

Enrolment Policy - College



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Next Review Date Navigator College:	November 2023
Complispace Policy:	No

This Policy is reviewed and approved by the College Council of Navigator College.

Aim

Navigator College aims to offer a Christian education to all applicants regardless of ethnic origin, gender, religion, ability or disability, provided that;

- Parents/caregivers seeking enrolment for their child, and the child concerned, undertake to support willingly and freely the stated purposes of Navigator College and policies
- Adequate and appropriate programs, vacancies and resources are available.

Rationale

Navigator College believes all students have the right to a holistic and inclusive education in a stimulating and caring environment, and recognises that children come from diverse socioeconomic, cultural and language backgrounds.

Implementation

Enrolment priorities will be determined from time to time by the Navigator College Council.

The current enrolment priorities are:

- Children enrolling in ELC - Kindergarten
- Baptised Lutheran students
- Siblings of current or former students of the school
- Children of Old Scholars
- The order of receipt of enrolment form and administration fee.

****Any enrolments received after the 1st of March in the year prior to student commencement will no longer be eligible for sibling or Lutheran priority and will be determined in order of receipt of enrolment and administration fee.**

Enrolment into the Early Learning Centre (Kindergarten / Long Day Care)

Enrolment into the Early Learning Centre is offered after a place in Reception is secured (\$200.00 enrolment deposit).

Enrolment Procedure

- Completed Enrolment Application forms should be submitted well prior to the year the student wishes to commence schooling at the College, along with a non-refundable application fee
- Parents/caregivers of past students who wish to return to the College will need to complete a new Application for Enrolment form but will not need to pay the enrolment application fee
- Staff who enrol their child/ren at the College will need to complete an Application for Enrolment form but will not need to pay the enrolment application fee
- Confirmation of enrolment notification will commence in Term One of the year before a student is expected to commence at the College. Parents/caregivers will be sent a letter of offer to inform them that a position is available for their child
- To confirm acceptance of the enrolment position offered, a deposit will be payable. Of this deposit a portion will be held as payment of the Old Scholars lifetime membership fee and the remainder of the deposit will be redeemable against the student's first term fees
- This deposit is non-refundable if parents/caregivers withdraw the enrolment of their child
- All parents/caregivers and children are required to have a tour/ enrolment interview with the College Tour Host, Principal or relevant Head of School before admission to the College.

ELC Long Day Care Intake

ELC Long Day Care / Kindergarten is for children aged 3-5 years old.

Children are able to begin their enrolment in the ELC (Long Day Care / Kindergarten) two years prior to starting in Reception, provided they are three years of age. Should the child be under the age of three at the commencement of the school year, they will be able to begin after their third birthday at the beginning of the new term.

ELC Kindergarten Intakes

Navigator College offers two ELC Kindergarten intakes per year, one at the beginning of Term One and another at the beginning of Term Three;

- To start in the ELC Kindergarten in Term One, your child must turn four on or before the 1st of May of that year
- To start in the ELC Kindergarten in Term Three, your child must turn four on or before the 31st October of that year
- Children who turn four after the 31st of October are not eligible to start Kindergarten until the following year
- Children who begin in Term One will, but are not limited to complete four terms of ELC
- Children who begin in Term Three will, but are not limited to complete six terms of ELC.

Reception Intakes

Navigator College offers two Reception intakes per year, one at the beginning of Term One and another at the beginning of Term Three.

- To start in Reception in Term One, your child must turn five on or before the 1st of May of that year
- To start in Reception in Term Three, your child must turn five on or before the 31st October of that year
- Children who turn five after the 31st of October are not eligible to start school until the following year
- Children who begin in Term One will complete four terms of Reception
- Children who begin in Term Three will complete six terms of Reception.

Length of Time in Junior Primary Classes

There may be times when parents/caregivers request for their child to commence Reception earlier than the age stipulated above.

- When this occurs the Principal will review each case separately and liaise with the relevant preschool as to the child's readiness for school. Earlier entry to the College may occur only as a result of consultation between the preschool and parents/caregivers and will be based upon the child's social readiness
- Students commencing Reception in Term One are expected to proceed to Year One at the commencement of the next school year
- In exceptional circumstances, the length of time a child may spend in Reception may be extended or reduced but any decision to vary the

timeframe will require agreement between the College and the parents/caregivers concerned. Decisions on the length of time in a Reception class will be made after consultation between parents/caregivers, teachers and the Principal.

The Reception Transition Process

The transition program takes place over a period of four weeks

- Week One: The classroom teacher visits the child's pre-school
- Weeks Two – Four: The child visits a Reception class once each week at a scheduled time
- The family and pre-school will receive a letter outlining the specific dates and expectations of this process prior to commencement. Communication between parents/caregivers, the child's preschool and the College is vital during this phase to ensure as smooth a transition as possible.

The Early Learning Centre (Kindergarten) Transition Process

The transition program takes place over a period of three weeks

- Week One – Three: Children who are transitioning visit the ELC each week at a scheduled time
- The family and pre-school will receive a letter outlining the specific dates and expectations of this process prior to commencement. Communication between parents/caregivers and the College is vital during this phase to ensure as smooth a transition as possible
- In addition, enrolled families are welcome to visit the ELC for short 'plays' through negotiation with the ELC Director and providing a parent/caregiver stays with the child.

The Early Learning Centre (Long Day Care)

- A number of visits to the Centre with their parent/caregiver is recommended and we also encourage families to attend playgroup, which will support the child in feeling secure within the environment and with the staff.

Year Level Progression

- At each year level the progress of each child will be reviewed at the end of the year, taking into account their academic, social and emotional development

- The decision for a child to not progress to the next year level will be made after consultation between parents/caregivers, Heads of School, Learning Support Officer, teachers and the Principal.

Specific Learning Needs

If a student is deemed to have specific learning needs during the enrolment process, steps will be put in place to determine the College's capacity to meet these needs:

- The Principal or nominee will collect information from professionals such as medical practitioners, psychologists, speech pathologists and the child's current setting to determine their educational needs
- The Principal or nominee will meet with the family to indicate the program that the College can offer
- If the College is unable to adequately meet the specific learning needs of the student, the enrolment application may be declined.

The enrolment of each student with specific learning needs will be reviewed regularly to ensure the College continues to meet their needs.

Termination of Enrolment

- One term's notice in writing is required when withdrawing a student's enrolment from the College
- In the absence of a term's notice the penalty on any withdrawal of a student is an additional one term's full tuition fee charged on a pro rata basis. The penalty may be negotiated at the Business Manager's discretion to avoid undue hardship on families
- The College Council reserves the right to terminate the schooling of a student whose fees are in arrears. However, such a termination will normally take place after negotiations for arrangements to pay have been broken down, or where there is no cooperation from parents/caregivers in respect to the payment of the outstanding debt.

The College reserves the right to terminate the enrolment of a student who is in breach of the College's Behaviour Support Policy.

Related Policies

Fees Policy

Privacy Policy

Behaviour Support Policy

Appendix 1:

AMMENDMENT TO ENROLMENT FORM – to reflect Policy

Starting Year: RE, 1,2,3,4,5,6,7,8,9,10,11,12 (Please circle)

Starting Term: _____

Calendar Year of Entry (ie; 2024): _____

Upon your Reception enrolment acceptance, your child will be eligible to access the below program that are available to our College families.

Please indicate below if you will be requiring these services.

ELC Playgroup

Starting Term: _____

Calendar Year of Entry (ie; 2024): _____

ELC Long Day Care (3 to 5 Year old)

Starting Term: _____

Calendar Year of Entry (ie; 2024): _____

ELC Kindergarten (4 to 5 Year old)

Starting Term: _____

Calendar Year of Entry (ie; 2024): _____