

RAPHAEL HOUSE ENROLMENT POLICY

RATIONALE

As the school exists to provide a Special Character education, there is a need to manage the enrolment of students at the school to ensure it can best provide for the needs of preferential students and families in the Wellington area, while covering the schools legal responsibility to manage the roll between the minimum and maximum limits set by the Ministry of Education..

SPECIAL CHARACTER

Definition of Special Character in the Integration Agreement: *‘The School is a Rudolf Steiner Waldorf School in which Rudolf Steiner’s Art of Education is practised. Anthroposophy, (from the Greek word anthropos - man human and Sophia – wisdom). Its concept of the universe, the world and the human being, is the basis of the art of education and of all endeavour in the School. The education with a Special Character includes festival observances and religious education which is Christian in its broadest sense, free of dogma or sectarianism.*

GUIDELINES

1. Raphael House School roll will be managed within the maximum roll prescribed in the School’s Integration Agreement, such current maximum roll being 380 pupils.
2. A preference of enrolment at the School under Section 29(1) of the Act shall be given to those pupils with parents who have established a particular or general connection with the Special Character of the School with a commitment to respecting and learning more about Waldorf Education.
3. Whether or not such a particular or general connection to the Special Character of Raphael House School exists, shall in the first instance be determined by the Principal (or a delegated committee) of Raphael House School.
In the event of there being any dispute as to whether or not such a particular or general connection exists, such dispute shall be resolved by the Raphael House School Board of Trustees (or by a delegated committee of the Board) but subject to the right on behalf of the parents or guardian of any applicant to seek a ruling from the Rudolf Steiner School Trust as proprietor as to whether or not any such particular or general connection exists and the determination of the Rudolf Steiner School Trust shall be final.
4. Subject to any prospective pupil being a preference applicant, priority in enrolment shall be given:-
 - to children of full-time, permanent teachers at kindergarten and school.
 - to children who have a sibling or siblings already attending Raphael House School.
 - to children with a parent or guardian who attended Raphael House School or another Steiner/Waldorf School.
 - to prospective pupils who are children or dependants of staff of Raphael House School or another Steiner/Waldorf School.
 - to children who are transfers from other Steiner School/kindergartens

- to children of parents from our playgroups or directly from homes with a commitment to Waldorf Education
 - to the length of time any child has been on the Raphael House School enrolment waiting list.
5. In the event of there being more applicants qualifying as preference applicants than there are available spaces within Raphael House School, then the Principal shall determine places by the number of criteria above that each applicant can address, and the Board shall then consider and determine whether or not any particular application for enrolment should be accepted or declined but subject to the obligations of the Board in relation to:
- (i) the School's maximum roll,
 - (ii) the Integration Agreement and Special Character of Raphael House School,
 - (iii) the School's classroom size policy,
 - (iv) any Ministry of Education requirements,
 - (v) this Policy, and;
 - (vi) such other matters that might arise in relation to the best interests of Raphael House School and its pupils generally.
7. Notwithstanding that Raphael House School is legally obliged to give priority to preference applicants as outlined above, applications for enrolment will be accepted from non-preference pupils but such pupils will only be enrolled if enrolment places remain after the enrolment of preference applicants and the Raphael House Board determines that enrolment of any non-preference pupil will not significantly compromise the ability of the Board to offer places to preference students who may apply for enrolment at a later date.
8. In assessing any applications for enrolment at Raphael House School:-
- the Principal (or a delegated committee) may interview prospective parents, guardians, and/or pupils as the Principal thinks appropriate.
 - the Principal in conjunction with the class teacher concerned shall have regard to the impact of any enrolment upon class size policy, and Raphael House's maximum roll.
9. Applications from prospective pupils shall be lodged with the Raphael House School Office as soon as possible (preferably not later than the end of the second term of the school year preceding the desired year of enrolment). However, if there are still spaces available the Principal shall at her or his sole discretion be able to accept applications for enrolment at any later date.