



Ghilgai School Enrolment Policy



Copies available at Reception

Contents

1.Enrolment Policy

1. Our Mission Statement
2. Our name
3. Policy Aims
4. Compliance with legal requirements
5. Privacy Statement
6. Admission criteria
7. Factors involved in the Schools admission process
8. Our Code of Conduct – core values
9. Parent Commitment to Ghilgai School Ethos
10. Agreement to support Community Wellbeing
11. Our admission process
12. Who decides on the child's entry?
13. Termination of a child's enrolment
14. Scholarship
15. Fee Schedule
16. Playgroups

2. Policy Details

1. Roles & Responsibilities
2. Policy Review
3. Communication of the Policy
4. Links to other Policies/documents
5. Legal and Regulatory basis for compliance
6. Key definition
7. Ghilgai School Privacy Statement

3. Procedural Pathways

Ghilgai is a small Steiner School nestled at the foot of Mt Dandenong. We cater for students from Foundation Year (Pre-Year 1) to Class 6. Maximum 20 students per class. We also have Community and Rostered Playgroups.

Ghilgai is a small Steiner School nestled at the foot of Mt Dandenong. We cater for students from Foundation Year (Pre-Year 1) to Class 6. Maximum 20 students per class. We also have Community and Rostered Playgroups.

1. Our Mission statement

Ghilgai Steiner School practices Steiner Education. We endeavour to educate the child holistically via a balanced curriculum in a safe and nurturing environment, which fosters clarity in thinking, depth in feeling and strength of will, so that as adults they will be able to contribute to society as creative, ethical and responsible citizens.

We strive to build confidence, initiative and responsibility, seeking to maintain a balance between the growth of the individual and that of the group entity.

We actively work towards an accepting and compassionate community which is founded on an harmonious union between school and home.

2. Our Name

Ghilgai is an aboriginal word meaning “water hole” in a dryish country. We interpret this image broadly and hope our school may indeed be a watering hole for students, teachers, parents and the wider school community, recognising that in each one of us there is a place, a ‘hole’ that is able to receive the nurturing rains that replenish body, soul and spirit.

3. Policy Aims

- To ensure admission to the school is fair, transparent and non-discriminatory.
- To explain clearly the basis on which offers of admission are made.
- To explain the grounds on which an enrolment agreement may be terminated.

4. Compliance with legal requirements

- Ghilgai complies with the requirements of Education and Training Reform Act 2006 (Vic.) and other relevant legislation
- Ghilgai is committed to maintaining accurate records that comply with the school's legal obligations in relation to school enrolment.
- Ghilgai keeps and retains accurate records of school enrolments that comply with its Commonwealth and State legal and regulatory requirements.

5. Privacy Statement

Ghilgai will handle all personal information collected in accordance with its obligations under the Privacy and Data Protection Act 2014 (Vic)
Privacy Policy available upon request.

6. Admissions Criteria

- Ghilgai welcomes all children regardless of race, ethnicity, religion, social or cultural background gender and ability.
- Ghilgai School is founded upon the values and educational philosophy of Rudolf Steiner. Our School expects that the families seeking to enrol will espouse these values in daily life.
- Ghilgai School has an open enrolment policy and will support each student to achieve his/her full potential.
- Where specific learning difficulties are identified, the School undertakes to make an informed decision that takes into account the child's needs, and an evaluation as to whether those needs are able to be met in this particular class or school.
- In accepting any child with recognised disabilities, the school undertakes to make a responsible adjustment to accommodate that child.

- The School will advise and support parents in making the best decision, including discussing the possibilities offered by other Schools. We believe it is in the child's best interests that parents will responsibly disclose any information affecting such considerations.

7. Factors involved in the School's admissions process

In considering a child for enrolment, the Education Coordinator and the College of Teachers Executive will reflect on the following factors in making a decision. The order in which they are presented does not necessarily indicate priority; the weight given to any particular factor may vary according to circumstance;

1. relative position on waiting list (established by date of interview);
2. commitment of parents to the educational philosophy of Rudolf Steiner in general, and the ethos and practices of Ghilgai School in particular;
3. recognition that this commitment implies ethical and financial responsibilities.
4. whether the child is transferring from another Steiner School and will clearly benefit from continuing with this form of education;
5. whether siblings are currently enrolled in the School;
6. whether application is being made to enrol siblings in the School (see 'whole family' comment);
7. the content of the child's most recent school reports – we are a smaller school and we need to be sure that we can meet your child's needs;
8. the composition and needs of the class at present, together with the teacher's capabilities to meet the needs of the children already enrolled in that class, and whether that capacity can extend further. The College of Teachers may close enrolments into a class with fewer than 20 children for pedagogical reasons. This may be a short term or a long-term closure.

8. Our Code of Conduct – core values

Ghilgai is a Child Safe School

- ~ Our children are supported by caring and informed adults who work as a team to maintain Ghilgai as a sanctuary for childhood.
- ~ Together we strive to provide a safe environment that fosters the wellbeing of each child and so maximizes his/her potential.
- ~ We have an embedded organizational culture of child safety that is
 - Supported by clear strong well publicized policies and a proactive approach
 - Underpinned by the vigilance of our school leaders – Directors, College of Teachers, and whole school staff
- ~ We practice inclusion – we embrace disability, giftedness and difference. We are sensitive to the needs to the First Peoples of this land.
- ~ We practice zero tolerance of child abuse.
- ~ We practice zero tolerance of harassment/bullying/cyber bullying.
- ~ We review all incidents at College Executive level. Directors are involved in serious breaches.
- ~ Protection from Child Abuse / Section 7 / Reviewed annually.
- ~ Our Code of Conduct for our School Community is reviewed annually and after major incidents.
- ~ On being a Child Safe School – Protection from Child Abuse is reviewed annually and after any incident.
- ~ Copies of the complete Codes are available in Policies

- **Basic School Rules adults/students**

Basic rules for adults

- ~ Respectful cooperative behavior - personal contact/emails/phone
- ~ Adherence to traffic rules within school environments
- ~ No dogs – w/o prior special arrangement
- ~ Respect for school property
- ~ Support for our food policy (Induction pack)
- ~ Support for our student dress policy (Handbook)

Basic rules for students

- ~ Respectful cooperative behaviour
- ~ Respect for the property of others
- ~ Respect for school property
- ~ No littering or graffiti
- ~ Adherence to school boundaries
- ~ Adherence to our food code
- ~ Adherence to our dress code
- ~ Adherence to safety rules
- ~ Punctuality
- ~ No mobile phones/electronic games/iPads etc.

Safety rules

- No running in designated areas
- No throwing of objects not designed for that purpose e.g. Sticks/stones
- No skateboards, Frisbees, roller blades, knives, glass containers, hard balls, toy guns/sticks
- No rough games/fighting games
- No tackling/manhandling

- **Uplifting Behaviours that nourish community**

- ~ Respect for all
- ~ Courtesy
- ~ Cooperation
- ~ Inclusion
- ~ Kindness
- ~ Helpfulness
- ~ Care of others/property
- ~ Truthfulness
- ~ Courage – to be a voice for another
- ~ Supportive affirmations/I like that/Well done
- ~ Gratitude

- **Unacceptable Behaviours**

- ~ Disfigurement or destruction of property
- ~ Disrespectful behaviours, intimidation – verbal or physical
- ~ Disruptive behaviour that impacts on the wellbeing of others
- ~ Uncooperative behaviour
- ~ Teasing/taunts/insults
- ~ Stealing
- ~ Bribery
- ~ Threatening behaviour – physical/gesture/verbal
- ~ Swearing/foul language
- ~ Spitting
- ~ Harassment
- ~ Dangerous behaviours
- ~ Interfering with the property of others
- ~ Passing on sexual images – verbal/actual
- ~ Bullying



PARENT COMMITMENT TO GHILGAI SCHOOL

Ghilgai acknowledges parents as partners in the education of their children and seeks to co-work with them to create a culture of positive behaviour with high levels of student engagement.

- In enrolling our child/ren in Ghilgai Steiner School, we make a commitment to
 1. uphold Ghilgai's Code of Conduct and to assist our child/ren to do so too.
 2. We will accept all decisions made by the College of Teachers Executive and we agree to uphold those expectations and obligations.
 3. We will be bound by all policies, rules, and regulations that the School may communicate to us from time to time.
 4. We agree to adhere to the School's Privacy Policy.
 5. We agree to meet our financial commitments as they fall due. To be bound by the conditions of the School's Financial Policy (available in Ghilgai's Handbook) and to communicate with the Bursar if we are unable to meet our financial obligations.
- Breaches of this commitment to Ghilgai could result in the termination of your child/ren's enrolment.

***Signature Parent / Guardian 1:**

Name: **Signed:** **Date:**

***Signature Parent / Guardian 2:**

Name: **Signed:** **Date:**



Agreement to Support School Community Well-Being

I agree to support Ghilgai's striving for the well-being of all students as outlined in the Child Safety Code of Conduct, Protection from Child Abuse policies.

- Available under Policy on our website.

I undertake to inform the School via a note of incidents of demeaning behaviour within the school environment as soon as I am aware of them.

I will work cooperatively with the School to resolve any unacceptable behaviour that my child displays. I understand that sometimes food additives and sugar, TV, videos, computer games, etc, may influence behaviour and will evaluate these potentially negative influences on my child's behaviour.

I understand that my child may be expected on occasions to spend 'time out' in another class, if he/she behaves in a disruptive or intimidatory way repeatedly. On other occasions he/she may have to stay at home for a "consideration day" in order to give the class respite time and to allow the child time to find his/her calm centre point again, away from the class.

In the event of extreme circumstances I will come immediately to pick up my child if requested to do so.

If I am told that my child often intimidates others through words or deeds or is involved in antisocial behaviour I will work with the Class Teacher and College of Teachers to assist him/her to overcome his/her difficulty.

Parent 1:

Date:

Parent 2:

Date:

11. Our Admissions Process

The journey from Foundation Year to Class 6 is a wonderful journey! A shared journey – teachers and parents co-working to maximise the child’s potential.

Ghilgai expects parents and children to enter our School joyfully and enthusiastically... and in order to have arrived at this place parents need to have actively chosen Steiner Education. Avail yourself of the following opportunities:

- Ghilgai has Tours monthly – come along and see our School at work. Followed up by a group conversation with our Education Coordinator.
- Peruse our website – check out our Code of Conduct, read excerpts from our Newsletters.
- Steiner Education celebrated its centenary in 2019. View the celebratory video 100 years of Steiner Education at https://www.youtube.com/watch?v=wfec6eF4I_4
- Enquire about Playgroups at enrol@ghilgai.com.au
- Submit an enrolment application. Include a letter of Introduction with it.
- Chat to our Education Coordinator about your child’s entry to Ghilgai.
- Meet your child’s class teachers after you have enrolled.
- Set up an occasion for your child to visit the School.
- Playgroup visits also available.
- Our Open Day at the end of November each year is a splendid occasion, an opportunity to travel through classes Foundation to Class 6, to enjoy the rich displays of student work and to glimpse the unfolding of our broad and deep curriculum. It’s also a day of music as the children share, class by class, the fruits of their year.

12. Who decides upon the child's entry to Ghilgai?

- The Enrolment Coordinator receives enrolment applications.
- The Education Coordinator follows up the application and meets parents and child. The Education Coordinator may request School reports/previous assessments/medical information/a conversation with the child's previous school or anything that will assist the School to better understand the student's needs.
- The Education Coordinator reports to the College of Teachers Executive. He/she tables all information re a prospective student for College consideration.
- The College of Teachers Executive may take time to consider the application before they make a decision. The decision of the College of Teachers Executive is final.

13. Termination of a student enrolment

This may be caused by

- a total breakdown in communication between parents and School personnel.
- entrenched unacceptable behaviour and entrenched parental lack of co-operation to work with the School to resolve the matter.
- expulsion – see procedures for breach of Codes of Conduct in Behaviour Management Policy. This includes unacceptable behaviour online.
- termination by Directors due to accumulation of O/S fees.
- parents will be notified in advance of an impending termination of enrolment by the College of Teachers Executive, or in the case of fees by the Bursar for the Directors.
- parent's may appeal to the Board of Directors re the CTE decision.
- The decision of the Board of Directors is Final.



Annual Scholarship

Ghilgai offers a Scholarship each year. This is a fee free place for the child's duration at Ghilgai.

The level of entry varies from year to year. Applications available late August, closing date early December.

Scholarship applicants follow the Scholarship application process.

- Formal application – student details
- Accompanying introductory letter.
- References
- Interviews with the School.
- The CTE decides on the Scholarship child/children.
- Scholarship agreement – signed by Parent/Bursar/CTE representative.



Ghilgai School Ltd. Incorporated in Victoria ABN 49-085-956-487
 195 Liverpool Road KILSVYD VIC. 3117 AUSTRALIA
 Office: (02) 9726 5619 - Bursar: (02) 9726 3996 - Bursar Email: bursar@ghilgai.com.au

GHILGAI FEE SCHEDULE 2019				Annual Total	Installments per Term		
Year Level	Tuition Fees	Camp Fees	Other				
Playgroup Community	800.00			800.00	160.00		
Playgroup Rostered	740.00			740.00	185.00		
Seasonal Children - 1 Session	800.00			800.00	160.00		
Seasonal Children - 2 Sessions	1182.00			1182.00	296.00		
Seasonal Children - 3 Sessions	1784.00			1784.00	446.00		
Seasonal Children - 4 Sessions	2386.00			2386.00	597.00		
Foundation Class	3988.00			3988.00	997.00		
Class 1	4728.00			4728.00	1182.00		
Class 2	4940.00			4940.00	1235.00		
Class 3	4940.00			4940.00	1235.00		
Class 4	4940.00	Advised 2019		4940.00	1235.00		
Class 5	4940.00	Advised 2019		4940.00	1235.00		
Class 6	4940.00	Advised 2019		4940.00	1235.00		
Advanced Fees (New Foundation Class Child)	1182.00			1182.00	296.50		
Advanced Fees (New Class 1-6 Child)	1182.00			1182.00	296.50		
Early Payment Discount (Full Founder - Class 6)				-120.00	-30.00		
Administration Charges							
Enrolment Fee (New Family)			\$0.00				
Confirmation Fee (Founder to Class 6 Child)			\$0.00				
Confirmation Fee per Term (Playgroup)			\$0.00				
Building Fund Contribution OR Loan (New Family)			\$200.00				
				TERM 1 2019	TERM 2 2019	TERM 3 2019	TERM 4 2019
INSTALLMENTS PER TERM DUE DATE:				January 23, 2019	April 16, 2019	July 15, 2019	October 11, 2019

Fees are payable four times per year prior to the commencement of each Term.
 A discount of \$20 per child applies for fees paid in full and in advance of the due date each Term.
 The non refundable Enrolment fee is \$0.00 per family.
 A non refundable Confirmation Fee of \$0.00 per child is payable on acceptance of a place at Ghilgai School & is offset toward fees.
 A non refundable Confirmation Fee of \$0.00 per family is payable on acceptance of a place at Ghilgai Playgroup & is offset toward fees.
 Fees and Charges are subject to periodic amendment by the Board of Directors.
 Fees and Charges are subject to annual increases with consideration to the Education CPI.
 Fees are subject to change and are expected to increase with the Education Price Index annually.
 Only in exceptional circumstances will a student be allowed to enter a new term if previous term fees are unpaid.
 A full Term's written notice, or payment of a Term's fee in full, is required if a student is removed from the school.
 When a child is removed from the school, any fees paid in advance will be regarded as payment in full of one Term's written notice & are non refundable.
 Advanced Fees apply in the first Term when a child commences a Foundational Class or is a new Class 1-6 child.
 Advanced fees are due in line with installments per term due dates over a four term period.
 Advanced fee amounts paid will be offset against school fees when a child enters into Class 6, Term 4.
 A Building Fund Contribution OR Loan of \$200.00 is payable prior to Term 2 of each School Year for new Ghilgai families.
 Stirling rates do not apply. Fees are kept as low as viable for all.
 There is no refund or discounts provided due to non attendance for Playgroup, Seasonal or Foundation Class children.
 Camps and Excursion costs will be arranged by the Class Teacher. Families will be notified of these arrangements and cost involved accordingly.

Payments can be made via Cash to the Bursar or via Bank Internet Transfer to:
Account Name: GHILGAI SCHOOL
BIB: 633 - 000
Account Number: 143 - 871 - 289
Account Reference: SURNAME of Account Holder & Child

With Gratitude, Ghilgai School

Updated 04-03-19



Playgroups

Playgroup provides a warm and gentle time and space for parents and young children to meet and enjoy each other's company. With beautiful gifts from the natural world for the children's play and songs, rhymes and stories to be enjoyed, children arrive eager and depart content.

Each group is guided by our playgroup facilitator.

Community Playgroup

Parents and children join together for these sessions. Ages 5 and under.

Rostered Playgroup

We also offer a Playgroup for older children. This is a rostered group (in which parents are rostered in turn as carers). This requires parental attendance in one session out of every three or four, according to numbers. Priority for this group will be given to children who are 3½ - 4 years of age.

Playgroup Session Times

Monday (Community Playgroup 9.30 – 11.30am)

Monday (Rostered Playgroup 3+ yrs. plus 12.00 – 2.30)

Tuesday Community Playgroup 9.00 – 11.00

Thursday (Community Playgroup 9.15 – 11.15am)

Thursday morning (Rostered Playgroup 3+ yrs. plus 12.15 – 2.45pm)

To enquire further, or to obtain enrolment forms, please contact:

Michelle (Enrolment Coordinator) 9761 8369

Email: enrol@ghilgai.com.au

2. Policy details – accountability/legality

1. Enrolment – roles & responsibilities

- The Board of Directors is responsible for authorising the enrolment policy and for approving the criteria for admission.
- The PCE is responsible for ensuring the implementation of the enrolment policy is fair, transparent and non-discriminatory.
- The PCE is responsible for ensuring an enrolment register and waiting list is accurately maintained.
- The PCE is responsible for ensuring this policy is implemented in accordance with Commonwealth and State privacy legislation.
- The PCE is responsible for:
 - Ensuring that procedures are implemented so that parents are guided through the enrolment process from enquiry to admission.
 - ensuring that procedures are in place to record the basis on which a child does or does not fulfil the admissions criteria together with the school’s decision to offer a place or not.
 - ensuring that procedures are in place for the management, storage and retrieval of enrolment data.
 - proof of the child’s identity, specifically date of birth and enrolment name.
 - immunisation status.
 - visa status.
- The PCE is responsible for ensuring that the school reports data relating to the characteristics of students at the school to the school community as required by State or Commonwealth.

2. Policy review

- The College of Teachers Executive will review the Enrolment Policy every 3 years.
- The Board of Directors requires the PCE to report on the application of the admissions criteria annually.

3. Communication of the policy

- The school publishes its enrolment policy and admissions criteria on its website and this information may be obtained at Reception.
- The school publishes the procedures by which a student is admitted to the school on its website. This is also available via Reception.
- Our fee policy is included in the handbook which is:
 - given to enrolling parents
 - available on request at Reception

4. Links to other policies/documents

Attendance Policy

Privacy Policy

Record Management Policy (including Archiving Policy)

Complaints and Grievances Policy.

5. Legal and Regulatory basis for Compliance

- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2007 (Vic.)
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- Equal Opportunity Act (Vic.) 2010
- Disability Discrimination Act 1992 (Cth.)
- Disability Standards for Education 2005 (Cth.)
- Australian Education Act 2013 (Cth.)
- Australian Education Regulation 2013 (Cth.)

6. Key definitions

- The **enrolment register** is a permanent record of the students admitted to the school. The school is required to implement processes and procedures to ensure that the register is up to date. The enrolment register determines those students for whom attendance must be registered and monitored.
- A school that is oversubscribed in one or more age groups may choose to maintain a **waiting list**. The principles of fairness and transparency that apply throughout the enrolment policy also apply to the procedures relating to the management of the waiting list.
- Children of **compulsory school age** (six years and up to the age of seventeen years) resident in Victoria are required to be in full-time attendance at school or be in registered home schooling. Non-government schools have no legal restriction in relation to a **minimum age** or a **maximum age** at the point of enrolment.
- Within the meaning of the Equal Opportunity Act (Vic.) and the Disability Discrimination Act 1992 (Cth.), schools are not permitted to **discriminate** on the grounds of disability. The legislation permits an exception to be made in relation to sex, race, religious belief, age or age group:
 - Schools, amongst other organisations, have a **positive duty** to take reasonable and proportionate measures to eliminate discrimination.
 - When enrolling a student with a disability, schools are required to consider what **reasonable adjustments** need to be made to the learning environment or to the delivery of learning to assist that student.
- Ghilgai requires **proof of age and enrolment name** for each enrolment. Such documentation could be in the form of a birth certificate or passport.
- Under the Australian Education Act 2013 (Cth.) schools are required to collect **Student Background Characteristics Data** as part of the school enrolment process and report the data to the VCAA or other testing agent when requested.
- The Australian Education Regulation 2013 (Cth.) (s.37) requires student enrolment records to be **retained** for 7 years¹ after end of school year in which the last entry was made. Student enrolment records may be **audited** by either state or commonwealth authorities in order for the authorities to monitor payments made on the basis of student numbers or on the basis of the enrolment of particular categories of students.
- Records of enrolment are required for annual data returns to the Australian Government for the Australian Government Census of Non-Government Schools² under Australian Education Regulation 2013 (Cth.) (s.77). They are also required for annual data returns to the Victorian Government for the Victorian Census under the Victorian Government Funding Agreement for Non-Government Schools.
- Legislative privacy requirements govern how **personal, sensitive and health** information must be collected, used, disclosed and stored as part of the enrolment process. A **privacy notice** must be provided with the enrolment form explaining to parents and students why this information is being collected, what it is used for, where it might be disclosed and how they can access information held about them.
- Schools are advised to require **proof of age and enrolment name** for each enrolment.

7. Ghilgai School Privacy Statement

1. Ghilgai collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to pupils enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health [and Child Protection] laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about pupils from time to time.
5. The School may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
 - other schools and teachers at those schools;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational, support and health services to the School, including specialist visiting teachers;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - people providing administrative and financial services to the School;
 - anyone you authorise the School to disclose information to; and anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia.
8. Parents may seek access to personal information collected About them and their son/daughter by contacting the School. Pupils may also seek access to information about them. However, there will be occasions when access is denied. Such occasions would include where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. The School's Privacy Policy also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.
10. The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines, and on our website, this may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. The School will obtain permissions from the pupil's parent or guardian to use this material as stated above.
12. We may include pupils' and pupils' parents' contact details in a class list and School directory.]+
13. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why.
14. All people viewing personal information are governed by the Privacy Act 1988. All School personal and regular volunteers sign a Ghilgai Confidentiality affirmation. All Seed Group members also sign a Ghilgai Confidentiality Affirmation.

3. Student Profile – Forms

- Enrolment Application form
- Request for Introductory letter
- Getting to know your child – questionnaire
- Children in need of support
 - Foundational questionnaire/includes School statement regarding potential intake.
 - Further questionnaire – Learning about your child/family
 - Children in need of support – profile from parent to the School
 - Foundation Year cohort – Confirmation 10 months before entry.

4.Procedural Pathways

1.Managing Enquires

- Enquiries re enrolment in existing classes are given to E/C right away. E/C phones, has an introductory conversation, suggests visit to Ghilgai and further conversation.
- Enquiries re enrolment to future classes go to the Enrolment Co-ordinator who sends out an introductory pack and suggests parents take part in a monthly tour.

2.Enrolment for existing classes

Parents are required to provide

- application form and booking fee
- introductory letter
- a recent School report
- a copy of any assessment undertaken
- any other material deemed necessary to foster an understanding of the child's needs.
- Birth Certificate
- Parent meets the class teacher, E/C present to support both parties.
- Class Teacher meets the child.
- Child may visit for a morning or a day to see how he/she fits. It is important that the child enjoys the school and moves to the new school gladly.
- Start date organised.
- Parent receives Introductory Pack
- Parent signs
 - Commitment to Ghilgai School Ethos
 - Agreement to Support School Community Wellbeing
- Parent visits Bursar – arranges fee payment method

3.Enrolment to future classes

- Parents are required to provide
 - Application form and booking fee
 - Letter of introduction to the family
- If there is a vacancy child is given a place and receives a Confirmation Certificate and a letter explaining the way forward.
- Enrolment Co-ordinator organises 3yr old interviews with Education Coordinator.
- In March of the year preceding the entry to Foundation year parents must confirm their intent to start.
- In Term 2 the parents and child meet the Foundation year teacher for the following year.
- Various introduction activities for children/parents are provided in Term 3.
- Ghilgai maintains contact with enrolled families on a regular basis – Newsletters/Events.

4. Recording Enrolments

When the child's enrolment is accepted the child's name is placed on the appropriate cohort list.

Entry to existing classes

- The child's details are entered in the Schools Data Base
- The child's VSN is retrieved
- School/Parent details are retained and this information is loaded onto scanned area/rainbow/class emergency folder

Children entering at Foundation Year/ the following year.

After confirmation and participation in induction activities the child's data is entered usually by December.

5. Waiting Lists

- Waiting lists are attached to each cohort.
- When filling a vacancy the College follow the schools admissions guidelines.
- Parents are given 10 days to accept a waiting list offer.
- They need to confirm the place with a Confirmation fee.
- An interview with the E/C and/or Class Teacher will be arranged.