i. A start date is agreed with the Kindergarten Manager and the office is informed.
    ii. The parents are provided with a link to the enrolment form by the office.
    iii. 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.
    iv. Enrolment form, child biography form, parent pledge form, commitment to Special Character form are completed. Parents of 6 year olds joining the kindergarten will complete a school enrolment form.
7. Once the enrolment has been completed an invoice for the enrolment fee will be issued to the parent.
8. The parent is required to return the pledge form and child biography and sign a hard copy of the enrolment form in the office.

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) and through the Special Character interview.

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].
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 may enquire about enrolment at any time. The date of the enquiry does not give them priority 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 2025 the school would advertise for 2028 entrants).

Step Two – confirm connection to Special Character

[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

Applications are received on the "Expression of Interest Form" 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 overall spaces in the school allow for it.

Step Four
Families who are selected are put on an "accepted applicant" list and should attend a class meeting with the Principal to clarify aspects of Special Character and school enrolment.

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 authorise 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:

- 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 the Parent handbook, which parents are encouraged to read.
- 6 year old children may spend some time with their class 1 teacher and/or visit the current class 1, if they will be joining an existing class.

For entry to other classes in the Primary School

If there is space for a child to enter the school at another year level, the parents attend a school tour and are then asked to attend 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. If a space in the school is available then **Parent**s are asked to attend a school tour and meet the Principal to 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).
3. If there is no space available in the school that year then the parents will complete an Expression of Interest form and their 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 attending a school tour with the Principal as above.

4. The parents are then asked to attend a special character interview with the principal to establish whether or not the family and the school are a good fit, deepen the understanding of special character and how it resonates with the family and clarifying expectations on families that are joining our community.
5. **A** meeting takes place between the Class Teacher, the parents and the child. The parents are asked to share their child's most recent school report(s). **The Principal** then confirms if the application is accepted and a start date is confirmed.
6. **The parents meet with the office** staff to complete the enrolment form, parent pledge form, commitment to Special Character form, previous school reports for the child and ensure full understanding of the financial basis on which the school and kindergarten work.

School Expression of Interest and Waiting lists

Twice a year the administrator reviews the expression of interest list and waiting list:

- Twice a year the parents will receive an email, in which they are asked to reply to confirm their place on the list.
- If the office does not receive a reply within the given timeframe the administrator will make a follow-up phone call.
- If there is no reply to the email or the phone call then the administrator makes a recommendation to management that the family is removed from the expression of interest list.
- It is the responsibility of the family to ensure that the kindergarten and school have up to date contact information for the family.
- A family can ask to go back on the expression of interest list at any time and the new date will be entered as applicable to the enrolment priority list.

Guidelines for special character interview and introductory talks

The purpose of the special character interview is to present our special character, to verify if the family ethos is in agreement with our special character and if the school and the family are a good fit. The child should not attend the special character interview.

Opening questions:

- What has sparked your interest in our school/kindergarten?
- Why have you chosen this school/kindergarten?
- What do you know about our special character?
- What rings true to you about our special character?

Themes:

Special character

- We work out of anthroposophy, but it is not taught to the children.
- The teachers hold the knowledge and the why they work with the children in the way they do, the children experience the learning but are not taught the why.
- Playgroup, kindergarten, school provide a seamless pathway and are part of an integrated curriculum and there is a purposeful progression designed from playgroup to school.
- Spiritual nature of the individual is recognised, no particular religious creed is promoted.

- We have a holistic approach to the whole child's wellbeing and nurture their bodies, souls and spirits.
- We work within nature, with the rhythm, materials and environment.
- Academic learning starts later, in line with the developmental stages of the child.

Rhythm/seasons

- We work with rhythms, of the day, the week and the seasons.
- Repetition and rhythm build capacity in children.
- We have seasonal festivals, including Christian festivals.

Curriculum – the work of the child

- Play is the work of the child in kindergarten:
    - Developing physical space, understanding themselves in space is an important developmental step that is supported through the environment and activities on offer in the kindergarten.
    - developing problem solving skills is vital preparation for independent academic learning.
- Socialisation is the work of the child in the kindergarten: learning to negotiate relationships allows for a smoother transition into the school environment where working together is required.
- The social and emotional development of the child is addressed throughout the curriculum in school.
- First three years are focused on the child experiencing themselves as learners. Focus is on processes of learning, not results.
- The curriculum is experiential and arts based and is experienced with head, heart and hands.

Te Tiriti o Waitangi

- We recognise ourselves in our time and place within the bicultural place of Aotearoa New Zealand.
- We teach te reo in the classroom and embed it into our daily routines.
- We celebrate and incorporate practices in line with our knowledge of te ao Māori
- We have a partnership with Kāti Huirapa Runaka ki te Puketeraki and continually work on our culturally safe practices.

Community/Partnership

- Parents hold the kindergarten/school with us, we work in close partnership. Committing to our special character, includes:
    - An expectation of participating in working bees and fair organisation.
    - Sharing your skills when you can.
    - Contributing financially as the financial contributions allow us to operate within our special character.
    - Attending parent talks, you will learn more about the why of what we do.
    - Coming to festivals, it helps your child's sense of belonging.

Practical implications:

- No branded clothing (including images and words) (refer to parent handbook).
- No toys at school (including hanging off backpacks).
- Food should be healthy and free of extra packaging.

Shared understanding of IT use (kindergarten and school are IT free) , including screen time at home.

Supporting Documents for the Special Character interview:

- Parent Handbook
- SEANZ Curriculum guidelines book

- Information about upcoming events and opportunities to participate
- Pledge Form

Please also see

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

Signed: R. Fisher.

Print Name Rebecca Fisher Anna Noble

Dated: 16/6/2026 Next Review Date: 16/6/2029