

## Enrolment Policy

### Background:

The Daylesford Dharma School is required by law to clarify the way that the school makes decisions about student enrolment and how it fulfils the government requirements for collecting, maintaining and reporting enrolment information. The School seeks to comply with all the applicable State and Commonwealth laws including those relating to discrimination and the duty to make reasonable adjustments, equal opportunity, privacy, immunisation and the Australian Consumer Law in its practice of student enrolment.

This policy together with the DDS Enrolment Agreement forms the discretionary basis for student enrollment application and assessment.

### Aims:

- To provide a transparent and efficient process of enrolment that satisfies the needs of the parents, students and the school.
- To facilitate parents/carers with an opportunity to visit the school, meet teachers and staff and familiarise themselves with the school prior to enrolment.
- To provide an opportunity to meet the Principal and discuss individual student needs.
- To ensure that information gathered as part of the enrolment process meets the minimum standards for collection of information on student background characteristics.
- To ensure an even distribution of student numbers across the school cohorts.
- To provide enrolment places for siblings of enrolled children and the children of school staff.
- To provide access to children from families practicing Buddhism.
- To ensure that families have access to the enrolment procedure prior to applying for enrolment.
- To clearly describe the factors that might influence a decision to refuse an application for enrolment.
- To keep an accurate Enrolment Register as required in Schedule 4 clause 9 of the Education and Training Reform Regulations 2017.

### Principles:

The Daylesford Dharma School is the first of its kind in Australia and has been pioneering a unique philosophical and values based approach to education since 2009. Our education approach is founded on Buddhist principles and explored through the Australian Curriculum framework. We draw deeply from the wisdom and teachings of Buddhism to create a learning environment that develops a sense of loving-kindness and universal responsibility. At our school we support children to learn and play with wisdom and compassion, and to cultivate an

open mind and a generous heart, aware of their own unique abilities to contribute to making their world a better place for all.

When parents/carers enrol their child at the School, it is with the understanding that the ethos of the School will be upheld by the students and the parents by agreeing to support the Buddhist philosophies including the 5 precepts, and to abide by the School's Code of Conduct

Students and families of any religious belief or secular background are welcome to join the Daylesford Dharma School community. The school commits to taking into account diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable.

**Responsibilities:**

The Principal is responsible for ensuring that all prospective students and their families are introduced to the school and given an opportunity to make an application.

The Principal is responsible for reviewing the circumstances of each student and in consultation with the teacher of the relevant class, coming to a decision about the acceptance of the enrolment.

The Principal is responsible for ensuring an enrolment register is maintained.

The Principal is responsible for ensuring that National data collection requirements are fulfilled.

Teachers are responsible for working with the Principal to interview, review and recommend the selection of students.

Administration staff are responsible for maintaining the enrollment data and registers. This includes creating files, class lists, emergency contact lists, and an enrolment register and under instruction uploading data when required.

**Assessment Procedure:**

- Daylesford Dharma School does not operate on a 'first in basis'. Where applications for enrolment exceed available vacancies, enrolments are prioritised by:
  - School families – where siblings are already attending Daylesford Dharma School
  - Intention to continue to Grade 1 at Daylesford Dharma School
  - Date of Application
- Confirmation of enrolment will depend on the physical space and the level of learning/behavioural requirements of the current enrolments.

- A student may be required to undertake a 3 day classroom trial at the school so that their learning and social emotional needs can be adequately assessed.
- If a place is available and the student meets the required criteria, parents/carers will be contacted for an interview with the Principal.
- The purpose of the interview will be to introduce parents to the school; including its values, a curriculum overview, policies and procedures, school fees and levies. Parents/Carers will have an opportunity to articulate their reasons for considering the school, the particular needs of their child and their expectations of the school. This will give all parties a basis to affirm the suitability of the learning environment for the child and the school's capacity to satisfy their needs as a basis for a decision.

**Review Date:**

May 2024

**Basis of Discretion:**

The Principal reserves the right to accept or refuse an application once all information has been collected and reviewed.