



# Genazzano FCJ College

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## Early Learning Centre Enrolment Policy

### Rationale

This policy outlines the criteria for enrolment at the Genazzano FCJ College Early Learning Centre (ELC) including the process to be followed when enrolling a child and the basis on which places will be allocated. This policy operates in conjunction with the Genazzano FCJ College Enrolment Policy and the Genazzano FCJ College Business Regulations. This policy applies to all parents/guardians who wish to enrol or who have already enrolled their child/children at the Genazzano FCJ College Early Learning Centre.

### Guiding Principles

The following outlines the College's Enrolment and Admission Policy for students at the Genazzano FCJ College Early Learning Centre. See Appendices for Regulatory Guidelines.

### Eligibility and Enrolment Criteria

Places within the ELC are allocated on the following basis:

- Genazzano FCJ College Early Learning Centre is a co-educational facility offering places for boys and girls in ELC3 and ELC4.
- Preference for applicants will be granted to those who have a sibling currently attending the College, or applicants who are enrolling in the ELC with an intention to continue in the College Junior School.
- Applications to the ELC3 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.
- The ELC is licensed for 20 children to attend in each classroom on any one day.

### Offer of Places

- Successful applicants will receive a Letter of Offer and Enrolment Agreement.
- To confirm acceptance of an offer of place at Genazzano FCJ College ELC, the Enrolment Agreement must be signed by both parents with payment of the non-refundable Confirmation Fees by the date specified in the Letter of Offer and Enrolment Agreement.
- 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') An additional Immunisation History Statement will be required within two months of the child's commencement in the ELC.
- Parents/Guardians who intend to withdraw their enrolment will be requested to provide one full term's notice in writing to the Principal. If the required notice is not given, a fee of up to one full term's tuition fees will be charged.



## General Enrolment Procedures

- Enrolment Application forms are available and completed online
- A separate application form must be completed for each child
- To facilitate the inclusion 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 a birth certificate (or similar official documentation) must accompany all applications
- Access to completed Enrolment Application forms is restricted to the College staff unless otherwise specified by the College
- Applications will be entered on the waiting list using the eligibility and enrolment criteria

## Enabling Structures

The College Enrolment team is responsible for the day-to-day implementation of this policy which includes:

- Processing Enrolment Application forms
- Collating enrolments and maintaining a waiting list
- Offering places and providing relevant paperwork to families in accordance with this policy
- Collecting enrolment fees and forwarding to the College Finance Department
- Providing a monthly report to the College Enrolments Committee regarding the status of enrolments
- Securing the completed Enrolment Application forms in a lockable file and/or secure online system
- Complying with the Privacy Policy of the ELC and the College
- Providing a copy of the Enrolment Policy with the Enrolment Application form

The Director of the ELC is responsible for:

- Referring enrolment enquiries to the Enrolments team as appropriate
- Reviewing enrolment applications and conducting enrolment interviews
- Facilitating visits to the ELC
- Responding to parent/guardian enquiries regarding their child's readiness for the Genazzano ELC program
- Complying with Genazzano's Privacy Policy in relation to the collection and management of all enrolment information
- Reviewing the completed enrolment forms before the child begins the ELC program
- Ensuring parents/guardians understand the National Enrolment Regulation procedures

Parents/Guardians are responsible for:

- Completing enrolment forms prior to their child's attendance at the ELC
- Providing a copy of the child's Immunisation History Statement from the Australian Childhood Immunisation Register
- Ensuring that all required information is provided to the College
- Disclosing any additional support that their child may require to fully participate in the ELC program
- Keeping the ELC informed in writing of your child's medical needs, including any significant illness or disability suffered or developed, and to immediately notify the ELC of any infectious or contagious disease contracted while attending the ELC-
- Where applicable, provide the College with a current anaphylaxis and/or asthma management plan

This policy applies most pertinently to the Principal, Director of ELC and Enrolments team.



### **Compliance Requirements**

- Education and Care Services National Law Act 2010 (Vic) Education and Care Services National Regulations 2018 Early Years Learning Framework for Australia
- Equal Opportunity Act 2010 (Vic)
- Australian Human Rights Commission Act 1986 (Cwlth) Disability Discrimination Act 1992 (Cwlth)
- Sex Discrimination Act 1984 (Cwlth)
- Quality Area 7 – Governance and Leadership

### **Associated Documents**

- Genazzano FCJ College Business Regulations
- Genazzano FCJ College Enrolment Policy
- Genazzano FCJ Privacy Policy
- Genazzano ELC Inclusion and Equity Policy

### **Reporting and Review**

**Policy updated:**  
August 2020

**Ratified:**  
By College Council on 25 August 2020

**Policy scheduled to be reviewed or prior of legislative changes require it:**  
August 2022



## Appendix 1: Definitions

**ELC:** Genazzano FCJ College 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 Training (DET):** The State Government department responsible for the funding, licensing and regulation of children's services in Victoria.

**ELC3:** 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

**ELC4:** Children who have turned four years of age by the end of January in the year they are to commence in the four-year-old program

**Eligible child:** A 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 ELC.

**Enrolment Application Fee:** The amount charged by the College to cover administrative costs associated with enrolling a child at the ELC.

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

**Enrolments team:** Member/s of staff employed by Genazzano FCJ College appointed the responsibility for enrolment of students to Genazzano FCJ College.

**Fees:** The amount charged to attend a program at the ELC.

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

**Immunisation History Statement:** A written statement obtained from the Australian Immunisation Register that indicates that the child is fully vaccinated for their age or has an approved medical exemption.

**Kindergarten:** A universal early childhood program, funded by the State Government, for children in the year prior to commencing primary 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.

**Siblings:** Sisters and brothers through marriage, adoptions or 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 ELC, or is available because all places are not filled.

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



## Appendix 2

### National Regulations Enrolment Procedures

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

The College is responsible for:

- Determining the criteria for priority of access to ELC programs based on funding requirements and the ELC'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 ELC during operational hours to view the program (NR 157)
- Ensuring that enrolment forms comply with the requirements of the National Regulations (NR r102, r160-162).



### **Appendix 3: Regulatory Guidelines**

Kindergarten Funding Guide:

<https://www.education.vic.gov.au/Documents/childhood/providers/funding/The%20Kindergarten%20Guide%202016.pdf>

Key Policy Changes and Updates:

<https://www.education.vic.gov.au/Documents/childhood/providers/funding/Kindergarten%20Funding%20Guide%20key%20policy%20changes%20and%20updates.pdf>