Little Yarra
STEINER SCHOOL

Enrolment Policy 2026

Enrolment Policy Statement

We welcome applications for enrolment at our school. Little Yarra Steiner School recognises and values the diversity of culture, beliefs, practices, customs, physical and intellectual abilities and life experience of the whole school community.

Eligibility Statement

Enrolment preference is weighted towards families who have shown commitment towards Steiner education and those whose personal philosophy of education and childhood are in line with that of the school. A strong commitment towards the school's pedagogical approach is highly desirable as agreement with and consistency between school and home offers the best chance of success for the student.

A pedagogical interview (usually with a teacher) and a financial interview (usually with the Business Manager) normally takes place prior to an enrolment being offered. Primarily this is to ensure that student and parent (or legal guardian) understand the specific requirements of the year and the class group they will be entering, as well as giving the teacher an opportunity to ascertain how to best meet the needs of the student within our program. All activities and lessons at Little Yarra Steiner School are compulsory and it is a condition of entry that each student appropriately participates in the curriculum for the relevant class level.

An enrolment may be denied or revoked if:

- the student is not able to participate fully in our program or the school is unable to meet the needs of the student despite reasonable adjustments being made.
- the student presents a risk to the health and safety of others
- there is failure to fully disclose information required in the admission process
- As a consequence of the application of the Code of Conduct for parents and Guardians
- As a consequence of the application of the Behaviour Management Policy
- At the discretion of the Principal

Information Collected

Subject to State and Federal requirements, the information collected includes;

- Birth Certificate
- Immunisation status certificate*

  *Any child enrolling in kindergarten without an up-to-date immunisation status certificate must provide a valid 'catch-up schedule' or a medical exemption for vaccination from their GP. If neither is provided, the Registrar will assess the child's eligibility for the Grace Period using the 'Grace Period Eligibility Assessment Form' from the Immunisation Enrolment Toolkit. If the child is found ineligible for the Grace Period, they cannot be enrolled in kindergarten.
- Information on 'Student Background Characteristics Data'
- As part of the application process, you will be asked to provide your child's most recent

two school reports. If your child is home-schooled, we ask for an outline of the curriculum followed, along with work samples in literacy and mathematics.

- Additionally, we request any diagnostic reports from a treating health professional, as well as any Independent Education Plans (IEPs) or Learning Plans. We value transparency to ensure we can best support and care for each child during their time with us.

Privacy

All enrolment information is subject to privacy legislation reflected in the Privacy Statement, which is attached to the "Enrolment Form".

Enrolment Procedure Sequence	Done by:
1. Parent(s) initial contact with school	Registrar
2. Prospectus pack is given to interested parent(s)	
3. Parent(s) attend a School Tour, which provides information about the school and Steiner education in general.	
4. Application form is completed and submitted	
5. Application is assessed for class group and preferenced accordingly.	Registrar/staff
6. Parent(s) are informed of status of availability (if not already done). Where there is no space in the relevant class, the student is placed on the waiting list for that group.	Registrar
7. The first preferenced applicant is contacted to organise an interview. This interview takes place with the registrar (as scribe), teacher, parent(s) and student. The Registrar then requests the following documentation for assessment by teachers: a. Examples of school work in key learning areas b. Two most recent school reports The interview is based around the following topics: • The child's past school experience • Child's academic and social skills • Child's relationships with peers (friendships) • Reasons for the change of school (if appropriate) • Whether there are any diagnosed disabilities, or learning difficulties and the ways these might be best addressed by the school • The child's health • Any specific needs the child has • Family situation • Parent(s) familiarity with Steiner education • Television, media, computers etc in the home • Parent(s) willingness to work with the philosophy and educational practices of the school.	Teacher/ Registrar

8. If the student is offered a place, the Registrar sends out the place offer documents (including start dates).	Registrar
9. Upon acceptance of the place offer, the completed documents must be returned to the Registrar, as well as the bond, immunisation status certificate, birth certificate and all documents included in the 'Enrolment Form'.	Registrar

Availability of spaces

The Preschool:

The class sizes are limited by the occupancy certificate of the classroom and the regulatory requirements of child to teacher ratios. As we run a mixed age Kindergarten and Preschool, the numbers in these groups may change due to these capacity requirements and the nature of applications for the year.

The Primary and Secondary School:

The availability of a space is determined by the number of students within the class.

Class 1 to class 12 are considered full at 25. Accepting any students beyond this number is at the discretion of the Principal. The Principal may also cap a class at a number below 25 students at their discretion.

Waiting List Priority:

All applications will be placed on a ladder that determines their priority for enrolment. Applications are not processed or waitlisted in the order they are received. It must be made clear that time on the ladder, while a factor, is not the defining factor of preferencing. When a position is vacant, the Registrar, Principal and Class Teacher or Guardian will consider the class's current composition to ensure the continuation of a balanced, healthy and manageable class. The applications are not numerically based on the date of their submission. Applications may then be taken from the highest occupied tier and then in the ranking within that tier they have been assigned by the Registrar. The Principal can determine an applicant's ranking in the waiting list at their discretion.

Tier	Waiting List Tier
1	Children of employees of Little Yarra Steiner School Then by length of time on the waiting list
2	Sibling of applicant is currently enrolled at LYSS and the Applicant is currently enrolled at a Steiner Waldorf School Then by length of time on the waiting list
3	Sibling of applicant is currently enrolled at LYSS Then by length of time on the waiting list
4	Applicant is currently enrolled at a Steiner Waldorf School Then by length of time on the waiting list
5	Applicant was previously enrolled in a Steiner Waldorf School Then by length of time on the waiting list

6	Family has association with Steiner education or Anthroposophy Then by length of time on the waiting list
7	Length of Time on the waiting list

Part-time enrolments

Little Yarra Steiner School works through a philosophical pedagogy that places great emphasis on experientially based education. This is consistently indicated through its integrated curriculum and its understanding of human development. A major part of this experience is gained through the development of healthy relationships between student and student and student and teacher; this is evidenced in our structure in whole class lessons, and the class teacher period. Consequently, with the exception mentioned in the following paragraph, Little Yarra Steiner School does not accept part-time enrolments.

All students enrolled in VCE are expected to undertake a minimum of 10 units in class 11 and a minimum of 8 units in class 12. VCE students who undertake an approved Distance Education VCE unit where a subject has insufficient internal enrolments, or have not completed the minimum requirements within two years, may be enrolled on a part-time basis.

Exit Procedure

A student may be exited by either the parent(s) or the school.

Parent initiated exit:

Should a parent/guardian choose to withdraw their child(ren), they must provide written notice one full term in advance to the Registrar. Upon receiving this notice an Exit form is provided to the parent(s). The child(ren) cannot be fully exited from the school until this form is received. The exit form gathers feedback from families about their experience at the school, which helps inform future improvements.

Once the form is received, a confirmation of withdrawal letter is sent, and the enrolment bond is refunded in due course.

School initiated exit:

The school can exit a student for one or more of the following reasons:

- Failure to pay school fees or charges
- As a consequence of the application of the Code of Conduct for Parents and Guardians
- As a consequence of the application of the Behaviour Management Policy

A Bond Redemption form completed and signed by a parent/guardian is required.