



Procedure for enrolling kindergarten children on to the school roll

1. Kindergarten children will be enrolled on the school roll on their sixth birthday and will remain in the kindergarten until the start of the year in which they turn seven. This reflects the Special Character of Rudolf Steiner Schools. The practice is one that is enshrined in a Memorandum of Understanding between the Federation of Rudolf Steiner Schools and the Ministry of Education. Class 1 intake includes children who have turned six before the end of the preceding December.
2. The Dunedin Rudolf Steiner School may also place five year olds on the school roll if a child's parents consent to this. This may occur in circumstances where additional students on the roll would result in additional teacher entitlement for the school. (Sometimes just having one additional child on the school roll would result in one additional teacher beng funded by the Ministry of Education). The five year olds would remain in the kindergarten.
3. Any child in kindergarten who is on the school roll is obliged by the Ministry of Education to attend kindergarten for the full school week. The Dunedin Rudolf Steiner School is open Monday to Friday 9am to 3pm. These are the hours which those children would be required to attend.
4. The school is required to report any incidents to the Attendance Officer, where a child has not attended for 10 half days or more a term. This reporting is done at the end of each term.
5. Some parents have asked for further information on the implications of their child's enrolment on the school roll and attendance at kindergarten – for example if their six year old did not attend every afternoon. The Ministry expects the school to manage its own attendance issues in the first instance – for example through discussions with parents. If there is serious truancy (which is not the case in the example given here), with a child taking extended absence without reasonable excuse, then the eventual outcome could be the involvement of Oranga Tamariki or prosecution under section 24 or 29 of the Education Act.

If you are asked if you would enrol your five year old

- Consider whether you feel the child is ready to attend for five days a week and whether you are concerned about any truancy reporting if, for example you took them home at 1pm on some days.

Signed: _____ Print Name _____

Dated: ____/____/____ Review Date: ____/____/____