



# CASTLEMAINE STEINER SCHOOL & KINDERGARTEN

## APPLICATION FOR ENROLMENT

**TO EARLY CHILDHOOD PROGRAMME** (Playgroup, Kindergarten) **AND SCHOOL** (Prep – Class 8)

A NON-REFUNDABLE APPLICATION FOR ENROLMENT FEE OF \$100 IS PAYABLE WITH THIS APPLICATION  
(except for Playgroup ONLY applications)

### STUDENT DETAILS

*Surname:			
*Given Names:			
Preferred Name:			
Date of Birth:		Gender:	
Victorian Student Number	Yes:	No	Unsure

\* as appears on Birth Certificate

### PARENT DETAILS

	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
Title:		
Surname:		
Given Names:		
Relationship to Child:		
Residential Address:		
Postal Address: (if different to above)		
Home Phone:		
Mobile Phone:		
Place of Work:		
Work Phone:		
Email Address:		
Child Lives With:	Guardian 1	Guardian 2
		Both

Is either parent a past student or current class teacher of this school? Yes / No

If YES, provide details: \_\_\_\_\_

**PROPOSED YEAR AND LEVEL OF ENTRY**

Are you applying for Playgroup? Yes / No

Current/Previous School \_\_\_\_\_ Year Level: \_\_\_\_\_

If you wish to also apply for Kindergarten and/or School entry, please indicate the entry level you are applying for. If you are only applying for Playgroup, then please leave this blank.

\* Level: \_\_\_\_\_ Year: \_\_\_\_\_

\* use the calculator on page 4 to correctly determine

**SIBLING INFORMATION**

SIBLINGS NAMES	DATE OF BIRTH	SCHOOL AND CLASS

A separate Application for Enrolment form, and \$100 Application for Enrolment Fee, must be submitted for each child

**DECLARATION**

A person with lawful authority of the child referred to in this enrolment form:

- declare that the information in this enrolment form is true and correct and undertake to immediately inform the Castlemaine Steiner School in the event of any change to this information.

I \_\_\_\_\_ and \_\_\_\_\_  
(Parent/Guardian 1) (Print full name/s) (Parent/Guardian 2)

Signature of Parent/Guardian 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian 2: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

	DATE	PROCESSED BY
Application Fee Paid		
Copy to Playgroup Co-ordinator		
Entered on SchoolPro		
Subscribed to Newsletter		



# CASTLEMAINE STEINER SCHOOL & KINDERGARTEN

## FOR PARENT INFORMATION AND ASSISTANCE IN COMPLETING APPLICATION FOR ENROLMENT

**(PLEASE DETACH AND KEEP)**

The enrolment process at Castlemaine Steiner School and Kindergarten is designed to ensure that there is a good fit with your child, your family and our school. We like to ensure that not only will your child's educational and social needs be met, but that you as a family are in alignment with our values as a school and with the principles in general.

Depending on the time of year that you apply, the year level of your child and the availability of places, the enrolment process may vary from family to family. However, the following information generally applies to all applicant families.

### **ENQUIRIES:**

Enrolment Officer – Jenni Milne  
Castlemaine Steiner School and Kindergarten  
P.O. Box 473  
Castlemaine, 3450

Email: [enquiries@castlemainesteinerschool.com.au](mailto:enquiries@castlemainesteinerschool.com.au)  
Phone: 03 5479 2000  
Fax: 03 5470 6237

### **APPLICATION FOR ENROLMENT FEE:**

A \$100 Enrolment Application Fee is to be attached for Kindergarten and School applications. This is a non-refundable Fee. Date of receipt of the fee determines the Application Date for your child and this date is used to prioritise offers and waiting lists.

Bank Details for direct deposit of Application for Enrolment Fee:

BSB: 013-560 (ANZ)  
Account: 1980-78283

As a deposit reference please use "EnrFee-(surname)" if paying electronically or your mobile phone number if paying at the bank.

## CALCULATING YEAR/LEVEL OF ENTRY:

	YEAR OF BIRTH	YEAR OF ENTRY	AGE
Example: Prep	2008	2014	Turning 6 before 31 <sup>st</sup> December
Playgroup			For children 0-3 years old
Kindergarten			Turning 5 before end of year
Prep			Turning 6 before 31 <sup>st</sup> December
Class 1			Turning 7 before 31 <sup>st</sup> December
Class 2			Turning 8 before 31 <sup>st</sup> December
Class 3			Turning 9 before 31 <sup>st</sup> December
Class 4			Turning 10 before 31 <sup>st</sup> December
Class 5			Turning 11 before 31 <sup>st</sup> December
Class 6			Turning 12 before 31 <sup>st</sup> December
Class 7			Turning 13 before 31 <sup>st</sup> December
Class 8			Turning 14 before 31 <sup>st</sup> December

## WHAT HAPPENS NEXT:

Once you have lodged your Application for Enrolment form and the non-refundable \$100 Application Fee, you will receive a letter confirming your Application Date, within 10 working days of date of receipt of the Application. The Application Date is the date on which the \$100 Application Fee is paid.

Then, the Applicant family will receive **either**:

1. A letter of an Automatic Offer:
  - i) Children who currently attend a Steiner School
  - ii) Children of past students enrolled for a minimum of three years.
  - iii) Those having current siblings enrolled for more than two years and having completed Enrolment Application Forms and paid the fee.

### OR:

2. A letter of a Non-Automatic Offer (i.e. all other offers) based solely on Application Date.  
Note: Priority is given to children intending to continue through the school. Attendance at Playgroup and Ring-a-Rosie does not influence selection into the school.

### OR:

3. If no place is available, child's name will be placed on a waiting list which is prioritised by Application Date.

## NEWSLETTER:

We will use the email address you have provided to subscribe you to our fortnightly newsletter. If you wish to unsubscribe at any time, follow the link at the bottom of the email.