

Document classification: Policy	Version: 1.10	Date: 28/10/2021
---	-------------------------	----------------------------

COLLEGE IDENTITY

- Plenty Valley Christian College (the college) is an independent, co-educational, Kindergarten – Year 12 *College located in a magnificent semi-rural setting.*
- The college is a member of Christian Education National Ltd, a national partnership of Christian school associations whose core values may be summarised:
 - The central positioning of Christian scripture, Christian thinking and a vibrant demonstration of Christian faith in school communities.
 - Christian parents having a determinative and ongoing involvement in setting the educational direction of a school.
 - School partnership in a national community of accountability and support.
 - Sharing the vision of Christian education in the wider community.
 - Education of children for competent and responsible membership of the international community.
 - Training teachers to understand and to teach from a Christian perspective.
- Therefore, at an operational level, the college seeks to employ the principles, practices and values of a Christian theology and tradition to underpin and develop all relationships and learning.
- Joining the college community means one is expected to actively participate in learning through curricular and co-curricular activities that involve a Christian understanding of the world. Parents and students should expect to commit themselves to this identity and purpose of the college and participate in ways that make the place better for others.

General

- Applicants are expected to support the ethos, identity and purpose, and policies of the college and Plenty Kids Early Learning Centre.
- The college will exercise its discretion in determining whether to make an offer of enrolment and enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account as well as:
 - the physical numbers of currently enrolled students;
 - the resources available to cater for the educational needs of students;
 - the willingness of the student and the student's family (where applicable) to comply with the college and Plenty Kids Early Learning Centre's policies and procedures.
- An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:
 - relevant information is withheld or information provided is found to be inaccurate; or
 - there is a significant change in the circumstances of a family and/or student which cannot be reasonably accommodated by the college. In these circumstances, all due consultation will take place with the family involved.
- The college will not unlawfully discriminate against any person in considering whether to make an offer of enrolment.

PURPOSE

This policy outlines:

- the criteria for enrolment at Plenty Kids Early Learning Centre
- the process to be followed when enrolling a child at Plenty Kids Early Learning Centre
- requirements in relation to No Jab No Play
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Plenty Kids Early Learning Centre
- processes to ensure compliance with legislative and DET funding requirements in relation to the enrolment of children in early childhood education and care services.

POLICY STATEMENT

1 Values

Plenty Kids Early Learning Centre is committed to:

- equal access for all eligible children
- meeting the needs of the local community
- supporting families to meet the requirements for enrolment through the provision of information
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service.

2 Scope

This policy applies to the Approved Provider, Persons with Management and Control, Nominated Supervisor, early childhood teachers, Persons in Day to Day Charge, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Plenty Kids Early Learning Centre.

3 Background and legislation

Background

The *Education and Care Services National Regulations 2011* require approved services to have a policy and procedures in place in relation to enrolment and orientation (Regulation 168(2) (k)).

It is intended by 2022 that all eligible children (refer to *Definitions*) will have access to two years of kindergarten before commencing school. However, a shortage of places in some areas can limit choices for parents/guardians. Where demand is higher than availability, Approved Provider's must adhere to their eligibility and priority of access criteria (refer to *Definitions* and *Attachment 1*) in order to allocate the available places. The criteria used to determine the allocation of places takes account of the requirements set out in *The Kindergarten Funding Guide* (refer to *Sources*), the service's philosophy, values and beliefs, and the provisions of the *Equal Opportunity Act 2010*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

Childcare services providing approved child care (refer to *Definitions*) must abide by the *Family Assistance Legislation Amendment (Jobs for families childcare package) Act 2017* (refer to *Legislation and standards*) and the Commonwealth Government's *Priority for allocating places in child care services* (refer to *Sources*).

Immunisations are an effective means of reducing the risk of vaccine preventable diseases. Early childhood education and care services which are regulated under the *Education and Care Services National Law Act 2010*

and *Education and Care Services National Regulations 2011* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with an Australian Immunisation Register (AIR) Immunisation History Statement (refer to *Definitions*). To meet the Child Care Subsidy immunisation requirements, children must be immunised according to the National Immunisation Program Schedule (refer to *Sources*) set out by the Australian Government Department of Health.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) (Administration) Act 1999*
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 168, 170, 171, 177, 181, 183
- *Equal Opportunity Act 2010* (Vic)
- *Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017*
- *National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities*
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Regulations 2019* (Vic)
- *Sex Discrimination Act 1984* (Cth)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – Federal Register of Legislation: <https://www.legislation.gov.au/>

4 Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the General Definitions section located on the PVCC website.

Australian Immunisation Register (AIR) Immunisation History Statement: is the only form of acceptable evidence of immunization. The AIR is a national register administered by Medicare that records all vaccinations given in Australia, including to children. Parents/carers must provide a copy of their most recent AIR Immunisation History Statement, which shows that the child is up to date with their immunisations upon enrolment and when a child has received or been due to receive a vaccination while attending the service. In the case of medical contraindication, an immunization medical practitioner completes and signs a Medical Exemption Form, and supplies it to the AIR. In order to confirm enrolment, the Immunisation History Statement must show the child is up to date with the vaccines they can have, medical contraindication and indicate the due date for the next vaccinations the child is able to receive in the future if applicable.

Applicant/s: means the person/s set out in the Enrolment Agreement being the legal Parent's and/or Guardian/s of the Student listed in the Agreement and if more than one, each of them jointly and severally.

Application for Student Admission Form: A form to apply for a place at the service. A form that collects contact details, personal and medical information from parents/guardians about their child. The information on this form is placed on the child's enrolment record (see below) and is kept confidential by the service.

Approved child care providers: providers that operate services that have Australian Government approval to receive Child Care Subsidy (refer to Definitions) on behalf of eligible parents. Approved child care providers include centre-based day care, including long day care and occasional care, family day care, outside school hours care and in-home care. Please note that Plenty Kids Early Learning Centre does not provide day care, therefore it does not receive Child Care Subsidy (CCS).

Authorised nominee: (In relation to this policy) is a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's Application for Student Admission form.

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. At Plenty Kids Early Learning Centre 18 years is the minimum acceptable age for an authorised nominee.

Child Care Subsidy (CCS): A Commonwealth Government means-tested subsidy to assist eligible families with the cost of child care. Payments are paid directly to approved child care providers. Further information can be found at: <https://www.education.gov.au/child-care-subsidy-0>. Please note that Plenty Kids is not an approved child care provider, therefore it does not receive the Child Care Subsidy (CCS).

Child or Student: means the person named in the Enrolment Agreement.

Children with additional needs: Children whose development or physical condition requires specialist support or children who may need additional support due to language, cultural or economic circumstances (refer to *Inclusion and Equity Policy*).

Deferral: When a child does not attend in the year when they are eligible for a funded kindergarten place or is officially withdrawn from a service prior to the April data collection. DET considers that this child has not accessed a year of funded kindergarten and is therefore eligible for DET funding in the following year.

Eligible child: as defined by the Kindergarten Funding Guide; a child that is at least four years old on April 30th in the year of enrolment; enrolled for at least 15 hours per week or 600 hours per year in a 4-year-old program; and not enrolled at a funded kindergarten program at another service. Or a child that is at least three years old on April 30th in the year of enrolment and is enrolled in a funded 3-year-old kindergarten program. Any child that is enrolled in an early childhood and education and care service must have an AIR Immunisation History Statement that indicate that the child is fully vaccinated for their age or who qualify for the 16-weeks grace period.

Enrolment Agreement: means the Agreement including the terms and conditions of enrolment by which the Applicant agrees to be bound.

Enrolment fee: A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service. A once-only non-refundable enrolment fee of \$500.00 (for new families) is payable upon acceptance of an offer.

Enrolment record: The collection of documents which contains information on each child as required under the National Regulations (Regulations 160, 161, 162) including but not limited to parent details; emergency contacts; authorised nominee; details of any court orders; and health information including immunisation status. Enrolment records are stored securely in the service due to their confidential nature.

Fee: A charge for a place within a program at the service.

Grace period: allows specific categories of children of families experiencing vulnerability and disadvantage to enrol and attend the service without an AIR Immunisation History Statement (refer to *Definitions*) or when the statement is assessed as not being up-to-date. Services complete the grace period eligibility form with families during enrolment and keep a copy with the child's enrolment record. The 16-week grace period starts on the first day of the child's attendance at the service. During the grace period, the service is required to take reasonable steps to obtain the AIR Immunisation History Statement (refer to *Definitions*) and to encourage families to access immunization services.

The Principal: means the Principal of the college, or the Principal's authorised representative.

The college: means Plenty Valley Christian College [ABN 87 670 414 115].

Priority of access: in instances where more eligible children apply for a place at a service than there are places available, the service must allocate spaces using the criteria outlined in *The Kindergarten Guide* (refer to *Sources*), or if in receipt of the CCS, comply with the Commonwealth Government's policy for allocating places.

Vulnerable Children/Families: Children are vulnerable if the capacity of parents and family to effectively care, protect and provide for their long-term development and wellbeing is limited. Some factors which may contribute to a child being vulnerable include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, known to Child Protection, Out of Home Care, substance abuse, or mental health; Aboriginal and/or Torre Strait Islander, having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability (adapted from the *Kindergarten Funding Guide*).

5 Sources and related policies

Sources

Sources

- Australian Childhood Immunisation Register:
www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- Australian Government Department of Health, *National Immunisation Program Schedule*:
<https://www.health.gov.au/health-topics/immunisation/immunisation-throughout-life/national-immunisation-program-schedule>
- Department of Health and Human Services, *Immunisation enrolment toolkit for early childhood education and care service*: <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*: www.acecqa.gov.au/
- *Guide to the National Quality Standard*: www.acecqa.gov.au/
- Priority of Access Guidelines for child care service: <https://www.dese.gov.au/uncategorised/resources/priority-access-guidelines-child-care-services>
- The Family Assistance Law as the basis for Commonwealth child care fee assistance including the Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS): <https://www.education.gov.au/child-care-legislation>
- *The Kindergarten Funding Guide (Department of Education and Training)*:
www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- Victorian Department of Health: www.health.vic.gov.au/immunisation

Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Complaints and Grievances Policy*
- *Dealing with Infectious Disease Policy*
- *Fees Policy*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

PRIORITY ORDER OF ENROLMENT

- The college has a limited number of places that can be offered per year level each year. As such, due to the limited places available, applicants may not be offered a place.
- All applicants must submit the Application for Student Admission form fully completed and signed with all information that may be relevant to the provision of an educational program for the student. Applications will only be recorded on the waiting list if the applicant has correctly submitted to the college the Application for Student Admission and all relevant and necessary documentation.
- Enrolment into Prep at Plenty Valley Christian College will be based upon a school readiness recommendation from the kindergarten the student has been attending, an assessment of any reasonable adjustments, if any, that may be desired by the college or family, and the alignment of the family values with those of the college.
- At the discretion of the college, some applications may be given preference on the waiting list based on criteria such as:
 - Families that can demonstrate positive and practical support for the Christian ethos of the college;
 - Siblings of current or past students of the college;
 - Children of full-time ministers or missionaries of recognised Christian churches;
 - Children of past students of the college;
 - Children of current employees of the college.
- The college reserves the right to refuse an application or remove an application from the waiting list without providing a reason if there are reasonable grounds for doing so.
- The college will also consider the following:
 - A student's willingness and ability to contribute to the wider life of the college;
 - Evidence of positive leadership and positive character;
 - The date of lodgement of the Application for Student Admission form providing the family has not been offered previously and deferred to a later entry point.

PROCEDURES

Enrolment Procedure:

The enrolment procedure is as follows:

- Families interested in applying for enrolment can obtain a college prospectus and arrange to visit the college.
- Applicants wishing to enrol their child at Plenty Kids Early Learning Centre will commence the application process by completing and submitting the Application for Student Admission form, together with necessary documents including the most recent Immunisation History Statement (IHS), birth certificate and a passport size photo of the child.

- Where there is more than one Applicant, both persons must sign the Enrolment Agreement unless a court order provides otherwise and a copy is given to the college.
- Upon receipt of an Application for Student Admission form:
 - The college will send a letter to the applicant acknowledging their receipt of the application and advising them of the enrolment procedures.
 - Where places are not immediately available based on the application of the priority order of enrolment above, the Principal may determine to place the enrolment procedure on hold and a waiting list will be maintained by the college. Every effort will be made to give Applicants realistic advice on their child's likelihood of obtaining a place at the college.
 - An interview with the respective Head of Sub-School (or their nominee) is arranged.
 - The child may be required to complete any necessary referrals.
 - Any additional needs are noted and discussed with Applicant/s at the interview. Applicants may be required to provide additional information before the process can continue.
- An application does not guarantee progress to the interview stage of processing by the college, nor does any interview guarantee an offer of enrolment.
- A formal offer of a place at plenty Kids Early Learning Centre may be made, once all required information has been provided.
- If the college offers enrolment, in order to confirm the enrolment place, the Applicants must:
 - Sign and return the Letter of Acceptance provided by the date indicated in the letter;
 - Provide a current Immunisation History Statement (Please note that a child's place being confirmed at Plenty Kids ELC is subject to children that have acceptable immunisation documentation and that immunisations are up to date),
 - Provide a copy of the student's Birth Certificate,
 - Provide a passport size headshot of the child and a
 - Passport or Extract of Entry;
 - Pay a non-refundable enrolment fee of \$500.00;
- It is assumed that students graduating from Year 6 will automatically continue to the Secondary School. No re-enrolment is required. (However, movement from Primary to Secondary is confirmed by way of interview of the student in either Year 5 or Year 6).

The Approved Provider or Persons with Management or Control is responsible for:

- determining the criteria for priority of access to programs at Plenty Kids Early Learning Centre, as described in The Kindergarten Funding Guide; and/or as describe under the Family Assistance Law for CCS recipients, and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program)
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of and can access, an early childhood program
- complying with the *Inclusion and Equity Policy*
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures and Attachment 3 – Sample enrolment application for student admission form)
- providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service before their child commencing in the program
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment

- ensuring parents/guardians are only offered a tentative place until the AIR Immunisation History Statement (refer to *Definitions*) has been assessed as being acceptable or the child has been assessed as eligible for the grace period
- assessing the child's immunisation documentation as defined by the Immunisation Enrolment Toolkit for early childhood education and care services prior to enrolment to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16-week grace period (refer to *Definitions*)
- ensuring that only children whose AIR Immunisation History Statement (refer to *Definitions*) has been assessed as being acceptable or who are eligible for the grace period (refer to *Definitions*) have a confirmed place in the program
- advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services (see Attachment 4 – Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain an up to date AIR Immunisation History Statement (refer to *Definitions*) from a parent/guardian of a child enrolled under a grace period within 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- taking reasonable steps to obtain an up to date AIR Immunisation History Statement (refer to *Definitions*) from all parents/guardians after enrolment, twice per calendar year, timing reminders to comply with the maximum seven-month interval (Public Health and Wellbeing Regulation 107, Public Health and Wellbeing Act 2008 Section 143E)
- ensuring that the enrolment record (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183 (1a) (2d))
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time whilst the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).
- taking reasonable steps to contact non-attending families before the cancellation of their enrolment (refer to Attachment 5)

The Nominated Supervisor, Persons in Day to Day Charge and early childhood teachers are responsible for:

- reviewing enrolment applications to identify children with additional needs (refer to *Definitions* and the *Inclusion and Equity Policy*)
- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- encouraging parents/guardians to:
 - stay with their child as long as required during the settling in period
 - make contact with educators and carers at the service, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- sharing information with parents/guardians concerning their child's progress with regard to settling into the service
- discussing support services for children with parents/guardians, where required.
- taking reasonable steps to contact non-attending families before the cancellation of their enrolment (refer to Attachment 5)

All educators are responsible for:

- responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining AIR Immunisation History Statement (refer to *Definitions*) required for enrolment
- developing strategies to assist new families to:
 - feel welcomed into the service
 - become familiar with service policies and procedures
 - share information about their family beliefs, values and culture
 - share their understanding of their child's strengths, interests, abilities and needs
 - discuss the values and expectations they hold about their child's learning
- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- complying with the service's *Privacy and Confidentiality Policy* concerning the collection and management of a child's enrolment information.
- making reasonable attempts to contact non-attending families (refer to Attachment 5) and consult with the Nominated Supervisor of outcomes.

Parents/guardians are responsible for:

- reading and complying with this *Enrolment and Orientation Policy*
- completing a Plenty Kids Application for Student Admission form and the enrolment record prior to their child's commencement at the service and providing AIR Immunisation History Statement (refer to *Definitions*) of their child's immunisation status
- where a child is eligible for the 16 weeks grace period, ensuring that the child's immunisations are updated in line with the schedule and providing an up to date AIR Immunisation History Statement (refer to *Definitions*) to the service
- ensuring that all other required information is provided to the service
- updating information by notifying the service of any changes as they occur.

- Notify the Registrar at Plenty Valley Christian College in writing if they wish to cancel their enrolment.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

DISCOUNTS

In some circumstances, the college may exercise discretion in providing Applicants or currently enrolled families with a discount on fees. For instance, discounts may be provided to:

- Students of full-time ministers or missionaries of recognised Protestant Christian churches;

Where a discount is given by the college, the college may, in its complete discretion, annually review the discount given, and is not obliged to offer future or further discounts to the Applicant or currently enrolled family in question.

REASONABLE ADJUSTMENTS

Where information obtained by the college indicates that a child has a disability, the Principal will consult with the child, and his or her family and/or carers, to determine whether the disability would affect the child's ability to participate in or derive substantial benefit from the educational program at the college. Following the consultation, the college will assess whether it is necessary to make an adjustment and whether that adjustment is reasonable.

The college will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

- the nature of the child's disability;
- the information provided by, or on behalf of, the child about how the disability affects the child's ability to participate;
- views of the child, or an associate of the child, about whether a proposed adjustment is reasonable and will enable the child with a disability to reasonably access and participate in education and training opportunities on the same basis as students without disabilities;
- information provided by, or on behalf of, the child about his or her preferred adjustments;
- the effect of the proposed adjustment on the child, including the child's ability to participate in courses or programmes and achieve learning outcomes and independence;
- the effect of the proposed adjustment on anyone else affected, including the college, staff and other students; and
- the costs and benefits of making the adjustment.

The Principal may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the child to enable the Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

If reasonable adjustments are necessary to enable a child to enrol in or participate at the college, the college will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the college, the Principal will take into account the relevant circumstances of the case, including:

- the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the college, the college community, the child and the family of the child). This includes (without limitation):

- costs resulting from the child's participation in the learning environment, including any adverse impact on learning and social outcomes for the child, other students and teachers;
 - benefits deriving from the child's participation in the learning environment, including positive learning and social outcomes for the child, other students and teachers; and
 - the effect of the disability of the child;
- the college's financial circumstances and the estimated amount of expenditure required to be made by the Community – including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
 - the impact of the adjustments on the college's capacity to provide education of high quality to all students while remaining financially viable;
 - the availability of financial and other assistance to the college (such as financial incentives, subsidies or grants available to the college as a result of the student's participation); and
 - the nature of the child's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.
 - The Principal will discuss with the Applicants and the Student (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the college.
 - If the Principal is satisfied that it has sufficiently consulted the Applicants and the Student (as appropriate), and adjustments required are not reasonable or would cause unjustifiable hardship, the college may decline to offer the child a position or may defer the offer.

PRIVACY

The college collects personal information, including sensitive information regarding parents, guardians and students, during and after the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during enrolment to provide for the best interests of students. Please refer to the Privacy Policy for more information.

EVALUATION

To assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: Eligibility and priority of access criteria for a funded kindergarten 3 and 4-year-old program
- Attachment 2: General enrolment procedures
- Attachment 3: Link to Plenty Kids Application for Student Admission Form
- Attachment 4: Letter for parents/guardians without acceptable immunisation documentation
- Attachment 5: Cancellation of enrolment and non-attendance

Attachment 1

Eligibility and priority of access criteria for a funded kindergarten 3 and 4-year-old program

The Approved provider must notify all families of the priority of access policy that applies when they enrol their child.

In instances where more eligible children apply for a place at a kindergarten service than there are places available, services must:

- prioritise children based on the DET criteria listed below
- work with other local kindergarten services and the regional Department office to ensure all eligible children have access to a kindergarten place.

These criteria must be used by the Approved Provider when prioritising enrolments. Funding guidance is available from the Department's regional offices if required.

Service providers should build flexibility into their enrolment processes that consider the circumstances of families from priority groups.

If participating in a central enrolment scheme, the priority of access for that scheme will be implemented. Services must first apply the DET's Priority of Access criteria, and following this may apply locally developed criteria, as per examples below.

DET's Priority of Access criteria	Process that could be used to verify need(s)
Children at risk of abuse or neglect, including children in Out-of-Home Care	The child is: <ul style="list-style-type: none"> • attending a three-year-old kindergarten program through Early Start Kindergarten* or Access to Early Learning, or is referred by: <ul style="list-style-type: none"> – Child Protection – Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker) – Maternal and Child Health nurse, or – Out-of-Home Care provider
Aboriginal and/or Torres Strait Islander children	<ul style="list-style-type: none"> • As part of the enrolment process, service providers must respectfully ask families 'is your child Aboriginal and/or Torres Strait Islander?' and record this information in KIM.
Children eligible for the Kindergarten Fee Subsidy	<ul style="list-style-type: none"> • A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or • Multiple birth children (triplets, quadruplets). • Asylum seekers and refugee children
Children with additional needs, defined as children who: <ul style="list-style-type: none"> • require additional assistance in order to fully participate in the kindergarten program 	The child: <ul style="list-style-type: none"> • is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten • holds a Child Disability Health Care Card

<ul style="list-style-type: none"> • require a combination of services which are individually planned • have an identified specific disability or developmental delay 	<ul style="list-style-type: none"> • has previously been approved for Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> – the National Disability Insurance Scheme – Early Childhood Intervention Service – Preschool Field Officer, or – Maternal and Child Health nurse.
<p>Examples to consider for second priority</p>	
<ul style="list-style-type: none"> • children who turn four years of age by 30 April in the year they will attend kindergarten; or • children who turn three years of age* by 30 April in the year they will attend kindergarten • children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DET • children who have a sibling that has previously attended the same kindergarten as their first preference 	
<p>Examples to consider for third priority</p>	
<ul style="list-style-type: none"> • service for transient families e.g. RAAF, seasonal workers and tourism workers • date of application • local community zoning 	

Note: DET’s Priority of Access (POA) guidelines are to ensure that kindergarten programs are available to those children who stand to benefit the most from attending early education. In mixed-age groups, POA guideline will equally prioritise three and four-year-old children that are considered vulnerable. Where programs for three- and four-year-old children are provided separately, the POA criteria will be applied separately for each age cohort.

<p>* Early Start Kindergarten and Three-Year-Old Kindergarten</p>
<p>During the roll-out of Three-Year-Old Kindergarten, Early Start Kindergarten (ESK) will continue to provide 15 hours a week of funded kindergarten for all eligible children up until 2029, when three-year-old children across the state will have access to 15 hours</p> <p>It is important to continue to enrol eligible children in ESK, even if funded Three-Year-Old Kindergarten is available at the service.</p> <p>This guarantees that children experiencing vulnerability will continue to be enrolled in the full 15 hours of kindergarten in all service settings, including long day care. It also ensures that service providers can continue to receive all funding entitlements.</p> <p>Service providers are expected to continue to provide the full 15 hours funded through Early Start Kindergarten, even in instances where three-year-old groups are being offered fewer than 15 hours.</p>

Attachment 2

General enrolment procedures

1 Application for a place

- Enrolment applications will be in line with the Plenty Valley Christian College Application closing dates (please refer to the [Enrolments](#) section on the PVCC website for further details).
- Applications for student admission forms are available from the service and on the PVCC website. Parents/guardians information about requirements for enrolment, locating and accessing immunisation services, obtaining acceptable immunisation documentation and a copy of the *Enrolment and Orientation Policy* is available on the PVCC website.
- A separate application form must be completed for each child, and for each proposed year of attendance at the service.
- To facilitate the inclusion of all children into the program, the Plenty Kids application for student admission form should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Completed Plenty Kids Application for Student Admission forms and all relevant information are to be forwarded to the Registrar at Plenty Valley Christian College
- Access to completed application for student admission forms will be restricted to the persons responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
- Applications will be entered on to the waiting list using the eligibility and priority of access criteria.
- Applications received after the PVCC application dates will be considered if there are available places, and after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of Plenty Kids Early Learning Centre.

2 Offer of places

- Tentative places will be offered in writing to applicants in accordance with the eligibility and priority of access criteria of the service making clear that confirmation of places is not final until an up to date AIR Immunisation History Statement has been received, assessed and found acceptable.
- Plenty Kids Early Learning Centre requires parents/guardians who have been offered a tentative place to provide an up to date AIR Immunisation History Statement for assessment two months prior to the child first attending the service in order that a confirmed place can be offered.
- The documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the Registrar on behalf of the Approved Provider. The Key Dates work form in the *Immunisation enrolment toolkit for early childhood education and care services* is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption. The following documents and resources can be accessed from <https://www2.health.vic.gov.au>:
 - The Immunisation enrolment toolkit for early childhood education and care services (search 'Immunisation enrolment toolkit')
 - The Key Dates work form (search 'Key Dates work form')
 - Hard copies of the immunisation resources ([search 'immunisation resources order form'](#))
- The acceptable outcomes of the assessment for offering a confirmed place are:
 - That the next due vaccine for the child on the AIR Immunisation History Statement is within the acceptable timeframe for an enrolment, or;
 - That the child has been assessed by Plenty Valley Christian College as being eligible for a 16 week grace period

PKELC ENROLMENT AND ORIENTATION POLICY

Mandatory - Quality area 6

- The Registrar advises the parent/guardian in writing whether a confirmed place is offered and the enrolment can proceed.
- Parents/guardians who do not have an up to date AIR Immunisation History Statement and whose child is not eligible for the grace period cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider (refer to Appendix 4 – Letter for parents/guardians who do not have acceptable immunisation documentation).
- Offer of places in the three-year-old program/s and the funded four-year-old kindergarten program will be made at the same time.
- Parents/guardians who do not wish to accept the offer of a tentative or confirmed place, or intend to withdraw their enrolment, are requested to notify the Registrar, in writing or send an email to office@pvc.vic.edu.au as soon as possible.
- A once only non-refundable enrolment fee of \$500 (for new families) must be paid upon acceptance of an offer, in accordance with the Plenty Kids Early Learning Centre's Fees Policy.
- A confirmation of enrolment letter and other relevant information will be provided by the Registrar to the parent/guardian after an offered place has been accepted and the fee has been paid.

Note: Places will not be allocated to children until any outstanding fees owed to the service by the family is paid, or a payment plan is agreed to between the family and the service (refer to *Fees Policy*).

Attachment 3

Plenty Kids Application for Student Admission

Click here to go to the [Plenty Kids Application for Student Admission](#) which is available in the Enrol section of the Plenty Valley Christian College website.

Attachment 4

Letter for parents/guardians without acceptable immunisation documentation

Plenty Kids
840 Yan Yean Road
Doreen, Vic 3754
[insert date]

Dear [insert name Parent 1] and [insert name Parent 2]

Re: Enrolment a Plenty Kids at Plenty Valley Christian College for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at Plenty Kids at Plenty Valley Christian College in the [insert 3 year old or 4 year old program] in [insert year].

Under the *Public Health and Wellbeing Act 2008* early childhood education and care services cannot enrol a child unless the parent/guardian has provided AIR Immunisation History Statement.

AIR Immunisation History Statement includes evidence that your child:

- is fully vaccinated for their age; or
- has been assessed by our service as being eligible for a 16 week grace period.

As we have not received acceptable immunisation documentation for [insert name of child] by the due date, and your child is not eligible for the 16 week grace period, we are unable to confirm a place at our service for [insert year] and your child's name has been removed from our list.

Immunisation programs are effective in reducing the risk of vaccine preventable diseases. Immunisation from an early age helps protect your child against serious childhood infections. Further information about immunisations for your child is available from:

- your doctor
- [Immunisations - Nillumbik Shire Council](#)
- National Immunisation Information Line Tel. 1800 671 811
- Australian Immunisation Register:
<https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register>
- Better Health Channel website: <https://www.betterhealth.vic.gov.au/no-jab-no-play>

Should you wish to re-apply for a place for [insert child's name], we are happy to accept a new enrolment application accompanied by AIR History Statement. The new application would be considered in line with the Plenty Kids Enrolment and Orientation policy.

Yours sincerely

Margaret Vella
Registrar
Plenty Valley Christian College

Attachment 5

Cancellation of enrolment and Non-attendance

Cancellation of Enrolment

Families MUST notify the Registrar at Plenty Valley Christian College in writing of their intention to cancel their child's enrolment. Fees will continue to be generated for that place until the Registrar is notified.

Note: This process does not apply to vulnerable children (refer to *Definitions*). Children and families that are experiencing vulnerability are to be supported according to their individual needs. Where children/families are linked to Child Protection and not attending; Educators will need to inform their Case Officer.

Non-attendance

- Term One

Families that have accepted a placement and have not completed an enrolment form and not attend the service within the first 3 weeks of Term One will be contacted and informed their placement has been cancelled.

- Families Traveling Overseas

Families are required to notify [Service Name] prior to extended periods of travel, and ensure any applicable fees paid if they wish to return to the service.

- Non-contactable Families

- After one week of a child not attending the service, Educator to call the family. If there is no response, Educator to log this attempt and place in the child's file.

- After second week of the child not attending and the family has made no attempts to contact the service, Educator to contact the family via phone/text and/or email. If there is no response, Educator to log this attempt and place in the child's file.

- After third week of non-attendance, Educators to inform Nominated Supervisor and cross check families contact details.

- Nominated Supervisor or Approved Provider to email family, ensuring a response date is documented in the email.

- If the family have made no attempt to communicate with the service before the response date, post a final attempt letter, ensuring a response date is documented in the letter.

- If the family has not responded to the final attempt letter before the response date, their placement will be cancelled.

DOCUMENT HISTORY AND VERSION CONTROL RECORD

Name of document:	PKELC Enrolment and Orientation Policy
Responsible officer:	Centre Director (Nominated Supervisor)
Approved by:	Principal (Approved Provider)
Assigned review period:	Annually
Date of next review:	November 2022
Category:	Staff & Parents
Previous name of Policy:	NA

Version number	Version date	Responsible officer	Amendment details
0.1	04/12/2017	Centre Director	Initial issue as a controlled document.
1.0	01/02/2019	Principal	Approved policy.
1.1	19/02/2019	Centre Director	Minor amendments to wording.
1.2	25/02/2019	Principal	Approved policy.
1.3	02/04/2020	Centre Director	Minor amendments to wording and Application for Student Admission form.
1.4	30/07/2020	Registrar	Amendments to Application for Students Admission Form.
1.5	10/09/2020	Principal	Reviewed and signed.
1.6	29/10/2020	Centre Director	Policy formatted in line with new style guide.
1.7	09/08/2021	Centre Director and Registrar	Amendments to wording and removal of wording in Priority Order of Enrolment.
1.8	12/08/2021	Principal	Approved policy.
1.9	14/10/2021	Centre Director	Reviewed and amended in line with ELAA recommendations.
1.10	28/10/2021	Principal	Approved policy.

Approved By:



John Metcalfe
Principal

28/10/2021
Date