Billanook College
POLICY

Responsible Officers:	Deputy Principal
Nominated Supervisor:	Head of Early Learning
Approved Provider:	Head of Primary
Version:	3.1
Approved By:	Principal
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ENROLMENT AND TRANSITION POLICY
Early Learning Program

1. PURPOSE

The purpose of this policy is to provide a clear framework and guidance for prospective parents and the College community to the enrolment and transition procedures of the Billanook College Early Learning Program (ELP); and to ensure compliance with regulations mandated by Government authorities.

2. BACKGROUND

The *Education and Care Services National Regulations* require approved providers, such as Billanook College ELP to ensure their services have policies and procedures in place for managing enrolment and orientation *(regulation 168)* and take reasonable steps to ensure these policies and procedures are followed *(Regulation 170).*

In addition, the Victorian Government *Public Health and Wellbeing Amendment (No Jab, No Play) Act 2015* introduced vaccination requirements for the purpose of enrolment of children in early education and child care services in Victoria.

3. SCOPE

This policy applies to all Staff and parents/guardians which form the Billanook College ELP community.

4. POLICY STATEMENT

We aim to ensure our ELP enrolment and orientation processes meet the unique needs of each child and family. This will support them during their transition to the service, help them develop collaborative partnerships, and promote a sense of belonging to the ELP community.

Billanook College ELP is committed to:

- Keeping an enrolment record for each child with the information set out in the *National Regulation 160* and as required by other Government mandated regulations
- Inclusion in the enrolment record of authorisations from families, such as consents to collect, to medical treatment and regular outings as per *Regulation 161* and *Health Information Regulation 162*
- Keeping enrolment records and other documents (including copies of sighted documents such as Birth Certificate and *Immunisation History Statement* for all students) (*Section 175, Regulation 177*), including a children's attendance record (*Regulation 158*)
- Maintaining and updating the student details obtained on enrolment
- Keep all records confidential (*Regulation 181*) and stored safely and securely for the relevant period (*Regulation 183*) in line with Billanook College's *Privacy Policy* and Victorian and Australian Privacy Laws.

5. ENROLMENT PROCEDURES

Applying for Enrolment

Families will be required to complete and return the College's official *Enrolment Application Form* signed by both parents or guardian/s. If signatures of all parents/guardians are not included on this form, please indicate the circumstances to our College Registrar.

Families will need to provide a copy of all supporting documentation as outlined in the Enrolment Application Form and pay the Family Application Fee. This fee is neither refundable nor transferable.

An application is a pre-requisite to, but not a guarantee of, admission to the College.

Enrolment Interview

Once an enrolment application has been received you and your child will be invited to attend an enrolment interview with the Head of Early Learning. This interview provides Billanook College with an opportunity to learn about your child and their needs so that Billanook can ensure that an appropriate early learning program is available.

You will be contacted prior to the interview and asked to supply up to date information about your child, including recent reports/assessments and other documentation of relevance e.g. an *Immunisation History Statement*, any Court Orders etc.

Acceptance of Enrolment

Admission to Billanook College is subject to availability of places, age of child at date of entering the College, satisfactory interview, College's capacity to provide an appropriate program for your child and acceptance of all *Terms and Conditions of Enrolment* and College Policies.

Children joining ELP 3 and ELP 4 must be three and four (respectively) by 30 April of their year of commencement.

Prior to confirmation of enrolment, families must provide the College with a copy of the child's *Immunisation History Statement* from the *Australian Immunisation Register* (AIR) showing the child is up to date with their vaccinations that are due for their age or are able to receive.

Priority of Placement

Priority of admission to Billanook College may be given if the applicant is:

- a sibling of a current student at the College;
- a child of a permanent staff member;
- alumni, or a child of an alumni of the College;
- the date the Enrolment Application Form was received; and
- in accordance with the Department of Education's Priortiy of Access Policy

However, Billanook College reserves the right to:

- offer a place to any applicant irrespective of the date of the application; or
- refuse any Enrolment Application without providing a reason.

Enrolment Immunisation Regulations

Protecting children from preventable diseases is a common goal shared by early childhood education and care services and the health sector and by local, state and federal governments. Working together towards this goal will result in improved health outcomes for our children.

Under the *Victorian Public Health and Wellbeing Amendment (No Jab, No Play) Act 2015*, all parents/guardians seeking to enrol their child at an early education and child care service in Victoria (including Billanook College ELP) must provide the service with:

- a current *Immunisation History Statement* from the *Australian Immunisation Register* (AIR); and
- the Statement must show that the child is up to date with all vaccinations that are due for their age, or they are able to receive.

The *Immunisation History Statement* from the AIR lists the vaccines the child has received and, if applicable, which vaccines are due in the future and when. Medical exemption may also be listed, where applicable.

Some children may be exempt from the requirement to be fully vaccinated on medical grounds. Parents/guardians who think their child may require a medical exemption to one or more vaccines should consult their GP. Only GP's can complete and submit the AIR immunisation medical exemption form.

'Conscientious objection' is not a valid exception.

An *Immunisation History Statement* from the AIR is the only type of immunisation record accepted by early childhood and care services for the purpose of confirming enrolment and must be provided within the two months prior to starting at the service.

Parent can access an *Immunisation History Statement* from the AIR by printing a copy of your child's *Immunisation History Statement* from your myGov account in the Medicare linked service. If you have difficulty getting a copy via your myGov account you can:

- Call the AIR on phone 1800 653 809
- Visit a Medicare or Centrelink office.

Victorian Government Funding Nomination Requirement

The Victorian Government provides funding to support children to access high quality kindergarten programs in the two years before they start school. The funding is a contribution towards meeting the cost of the kindergarten program.

A child can only be funded for a kindergarten place at one service at any one time and only for one year in a three-year-old kindergarten program and one year in a four-year-old kindergarten program.

Billanook College will require parents/guardians to confirm that their child will be accessing their funded kindergarten place at Billanook College Early Learning Program for each year they

attend. If your child is attending another service that offers a funded kindergarten program, you must inform that service that you are receiving a funded kindergarten place at our service.

Children attending a second year of funded four-year-old kindergarten, must complete all Government requirements related to a second year of funded kindergarten prior to their enrolment being confirmed. This includes the child's early childhood teacher submitting a Declaration for Eligibility via the child's record in the online *Kindergarten Information Management* (KIM) system in term four and providing the College with a copy of the child's Second Year Statement.

Confirmation of Enrolment

If your child's application is accepted you will receive a Letter of Offer from the Principal. You should:

- return the attached Enrolment Confirmation Form (signed by both parents or guardians) to accept the enrolment, and
- pay the Enrolment Confirmation Fee by the advised date. If payment is not received by the advised date the offer may be withdrawn.

The Enrolment Confirmation Fee is part payment of the first year's fee. Should you subsequently cancel the enrolment prior to commencement, this payment is not refundable and non-transferable.

Please refer to the College *Terms and Conditions* for further information regarding Fees

Additional Days

Any families requesting additional days may address this request to the Registrar. Occasionally additional days may be available. Families seeking their child to attend additional days may put this in writing to the Registrar for the College to consider.

The following conditions will be considered for additional days to be offered:

- There is availability in the program
- It is in the best interests of the child
- Families will be required to accept a place as follows:
  - for children in ELP 3 attending two days, they may attend four days (Monday, Tuesday, Thursday, Friday)
  - for children in ELP 4 attending three days they may attend five days (Monday – Friday)
- Priority will be given to Staff families requesting additional days

- Families must give a term's notice if reducing the number of days their child attends the ELP (for example reducing a child's days of attendance from five to three in ELP 4).

6. TRANSITION

We recognise that a considered transition assists children to make a positive start to their Billanook journey. Children are more likely to feel comfortable, valued, build strong relationships and have a sense of belonging. Ultimately, transition helps them to feel settled and improves their chances of learning to the best of their ability.

A comprehensive Transition Program has been developed to engage our early learners when they enter the Program, and also in readiness for their progression into Prep. For example:

- In November/December of the year prior to commencement to the ELP, the children and families are invited to transition sessions. Relevant information forms (such as Medical Action Plans for children with medical conditions) are completed.
- To support each child with their transition to the ELP, the first two weeks of term 1 involve our Transition Program where the children attend shorter hours and build up to attending a full day. During the transition weeks, families are invited to partake in a transition meeting with their child's teachers to share their child's current interests, strengths, routines and goals for their child.
- Children who commence at the ELP after the start of term 1 will have their own personalised transition which will be similar to that above, in consultation with their teacher. This includes children joining the three-year-old program who turn three after term 1 commences (and before 30 April).
- Early in term 1 after commencing at the ELP, families are invited to attend the Primary School Welcome Night, with the focus on building connections with families, sharing about the ELP philosophy and learning program through a formal presentation and are available to answer questions. Opportunities to discuss specific procedures and questions with individual staff members is provided.

7. COMMUNICATION WITH FAMILIES

Families will be made aware of these requirements through the *Enrolment Page* on the Billanook College website which includes a *Guide to Enrolment, Terms and Conditions of Enrolment, Enrolment Application Form* and also with direct contact with the College Registrar.

Families are obtaining further information and authorisation forms in the *Welcome to the Early Learning Program* and associated *ELP Forms* booklets given out at welcome and transition sessions. Families will also be made aware of the relevant policies and procedures.

The *ELP Nominated Supervisor* will ensure parents/guardians are made aware of this and other relevant policies and procedures such as:

- acceptance and refusal of authorisations
- dealing with medical conditions
- incident, injury, trauma and illness
- delivery of children to and collection of children

at these welcome/transition sessions and also will ensure parents receive regular reminders on the importance of keeping medical details and authorisations up to date.

8. IMPLEMENTATION AND MONITORING THESE PROCEDURES

The *ELP Nominated Supervisor* will implement and manage these procedures by ensuring ELP Staff enact and families are aware of and follow them on a day to day basis.

The *ELP Approved Provider* will monitor these procedures to ensure compliance under the *Education and Care Services National Law* and *Regulations* are met. And at least every two years review the policy and procedures with the *Nominated Supervisor*.

All ELP Staff will be informed about this policy and procedure at their induction, at the start of each new year, and when any changes occur.

9. ENROLMENT RECORDS SECURITY AND PRIVACY

All enrolment records and associated forms must be kept private and confidential at all times. The College *Privacy Policy* sets out how personal medical and other sensitive information will be managed.

The Registrar will collect and securely manage initial enrolment applications and associated documents. Once enrolment is confirmed enrolment records entered into the College student data base are made available to ELP Staff and medical information to the College Nurse.

Access to the College student data base is restricted through access controls and password protection protocols.

Families receive medical and authorisation forms in the *Welcome to the Early Learning Program* and *ELP Forms* booklets at information sessions. These completed forms and authorisations are entered into the College student data base and hard copies kept securely on the student's enrolment records file in the ELP.

A daily children's Attendance Record and a Medication Record is maintained for each ELP class. Medication records should also be kept confidential and securely with the student enrolment records file.

10. LEGISLATIVE REQUIREMENTS

Education and Care Services National Law and the ***Education and Care Services National Regulations*** addressed by this policy and procedures include:

Section/Regulation	Description
Section 175	Offence relating to requirement to keep enrolment and other documents
Regulation 85	Incident, injury, trauma and illness policies and procedures
Regulation 86	Notification to parents of incident, injury, trauma and illness

Regulation 90	Medical conditions policy
Regulation 92	Medical record
Regulation 99	Children leaving the education and care service premises
Regulation 102	Authorisation for excursions
Regulation 102D	Authorisation for service to transport children
Regulation 157	Access for parents
Regulation 158	Children's attendance record to be kept by the approved provider
Regulation 160	Child's enrolment records to be kept by approved provider
Regulation 161	Authorisation to be kept in enrolment record
Regulation 162	Health information to be kept in enrolment record
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures are to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures
Regulation 177	Prescribed enrolment and other documents to be kept by approved provider
Regulation 181	Confidentiality of records kept by approved provider
Regulation 183	Storage of records and other documents

National Quality Standards addressed by this policy and procedures include:

Quality Area	Quality Standard
Quality Area 1 **Education Program and Practice**	**Standard 1.1 Program** 1.1.2 Child centred **Standard 1.3 Assessment and Reporting** 1.3.3 Information for families
Quality Area 2 **Children's Health and Safety**	**Standard 2.1 Health** **Standard 2.2 Safety**
Quality Area 5 **Relationships with Children**	**Standard 5.1 Relationships between educators and children**

Quality Area 6 **Collaborate Partnerships with Families and Children**	**Standard 6.1 Supportive relationships with families** **Standard 6.2 Collaborative partnerships**
Quality Area 7 **Governance and Leadership**	**Standard 7.1 Governance** 7.1.2. Management Systems

11. RELATED POLICIES AND PROCEDURES

Acceptance and Refusal of Authorisations Policy ELP
Administration of First Aid Policy ELP
Anaphylaxis Management Policy
Asthma Management Policy
Dealing with Infectious Diseases Policy ELP
Delivery and Collection of Children Policy ELP
Emergency Management Plan
Enrolment Application Form (on website)
Excursion Policy
Guide to Enrolment, Terms and Conditions of Enrolment (on website)
Privacy Policy
Providing a Child Safe Environment Policy ELP
Safe Transportation of Children Policy ELP
Terms and Conditions of Enrolment of Local Students (on website)
Welcome to the Early Learning Program and ELP Forms Booklets

12. REFERENCES/RESOURCES

Guide to the National Quality Framework – ACECQA (Updated March 2023)
Enrolment and Orientation Policy Guidelines – ACECQA (August 2021).