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## EARLY LEARNING CENTRE ENROLMENT POLICY

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### 1. Purpose

This Policy outlines the criteria for enrolment at the St Catherine's School Early Learning Centre (ELC), the process to be followed when enrolling a child, and the basis on which places within the program will be allocated. This Policy will operate in conjunction with the St Catherine's School Enrolment Policy and the St Catherine's School Business Practices.

### 2. Scope

This policy applies to the School, staff and parents/guardians who wish to enrol or have already enrolled their child/children at the St Catherine's School ELC.

### 3. Definitions

**[ELC]:** St Catherine's School Early Learning Centre.

**[Children with additional needs]:** Children whose development or physical condition needs specialist support or children who may need additional support due to language or cultural reasons.

**[Department of Education and Early Childhood Development (DEECD)]:** The State Government department responsible for the funding, licensing and regulation of children's services in Victoria.

**[Eligible child]:** Child who meets the criteria outlined in the *Victorian Kindergarten policy, procedures and funding criteria*.

**[Enrolment application form]:** A form to apply for a place at the centre.

**[Enrolment application fee]:** The amount charged by the School to cover administrative costs associated with enrolling a child at the centre.

**[Enrolment form]:** A form that collects details regarding individual children. This is completed after a place has been offered by the centre and accepted by the applicant.

**[Fees]:** The amount charged to attend a program at the centre.

**[Guardian]:** person defined as legal guardian of the child.

**[Kindergarten]:** Kindergarten is a universal early childhood program, funded by the State Government, for children in the year prior to commencing primary school. It may also include an unfunded program for three-year-old children (two years before school).

**[Lawful authority]:** A power, duty responsibility or authority conferred in relation to a child at common law or under an Act or by an order of a court.

**[National Regulations]** regulations outlining the enforcement and implementation of the *Education and Care Services National Law Act 2010*.

**[Registrar]:** Member of staff employed by St Catherine's School appointed the responsibility for enrolment of students to St Catherine's School.

**[Siblings]:** Sisters and brothers by whole or half blood, adoptions or by marriage, including de facto or to whom foster care is provided by a parent (including an adoptive parent) or guardian of the first mentioned child.

**[Vacancy]:** A place in a program that becomes free as a result of a child leaving the centre, or is available because all places are not filled.

**[Vacant funded place]:** A government-funded place at the centre from which a child has withdrawn.



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### 4. Policy Statement

The following outlines the School's enrolment and admission policy for students to the St Catherine's School Early Learning Centre.

#### Eligibility and priority of access criteria

Places within the ELC are allocated on the following basis:

- St Catherine's School Early Learning Centre is a co-educational program offering places for boys and girls in 3 and 4 year old classes.
- The School identifies the optimal class size as 20 students per class.
- Preference for applicants will be granted to those who have a sibling currently attending the Junior School or Senior School or who are attending the ELC with an intention to continue in the Junior School.
- Applications to the three year old program will only be accepted for children who have turned three years of age by the end of January in the year they are to commence in the three year old program. Opportunity for children who turn three years of age in February or March is subject to interview with the Head of ELC and Junior School.

#### Offer of places

- Successful applicants will receive a Letter of Offer and Enrolment Agreement.
- Parents/guardians who do not wish to accept the offer of a place, or intend to withdraw their enrolment, will be requested to notify the School in writing as soon as possible.
- To confirm acceptance of an offer of place at St Catherine's School, the Enrolment Agreement must be signed by both parents with payment of the School's non-refundable Entrance Fees (AU\$1800 by the date specified in the Letter of Offer and Enrolment Agreement).
- When multiple siblings from one family are current students, a maximum total Entrance Fee of \$2,500 will apply. In the instance of non-payment of the Entrance Fee by the date specified in the Letter of Offer, the Offer will expire.
- The Letter of Offer is subject to providing an Immunisation Status Certificate showing the child is up-to-date with vaccinations for their age OR is on a vaccine catch-up schedule OR has a medical condition preventing the student from being fully vaccinated. (Refer to 'No Jab, No Play Law; 01.01.2016)

#### General Enrolment procedures

- Enrolment application forms are available from the School Registrar.
- A separate application form must be completed for each child.
- To facilitate the inclusion (refer to Inclusion and Equity policy) of all children into the program, enrolment applications should clearly identify any additional or specific needs of the child.
- Parents/guardians of children applying for a second year of funded kindergarten must submit an Enrolment Application form for the following year.
- A copy of an extract of birth entry (or similar official documentation) must accompany all applications.



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- All applications must be accompanied by an enrolment application fee of \$100. This fee is non-refundable (Refer to the ELC Fees policy).
- Completed Enrolment Application forms are to be forwarded to the Registrar.
- Access to completed Enrolment Application forms will be restricted to the Registrar and School staff, unless otherwise specified by the School
- Applications will be entered on the waiting list using the eligibility and access criteria.

### National Regulations Enrolment Procedures

The National Regulations (NR) require licensed services to have available information about enrolment procedures (NR 167).

#### The School is responsible for:

- Determining the criteria for priority of access to centre programs based on funding requirements and the centre's philosophy.
- Developing procedures that will ensure all eligible families are aware of and able to access a kindergarten program, including advertising, providing information in other languages and considering any barriers that may exist.
- Providing a locked secure file for the storage of completed enrolment forms (NR r181-182).
- Complying with the Inclusion and Equity policy.
- Providing opportunities (in consultation with staff) for interested families to attend the Centre during operational hours to view the program (NR157).
- Ensuring that Enrolment forms comply with the requirements of the National Regulations (NR r102, r160-162).

#### The Registrar is responsible for the day-to-day implementation of this policy, which includes:

- Providing enrolment application forms.
- Collating enrolments.
- Maintaining a waiting list.
- Collecting, receipting and banking enrolment fees.
- Offering places and providing relevant paperwork to families in accordance with this policy
- Providing a monthly report to the committee/board regarding the status of enrolments and any difficulties encountered.
- Storing completed Enrolment Application forms, as soon as is practicable, in a lockable file
- Complying with the Privacy policy of the centre.
- Providing a copy of the Enrolment policy with the enrolment application form.

#### ELC staff are responsible for:

- Reviewing enrolment applications to identify children with additional needs.
- Referring enrolment enquiries to the Registrar as required.
- Responding to parent/guardian enquiries regarding their child's readiness for the program in which they are considering enrolling their child.



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- Complying with the Centre's Privacy policy in relation to the collection and management of children's enrolment information.
- Ensuring that enrolment forms are completed before the child commences attending the program.

### Parents are responsible for:

- Completing enrolment forms prior to their child's attendance at the Centre.
- Ensuring that all required information is provided to the service.
- Updating information by notifying the centre of any changes.

### 5. Responsibility

This Policy applies most pertinently to the Principal, Director of Business, Head of Junior School and ELC and the Registrar.

### 6. Compliance requirements

*Education and Care Services National Law Act 2010 (Vic)*

*Education and Care Services National Regulations 2011*

*Early Years Learning Framework*

*Equal Opportunity Act 2010 (Vic)*

*Australian Human Rights Commission Act 1986 (Cwlth)*

*Disability Discrimination Act 1992 (Cwlth)*

*Sex Discrimination Act 1984 (Cwlth)*

### 7. Associated Documents

- St Catherine's School Business Practices
- St Catherine's School Enrolment Policy