



## ENROLMENT PROCESS FOR ENTRY INTO THE EARLY CHILDHOOD PROGRAMME

**1.** Read School Information Pack/School Tour/Open Day.  
Complete Enrolment Application Forms.



**2.** Lodge Enrolment Application and pay non-refundable \$100 Application Fee.  
Receive letter confirming Application Date within 10 working days of receipt.  
The Application Date is the date on which the \$100 Application Fee is paid.



**3.** Applicant family will receive **either**:  
A letter of an Automatic Offer.  
*i) Those having current siblings enrolled for more than two years and having completed Enrolment Application Forms and paid the fee.*  
*ii) Children of current class teachers.*  
*iii) Children of past students enrolled for a minimum of three years.*  
**or:**  
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.  
If no place is available, child's name will be placed on a waiting list.



**4. a)** The family must then confirm acceptance of the Offer of a Place in the Early Childhood programme.

**b)** Pay Entry Bond of \$600 within 14 days to confirm acceptance of a place in Prep for a later year by the required date. A school place not taken up when accepted will **not** be held and the bond will be forfeited.

The Bond is credited to your account if there are any outstanding fees, or if there are no outstanding fees the Bond is refunded when the child leaves school at the end of Class 8 or before that if a full term's notice is provided.



**5.** Start Date is confirmed as the day the child actually starts in the Early Childhood programme.  
Parents attend new parent orientation events.



## CASTLEMAINE STEINER SCHOOL & KINDERGARTEN

### ENROLMENT PROCESS FOR ENTRY INTO THE SCHOOL

**1.** Read School Information Pack  
Complete Enrolment Application Forms  
Attend School Tour and/or Open Day



**2.** Lodge Enrolment Application and pay non-refundable \$100 Application Fee.  
Receive letter acknowledging Application, with your confirmed Application Date.  
The Application Date is the date on which the \$100 Application Fee is paid.



**3.** Meeting with the Educational Director



**4. a)** Child attends two observation days (if a vacancy exists).

**b)** If there is no vacancy, the child's name will be put on a **waiting list**.

When a place becomes available, selection for an offer of a place  
will be based on the following:

- i) Existing siblings at the school for two or more years
- ii) Previous attendance at the school for two or more years
- iii) Previous attendance at a Steiner School
- iv) Date of application

Class 7 and 8 entry assessed on ability of the student / family to benefit  
from the school's programme.

**c)** Both parents attend a formal meeting with Class Teacher to share  
child's school and health background information.



**5. a)** Class Teacher asks Enrolment Officer to  
formally offer a place and request Entry Bond.

**b)** Family pay Entry Bond of \$600 within 14 days – date of this payment is the  
Enrolment Date. Any place not taken up once accepted  
will **not** be held and the bond will be forfeited.

The Bond is credited to your account if there are any outstanding fees, or if there  
are no outstanding fees the Bond is refunded when the child leaves  
school at the end of Class 8 or before that if a full term's notice is provided.



**6.** Start Date is confirmed as the day the student actually starts at the school.  
Parents attend new parent orientation events.