



Procedure for unenrolling a child

Background

This procedure describes what happens when a parent decides to unenrol a child from school or kindergarten. The aim of the procedure is to ensure a smooth running of the school; that parents are fully informed of the implications of unenrolment; matters of concern have been addressed and that the kindergarten's financial viability is not jeopardized. The following procedures should be read in conjunction with this one:-

- Attendance Procedure
- Exit Procedure
- Enrolment Procedure
- Concerns and Complaints Resolution Procedure
- Procedure on Stand down and Exclusions

1. Notice periods

1.1 Notice periods in kindergarten

Parents are requested to give written notice of at least 4 weeks (by email or hard copy) of their intention to remove their child from kindergarten. If this notice period is not provided then the kindergarten will charge the equivalent of funding from the Ministry of education that would be lost for that period. For example the cost for not providing 4 weeks' notice may be in the region of \$915¹. This charge reflects the kindergarten's need to maintain financial viability.

1.2 Notice periods for school

Parents are requested to give 4 weeks' notice of a planned departure. This allows the teacher to prepare the class and for the school to arrange for the place to be filled where appropriate. Parents are requested to make their voluntary pledge for that period.

2. Unenrolment due to concern about the child's education

Parents are encouraged to follow the Process provided in the Concerns and Complaints Resolution procedure to try to resolve any matters of concern prior to unenrolment.

3. Re-enrolment after a child leaves

When a child leaves the school and enrolls at another school in New Zealand, they then lose the possibility of automatic re-enrolment, and the family must follow the prescribed enrolment procedure and take their place on the school's waiting list, unless an alternative arrangement has been approved by the Principal prior to the unenrolment in response to a written request. Factors considered on allowing a re-enrolment to take place outside of the normal waiting list may include the wellbeing of the child, time spent at the Dunedin Rudolf Steiner School and pressure on spaces at the school. If the child's extended absence from school is due to overseas travel then refer to the Attendance Procedure.

4. Exit interview

When a family takes a child out of school or kindergarten they will be offered an exit interview with their child's teacher, to bring closure to the relationship between the School and the family. Please refer to the Exit Interview Procedure.

Signed: _____ Print Name _____
Dated: ____/____/____ Review Date: ____/____/____

¹ Based on (Hourly ECE funding rate in 2019 for a 3 – 5 year old is \$11.43 (inc GST) per hour for the first 20 hours so the cost of 4 weeks' notice not provided for a child attending 20 hours a week is 20 x \$11.43 x 4 weeks = \$914.40