

Admissions Policy

Purpose

Whistler Waldorf School adheres to established policies and procedures for student recruitment and enrollment. Admission into WWS includes a fair and inclusive process that acknowledges WWS' non-profit, independent school environment and specialized Waldorf curriculum. The goal of the admissions process is to assist prospective students and families in making informed decisions, so students have the best possible opportunity to succeed.

Guiding Principles

WWS is committed to abiding by the following principles of good practice.

In our admissions processes we: respect and affirm the dignity and worth of each individual; adhere to laws and regulations that require non-discriminatory practice in the administration of admission policies; adhere to established policies and procedures for student recruitment and enrollment; operate under a clear set of practices for gathering, disseminating, and maintaining prospective student information; do not initiate the transfer or recruitment of students from other independent schools; respect the needs of students and families through the application and enrollment process and are clear about the time frame for acceptance of an enrollment offer; share complete information with families about their financial obligations before enrollment; apply the same standards of integrity whether talking about our own school or making comparisons with other institutions; recognize the right of currently enrolled students to consider other educational options and provides appropriate support in that process.

Application and Admission

WWS accepts admissions on a rolling basis. Applicants will be considered for admission and entry to the school when the application package has been completed in full and returned with the non-refundable application fee paid.

Enrollment decisions are subject to space availability and WWS' perceived ability to successfully meet the unique needs and expectations of the prospective student and family. Admission to WWS is competitive; we look for students with a demonstrated potential to benefit from our academic and specialized Waldorf education. Likewise, we look for students who will positively contribute to our school community.

The applicant's academic, social and behavioral profile as well as the family's suitability/commitment to Waldorf education will be taken into consideration. As a general

guideline, two of the three above aspects should be firmly in place for enrollment to be considered.

Evaluation criteria includes, but is not limited to:

- A Parent Tour/Meeting with the Director of Advancement/Admissions Manager or designate
- Application
- 2 most recent report cards
- Teacher references
- Admissions interview/assessment
- 3-day class visit
- WWS teacher observations during the student visit, assessment, or interview
- If applicable, copies of school-based Learning Plans, Individualized Educational Plans, and/or Psychological Educational assessments may also be requested

Admissions decisions are also informed by the composition of the cohort, existing student needs and with consideration of the school's available human and physical resources.

An application for admission is valid only for the academic year for which is it submitted and will not be carried over to a future date. Should a student decide not to accept an offer of admission and want to come at a later date, another application package including application fee will be required. All offers of enrollment include an expiration date.

Applications will only be processed after March 30 for that academic year at the discretion of the Principal/Director of Advancement and in consultation with the Class Teacher and Faculty Chair.

Conditions for Admissions Refusal

WWS reserves the right to decline enrolment based on the following considerations:

- The class size is at capacity
- Incomplete disclosure of required documentation as per admissions procedures (including IEPs, professional reports)
- It is determined that we cannot successfully meet a child's academic, social and/or behavioural needs with the human and physical resources available

Conditional offer of enrollment

Conditions of enrollment may be given in response to an application. Conditions may include requests for out-of-school academic tutoring or support intended to help students meet grade level expectations (e.g. music lessons) amongst other things.

Appeals

In the event that an applicant does not agree with an admissions decision and wish to make an appeal, a grievance can be filed. *See also: Communication Policy with Grievance Procedure (Appeal)*

Disclosure

Parents/guardians must disclose to the school in confidence any known or suspected circumstances relating their child's health, development, allergies, disabilities, learning difficulties, or any family circumstances or court orders which might affect the student's welfare. Supporting legal documentation may be required (ie: doctor's reports/custody agreement for example). WWS reserves the right to withdraw any place offered based on incomplete disclosure of the above circumstances.

Special Needs

The objective of the admission process is to establish a clear understanding of the learning needs of each applicant prior to making placement decisions and provide clear information to prospective families regarding the student supports that will be offered. Applicants who have a history of requiring learning support are requested to submit the following documentation prior to any placement decisions:

- Educational Psychologist report (if applicable)
- Individual Education Plan (IEP) and education reports (if applicable)
- Medical History and Reports

Meetings with the Student Support Team will be scheduled as part of the admissions process for children with diagnosed or suspected learning needs.

Recognizing that each student's learning needs and each class composition varies, WWS does not employ firm caps on the number of students with IEPs and will review all applicants based on WWS' evaluation criteria.

Due to our lack of physical space, however, enrollment for students who require 1:1 support outside the classroom is reassessed on an annual basis. In the event it is determined that 1:1 support is required to meet a student's needs within the classroom, the following conditions apply based on physical classroom capacities:

- EY programs: No more than one 1:1 assistant + teacher + teacher assistant
- K program: No more than one 1:1 assistant + teacher + teacher assistant
- Grades 1-12: No more than one 1:1 assistant/teacher assistant + teacher

Where a child's learning need is identified, or develops after the child has been enrolled, the parent/legal guardian must disclose any pertinent information related to that need as soon as possible. WWS will endeavour to continue to support the child as long as we have the

appropriate resources and facilities to provide them with the support they require. Where, in our judgement, any of these conditions no longer apply, we reserve the right to withdraw a place at WWS. *See also: Special Education Policy*

International Students

We welcome a limited number of international students (high school boarding and short-term enrollment) into our school each year. *See also: [International Students Policy](#) and [International Student Graduation Credit Policy](#)*

Wait Pool

Any child who has been granted enrollment after the class has reached maximum capacity will be placed in a waiting pool. The student will remain in the waiting pool until he or she is enrolled, or the removal from the list following refusal of an opening offered. No student will be added to the waiting pool without first successfully completing the admissions process.

Generally, the school utilizes the following criteria to determine the wait pool ranking:

First Priority: Students already enrolled in WWS are offered the opportunity to re-enroll and have first priority for the subsequent year.

Second Priority: Siblings of currently or newly enrolling students and faculty members wishing to newly enroll their child who successfully meet admissions requirements

Third Priority: Students with previous Waldorf educational experience

Class Size & Composition

Class size for Grades 1-12 is limited to a maximum of 24 students. Exceptions will be considered at the discretion of the Head of School/Principal. Likewise, a class can be capped if the physical classroom is best suited to fewer students or current class composition is such that it is deemed beneficial not to enroll additional students.

WWS combines classes for a variety of reasons. *See also: Combined Class & Birthdate Admissions Policy*

Enrollment Cut-off/placement

A child who is five years old on or before December 31 is able to enter kindergarten for that school year.

There are a variety of factors that are considered in regard to birth date when a student enrolls. Determinations are made based on clearly outlined criteria with final approval from the Head of School. *See also: Combined Class & Birthdate Admissions Policy*

Consultation

It is not practicable to consult with parents over every change made by administration. For example, there may be changes in the staff, and in the premises, facilities, and their use, in the curriculum and the size and composition of classes, and in the school's rules, disciplinary framework. Whenever possible, parents will be consulted and given notice of a change in policy

or a change in the physical aspect of the school which would have a significant effect on their child's education or care.

Provisional Period

All students enter on a twelve-week provisional period. This is intended to allow WWS time to adequately assess a new student's performance and suitability to the class and allow the new student an opportunity to adjust to their new class. *See also: Provisional Period Policy*

Student Reference Requests

WWS recognizes the right of currently enrolled students to consider other educational options and provides support in that process. Recommendation requests will be completed for students who have successfully passed the provisional period. Due to facility and human resource constraints, we are unable to invigilate admission tests during our normal school day. *See also: Student Reference Policy*

Tuition & Fee Schedule

The tuition and fee schedule is approved by the Board of Trustees on an annual basis. In order for a student to remain enrolled at the School, payments must be received in accordance with the payment method selected in the Enrollment Agreement and financial accounts kept in good standing.

Withdrawal

It is essential that the School's annual income from tuition and fees be assured for it to honour its annual commitments to staff and other support partners. The withdrawal or dismissal of a student does not reduce operating expenses; therefore, parents are asked to make a financial commitment for the full year. In the event of a withdrawal, the refund of pre-paid tuition and restrictions on the cancellation of unpaid fee obligations will be processed as per the Tuition and Fee Schedule.

Re-enrollment

If re-enrollment requirements are not fully met by the re-enrollment deadline, WWS will not guarantee a space will be available for the subsequent year.

Roles/Responsibilities

Admissions decisions are the responsibility of the Head of School/Principal with input from the Director of Advancement, faculty chairs and faculty. The Student Support Team may also be involved, should a student have an existing IEP or past/current resource support requirements.