

Enrolment Policy



Overview

The NSW Registration Manual (3.8) requires the Principal of the School to keep a register, in a form approved by the Minister, of the enrolments of all children at the School.

The NSW Registration Manual (3.6.2) requires the School to provide a safe and supportive environment by maintaining a student enrolment register.

Policy

Kamaroi Rudolf Steiner School keeps a register of enrolments of all children at the School in **electronic form**.

- The register of enrolments records the following information for each student:
- name, age and address
- name and contact telephone number of parents/guardians
- date of enrolment
- date of leaving the School and the student's destination, where appropriate
- for children older than six years of age, previous school or pre-enrolment situation
- where the destination of a student under seventeen years of age is unknown, evidence that the NSW Department of Education has been notified of:
- the student's full name
- the student's date of birth
- the student's last known address
- the student's last date of attendance
- parents'/guardians' names and contact details
- an indication of possible destination
- any other information that may assist officers to locate the student
- any known work health and safety risks associated with contacting the parents/guardians or student.

The register is retained for a period of seven years after the last entry is made, and copies of information in the register are stored off-site at regular intervals

For more information on our enrolment process please contact the registrar at registrar@kamaroi.nsw.edu.au