



## **MICHAEL PARK SCHOOL AND KINDERGARTEN MANAGEMENT POLICY**

### **ENROLMENTS**

#### **Rationale**

As an Integrated Rudolf Steiner School, Michael Park School and Kindergarten have a defined 'special character' or 'designated character' (Ministry of Education). As such, all parents/caregivers enrolling children in the school are required under the preference clause of our integration agreement to have established a connection with and commitment to the special character of the school.

The Board will have appropriate policy and procedures in place to ensure that:

- The policy applies to all children
- The roll limit is not exceeded
- Parents / caregivers have demonstrated an established connection with the special character, aims and purposes of the school as a condition of enrolment
- A thorough assessment of the student's learning capacities and social/emotional profile is completed prior to enrolment to determine how best to meet individual needs
- The enrolments process is transparent, consistent and efficient
- An exit interview is conducted with parents / caregivers of students leaving / graduating from the school and effective use is made of this data.

#### **Guidelines**

##### **Students on the school roll**

Students on the school roll includes children in the kindergarten for whom a course of offsite instruction is purchased from the Board by the RSST as per the memorandum of understanding.

##### **Roll Limit**

The Board will ensure that the school and kindergarten roll is managed within the maximum roll described in the school's integration agreement and the kindergarten license.

##### **Expression of Interest and Enrolment**

Enrolment of all students will be approved by the Principal for Classes 1 to 12 and the Kindergarten Manager for Early Childhood. In line with the school's integration agreement and kindergarten license, parents of enrolling students must demonstrate their connection and commitment to the special character, aims and purposes of the school. This is a condition of enrolment and will normally be established through:

- Review of expression of interest and enrolment forms completed by parents / caregivers
- Biography interview of parents / caregivers (to be completed by a representative of the proprietor)
- Interview with the family wishing to enrol their child.

An Enrolment Officer will oversee the enrolment process and liaise with appropriate staff. Procedures and checklists will be developed and reviewed to guide enrolment and ensure decisions to enrol

students are consistent and based on adequate and honest information. The enrolment policy will be posted on the school website and available from the office.

An enrolment interview does not guarantee enrolment. Parents / caregivers will receive written confirmation from the school confirming enrolment of their child or explaining the reasons why enrolment has been declined. Where enrolment is declined parents / caregivers will be encouraged to undertake parent education and complete background reading to establish a connection with the special character.

**Kindergarten to School Roll (5-6 year olds)**

Acceptance of students from the Kindergarten onto the school roll will be on the basis that the family has demonstrated ongoing support for and connection with our special character. The proprietor will determine the criteria and procedure for this which will be provided to parents on Kindergarten enrolment and the Principal will approve enrolments from the kindergarten onto the school roll in collaboration with the Kindergarten Manager when special character criteria have been met. Parents / caregivers will receive written confirmation from the Principal confirming enrolment of their child or explaining the reasons why enrolment has been declined by the end of Term 3 before their final year in the kindergarten.

**Assessment of Students**

A Class One entry assessment will be carried out for all students in the kindergarten who have approval to enrol in Class One.

For all other expressions of interest, copies of recent school reports must be reviewed by the school prior to any interview. Pastoral notes must also be obtained prior to interview. If learning difficulties are suspected, the student will be asked to complete literacy and numeracy diagnostic tests or writing sample as specified by the enrolment procedure. The school SENCO will be involved in this process as appropriate.

**Priority**

Assuming a connection with the school’s special character has been established, where there are more applicants than places in a class, priority will be determined through consideration of various factors outlined in the enrolment procedures.

**Exit Interviews**

A standard exit interview form will be completed by parents upon notice to the school they are leaving and parents will be given the opportunity to have an exit interview with the Principal or nominee. The Enrolment Officer will take responsibility for administering this, liaising with staff as appropriate and ensuring that exit records are stored and analyzed to contribute to ongoing self-review.

**Legislation and Supporting Documentation**

- Enrolments Procedure
- Enrolments Flowchart

Policy type:	<b>Management Policy</b>	NZSBA Governance Framework:
Date reviewed:	<b>29/07/2024</b>	Signed for MPS Board: 