



Early Learning Centre

Enrolment Policy

Rationale

As stated in our Inclusion / Learning Support Policy, we believe that all students have a right to a holistic and inclusive education in a stimulating and caring environment. We also recognise that children come from diverse socio-economic, cultural and language backgrounds.

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

- Through enrolment procedures, parents seeking enrolment for their child, and the child concerned, undertake to support willingly and freely the stated purposes of Navigator College and policies;
- and*
- Adequate and appropriate programs, vacancies and resources are available.

Implementation

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

The current enrolment priorities are:

- Baptised Lutheran students
- Siblings of current or former students of the school
- The order of receipt of enrolment form and administration fee.

*see paragraph two in Enrolment Procedure

Enrolment Procedure

Completed Enrolment Application Forms should be submitted well prior to the year the student commences school along with a non-refundable administration fee.

Confirmation of Enrolment notification will commence in Term One of the year before the student is expected to commence at the College. *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.

All parents are required to have an interview with the Principal or Head of School before the admission of their first child. Upon acceptance of the enrolment, a \$200 deposit will be required, of which \$150 will be redeemable against the students first terms fees and \$50 will be held as payment for the College Old Scholars membership fee.

This deposit is non-refundable if parents withdraw the enrolment of their child.

Enrolment and Early Years of School

The Early Learning Centre Transition Process

Navigator College strongly recommends ELC students attend playgroup at least the year before attending the ELC, however the ELC transition program involves a three phase transition period over three weeks. In addition, families are welcome to visit the ELC for short 'plays' providing a parent stays with the child and through negotiation with the ELC Director.

Step 1: Children transitioning to the ELC visit from 9:30am to 11:30am with a parent/guardian.

Step 2: Children visit the ELC from 9:30am to 11:30am with a parent/guardian optional.

Step 3: Children visit the ELC from 9:30am to 11:30 without parent/guardian.

Children are entitled to four terms of preschool in the year before they start school.

The Reception Transition Process

The transition from the Early Learning Centre to Reception includes regular contact between the Reception classes and the ELC as part of in school incursions.

The transition program involves a four phase transition period over four weeks.

Step 1: The classroom teacher visits the Pre School regularly.

Step 2: The child visits the Reception Class from 9.30am to 11:30am.

Step 3: The child visits the Reception Class from 9.30am to 1:30pm.

Step 4: The child visits the Reception Class for a full day, from 9.30am to 3:00pm.

Earlier in the term, the family and Pre School will receive a letter outlining the specific dates of this process. Communication between home, Pre School and College is vital during this phase to ensure as smooth a transition as possible.

As from January 2014, Navigator College has adopted the South Australian Government single intake process, being the following.

- From 2014 all Reception students have the same starting date, being the first day of Term One.
- The minimum age for starting school will be four years and eight months.
- If a child turns five before May the 1st, they will start school on the first day of Term One in that year.
- If a child turns five on or after May the 1st, they will start school on the first day of Term One of the following year.

Length of Time in Junior Primary Classes

- There may be times when parents request for their child to commence Reception earlier than the above. When this occurs the Principal will review each case separately and will liaise with the Preschool as to the child's readiness for school. Any earlier entry to the College may occur only as a result of consultation between Preschool, parents and College and will be based upon the child's social readiness
- Decisions on the length of stay in the Reception class will be made after consultation between parents, teachers and the Principal.
- Students commencing Reception in Term One will, under normal circumstances, automatically proceed to Year 1 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 policy will require agreement between the College and the parents/caregivers concerned.

Additional Information

- At each year level the progress of each child will be reviewed at the end of the year, taking into account his/her academic, social and emotional development
- Parents of past students who wish to return to the College will complete a new application for enrolment. However parents will not have to pay the additional \$25.00 application fee.

- If the student has any special educational needs indicated at the enrolment interview or on the Application for Enrolment form, a process will be put in place to ensure that the school can 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 his/her educational needs.
 - The Principal will meet with the family to indicate the program that the school can offer.
 - Where there may be unjustifiable hardship, the school may decline the enrolment.
 - The enrolment of each student with Special Education needs will be reviewed regularly to ensure the College continues to meet his/her needs.

Relevant Legislation:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: 160, 177

Links to the National Quality Standards:

- 6.1.1 There is an effective enrolment and orientation process for families.
- 6.3.2 Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities.
- 7.3.1 Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements.
- 7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly

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