



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 waiting lists are prioritized and provides guidelines on the special character interviews.

### **1) Enrolment at Kindergarten**

#### **Kindergarten Readiness**

Children join the kindergarten after their third birthday, once the teachers see that they are ready. The child may attend the kindergarten for up to 4 years. For children older than five who have already spent considerable time in a primary school (e.g. more than a year) we may recommend they wait and join the school in Class 1 when they are old enough (see the definition of School Readiness below).

#### **Priorities for enrolment at Kindergarten**

Places at kindergarten are not offered based solely on the date the waiting list was joined. When a space becomes available we assess the waiting list and determine a child's priority based on a number of considerations including but not limited to:

- Time spent on waiting list
- Parent is a staff member
- Siblings who already attend
- Children transferring from other Steiner Kindergartens
- Age of child (older children have priority, **especially six year olds**)
- Playgroup attendance

We do our best to balance the needs of the family with those of the kindergarten.

### **2) Enrolment at the Primary School**

#### **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 new school year, when they have turned six before the end of the preceding October.

The children who have turned six prior to October 31 will undergo ongoing assessment throughout what is probably their last year of kindergarten. This will include teacher observation, both formal and informal, and include discussion at Kindergarten staff meetings. Following careful consideration a school entry decision will be made, and parents will be informed during the final term of the year.

A short presentation for each child will be given at College, as a 'handover' for the child's new teacher.

The College of Teachers encourages parents, especially those with children with birthdays towards the end of the calendar year, to attend parent information evenings, where kindergarten teachers provide full information about the issue of school readiness, based on our understanding of child development.

#### **Priorities for enrolment in the Primary School**

- All children are considered for enrolment, irrespective of their special needs or the religious, cultural, racial and financial status of their parents, if 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:
  1. Children of staff of the school
  2. Children who are attending the Dunedin Rudolf Steiner Kindergarten, in order of the length of time that they have attended
  3. Children who have completed at least 6 months at another Steiner/Waldorf education centre.
  4. Siblings of children already enrolled at the school.

These priorities are set according to the enrolment scheme established with the Ministry of Education. Within the categories above, time of enrolment on the waiting list will be taken into consideration.

### **Late enrolment**

Late enrolment is when children join Class One other than from the kindergarten or when they join older classes. Two to three years in the kindergarten are an important part of preparation for the full benefit of the Waldorf curriculum and ideally all children come from Steiner Waldorf kindergartens to start Class One. Late enrolments are accepted, but the school will carefully assess the needs of the child and the needs of the established class. Late enrolled children bring extra needs – not necessarily in an academic sense – but in a ‘Waldorf sense’ – simply from having missed important parts of this comprehensive curriculum (e.g. practical skills such as recorder playing and knitting, often social skills from the kindergarten).

The School is open to consider late enrolments via the enrolment process and the College will make case-by-case decisions if spaces are available. The criteria for enrolment in the kindergarten as four year olds are a connection and commitment to respecting and learning about our ‘Special Character’ from the parents/caregiver. With late enrolments, we need to be reassured that important aspects of our ‘Special Character’ have been actively reinforced at home (e.g. limited amount of screen watching such as TV/video watching, electronic games, computer games) by the parents/caregiver.

### **Enrolment process – Kindergarten**

1. Office receives enquiry (in person, by phone or email)
  - i. Information is provided by the office.
  - ii. Includes: enrolment process and priorities, kindergarten overview, financials and playgroup information.
  - iii. The enquirer is informed of the next open afternoon. This is the first Monday of each month at 1.30.
2. If this is inconvenient, the Head Teacher receives enquiry via pigeonhole
  - i. A telephone conversation is had/visit arranged.
3. 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.
4. Prospective parents contact kindergarten with intention to enrol.
5. A second meeting scheduled in order for the Head Teacher and staff to meet the child.
6. Enrolment form and enrolment fee received.
7. 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.
8. When a place 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 class teachers
  - ii. A Kindergarten pack is sent to the family with a welcome letter, parent handbook, list of what the child needs to bring, vision and hearing form.
9. 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** (eg 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 waiting list. Then once the child approaches the age of three the office or the kindergarten will contact the parents to and a special character talk arranged and the process continued from there.

### **Enrolment Process – Primary School**

**For children not already enrolled in the school and attending the kindergarten.**

1. **Enquiry** to office/ Principal
2. **Parents** are invited to meet the Principal and see the school. If the enquiry is from overseas then a skype 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.
3. **Application for admission** is made at school by collecting an enrolment form, parent handbook and Federation Curriculum Guidelines.
4. **An interview** takes place between the Class Teacher, the parents and the child. The parents will be asked to show the child’s most recent school report (if applicable).
5. **The parents will meet with the office** staff to complete forms and ensure full understanding of financial commitments
6. **Primary School teachers** will then consider the application, including the views of the class teacher
7. **Acknowledgement Letter** (or phone call) to parents stating acceptance or refusal and waiting list status (if operating). An acceptance letter will include confirmation of the parents’ financial commitment. Class Teacher and parents agree on starting date.

### **Children entering class 1 from kindergarten**

- 1) The child’s readiness for school will be assessed in kindergarten.
- 2) For those ready for school, they may be invited to visit the current class 1, and 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.
- 3) The child will have been enrolled onto the school roll when he or she turned six in kindergarten and an enrolment form will have been completed at that stage.
- 4) Parents will be provided with information on financial donations requested by the school prior to the end of the child’s time at kindergarten.

### **Guidelines for special character interview**

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
- What contribution could the parents make to the school? (skills, talents)
- the financial commitment, and participation in work bees and festivals
- Reference to our commitment to the Treaty of Waitangi and approach to te Reo and tikanga Maori in the curriculum
- Parents are reminded of schools code of conduct: school rules, school dress.

*Please also see “Enrolment practice for 5 and 6 year olds in kindergarten”*

Signed: \_\_\_\_\_

Print Name \_\_\_\_\_

Dated: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Redrafted 6/6/2017

Review Date: \_\_\_\_\_/June\_\_\_\_/2020\_\_