



Student Enrolment Policy

Source of Obligation	<p>The NSW Registration Manual (3.8) requires the Head of School of the School to keep a register, in a form approved by the Minister, of the enrolments of all children at the School.</p> <p>The NSW Registration Manual (3.6.2) requires the School to provide a safe and supportive environment by maintaining a student enrolment register.</p>
Student Enrolments	<p>Glennaeon Rudolf Steiner School keeps a register of enrolments of all children at the School in Electronic on the Denbigh Student Database.</p>

Information for Register of Enrolments	<p>The register of enrolments records the following information for each student:</p> <ul style="list-style-type: none">• name, age and address• the name and contact telephone number of parent(s)/guardian(s)• date of enrolment and, where appropriate, the date of leaving the school and the student's destination• for students older than six (6) years, previous school or pre-enrolment situation• where the destination of a student below seventeen (17) years of age is unknown, evidence that the Department of Education has been notified of:<ul style="list-style-type: none">• 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' names and contact details• an indication of possible destination, other information that may assist officers to locate the student• any known work health and safety risks associated with contacting the parents or student.
Records of the Register of Enrolments	<p>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.</p>
Implementation	<p>The Head of School and appointed delegates are responsible for the effective implementation of this Policy.</p>

