

DSM Policy

Enrolment Policy

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



Rationale

The Deutsche Schule Melbourne (DSM) – A German English Bilingual School aims to create and maintain a learning environment that facilitates development of the whole child, in a bilingual and multicultural environment. Teachers will cater for students with different language and learning abilities, interest and needs.

Principles

- All children who fulfil the entry requirements are welcome to apply for enrolment at Deutsche Schule Melbourne.

Goals

- To provide an efficient process of enrolment that satisfies the needs of both the students and the school.
- To facilitate parents/guardians to visit the school, meet teachers and staff and familiarise themselves with the school.
- 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.

Entry requirements

Age of entry

- Students enrolling at Deutsche Schule Melbourne are required to be a minimum of five years of age as of January 1 of the Foundation Year.
- Students wishing to enrol at Deutsche Schule Melbourne that are turning five years of age between 1 January and 30 April in the Foundation Year are eligible to take part in a DSM School-Readiness-Assessment.
- This cut-off date has been set to reflect the increased maturity that is required of children in a bilingual school with an early immersion program.

Language Proficiency

- Students without a background in German or English language are eligible to apply for enrolment in the Foundation Year.
- Entry of students into higher levels will be based on individual language assessments.

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Kindergarten Program

- Children enrolling at Deutsche Schule Melbourne are required to attend a four-year-old Kindergarten Program with an external provider.

Enrolment Criteria

In determining who will receive an offer of place the school takes into consideration many factors such as the time of receipt of application, suitability of applicants to the school's educational program and optimisation of the class mix. Each application is assessed on its own merits.

From time to time the school may receive more applications for enrolment than it has places available. If this is the case a priority selection process will be implemented with priority given to:

- Siblings of students already enrolled at DSM.
- Children of DSM staff.
- Students transferring from another 'German School Abroad' as defined by the Central Agency for German Schools Abroad.
- Children of staff from Froebel Bilingual Early Learning Centre in North Fitzroy.
- Children transferring from Froebel Bilingual Early Learning Centre in North Fitzroy.
- Children that have turned five years of age as of 1 January.
- Children that are taking part in a School-Readiness-Assessment.

Enrolment Procedures

Transfer from other schools

- The Principal will contact Principals or the teachers of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The Principal has the authority to defer admission to the school in order that enquiries made of the previous school are carried out in the best interests of the student and the enrolment process is finalised.
- The Principal will allocate students to classes according to the student's individual learning standard. This is particularly the case for students transferring from overseas schools that don't follow the Australian school year from January to December.

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Enrolment Procedure

The following steps are required to enrol your child at Deutsche Schule Melbourne:

(1) Open Days

It is recommended that parents visit an Open Day to familiarise themselves with Deutsche Schule Melbourne and its bilingual school concept. Dates and registration forms are available on www.dsm.org.au.

(2) Application for enrolment

An application for enrolment may be forwarded to the school at any time. The school advises to apply for enrolment early. Interest from the community in our school's bilingual model is continuing to increase and the school is no longer able to offer a place to all applicants.

To apply for enrolment at DSM, the following documents should be forwarded to DSM:

- Completed Enrolment Application Form including the Conditions of Enrolment form available at www.dsm.org.au.
- Copy of prospective student's birth certificate (for Australians).
- Copy of prospective student's passport(s) and Australian visa (if a citizen of a country other than Australia).
- Copy of prospective student's immunisation certificate including 4-year old immunisations.
- Copy of 4-year-old kindergarten report.
- Copy of latest school report for students transferring from other schools.
- Application fee, which covers administrative costs and is non-refundable.

Under the Public Health Act 2010 and Public Health Regulation 2012, schools must collect each student's immunisation record. Students transferring from overseas need to consult a local doctor who can assess whether the child needs any additional vaccines. The doctor will then transfer the information to the Australian Childhood Immunisation Register from which an updated record can be requested through Medicare.

A copy of your child's kindergarten report and immunisation record will need to be submitted in the year prior to school entry.

It is important that parents and guardians read the school's Conditions of Enrolment carefully. By signing the Declaration on the Enrolment Application Form, they commit themselves to abiding by the Conditions of Enrolment.

(3) Enrolment Interview

Deutsche Schule Melbourne undertakes enrolment interviews with prospective students and parents/guardians. The purpose of the interview is to explore whether the school and its program are able to meet the family's needs and expectations of the school and vice versa. For students starting the Preparatory Year, the enrolment interviews are held approximately 18 months prior to the school entry date. The school requires the attendance of both parents and the child.

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(4) Offer of Place

Should the student's application be successful the school will make an 'Offer of Place'. Acceptance of an Offer of Place is required within 21 days from the date of offer. Acceptances that are received after the expiry date may not be able to be considered.

(5) Granting of an Application of Enrolment

An Offer of Place is accepted by payment of the enrolment fee and bond. Families will be notified in writing of their child's successful enrolment.

(6) Orientation Days (Foundation Year students only)

In November prior to the school start date students are invited to attend two orientation days at the school as part of the transition arrangements. It is strongly recommended that students attend both days.

(7) For other year levels/mid-year entries: Induction Meeting

The class teacher will schedule a meeting with the parents/guardians and the student shortly before the student's first day at school. The meeting aims to familiarise the family with DSM's day-to-day school operation and prepare the student for the first day at school.

(8) Continuing Enrolment

Enrolment and continuing enrolment of a student at the school is conditional upon the student and parent/guardian agreeing to comply with school rules, the school's policies and code of conduct, and parents/guardians agreeing to comply with the Terms and Conditions of Enrolment.

Whilst it is the school's policy to closely work with students and parents/guardians to positively overcome any disciplinary issues, the Principal may suspend or expel the student as a last resort action.

Student Data Collection

National Data Collection

State, Territory and Commonwealth Education Ministers require all government and non-government school systems and schools to comply with national data collection and reporting arrangements. Parents will be asked for information on the following as part of the enrolment process:

- The sex of the student
- The indigenous status of the student
- The parent's occupation (in very broad terms)
- The parent's educational qualifications (also in very broad terms)
- The student's country of birth
- The main language spoken at home by the student and each of the student's parents or guardians.

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Linking student background characteristics with student's results in national assessments in priority areas of schooling will allow schools to identify individual student's strengths and weaknesses; evaluate the influence of particular factors on student performance; judge the effectiveness of policies aimed at reducing the impact of such factors; and, as necessary, take appropriate steps to improve student's performance.

German Data Collection

Deutsche Schule Melbourne is a recognised German School Abroad. Within the Federal Office of Administration the Central Agency for Schools Abroad (ZfA) works closely with Schools Abroad and provides assistance and support. Schools run by private organisations are an important and indispensable part of German cultural and educational policy abroad.

The Central Agency for Schools Abroad collects the following student data:

- Nationality(-ies) of the student
- Language spoken at home, e.g. if a student is a native German speaker (mother tongue) or is learning German (foreign language).

The data serves statistical purposes and does not identify students individually.

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