



BOX HILL SOUTH PRESCHOOL INC.

Registration. No. 398

Rotary Court, Box Hill South Vic 3128

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ABN 54667119108

ENROLMENT POLICY

PURPOSE

This policy will outline:

- The criteria for enrolment at **Box Hill South Preschool Inc.**
- The process to be followed when enrolling a child.

Note: Once a child has received an offer, allocation to groups within the programs is outlined in the Policy for the Ballot Process as a Means of Group Allocation

POLICY STATEMENT

1. Values

Box Hill South Preschool Inc. is committed to:

- Equal access for all children
- Meeting the needs of the local community
- Complying with the Children's Services Regulations 2009 (CSR)
- Complying with the DEECD funding requirements relating to the enrolment of children in government-funded kindergarten places
- Maintaining confidentiality in relation to the details on enrolment forms.

2. Scope

This policy applies to the committee, staff and parents/guardians who wish to have their children enrolled, or have child/ren already enrolled, at the **Box Hill South Preschool Inc.**

3. Background and legislation

The Children's Services Regulations 2009 (CSR) require licensed services to have available information about admission requirements and enrolment procedures (CSR r41). It is intended that all eligible children will have access to a year of kindergarten before school; however, a shortage of places in some areas can cause problems and limit choices for parents. Where there is a higher demand than places available, a priority of access must be determined by the committee in order to allocate the places.

The criteria used by centres to determine the allocation of places vary from centre to centre, but they are generally based on a centre's philosophy, values and beliefs. Centres participating in central enrolment schemes are required to comply with the enrolment procedures of the scheme.

Relevant legislation may include but is not limited to:

- *Children's Services Act 1996*
- Children's Service's Regulations 2009 (CSR)
- *Disability Discrimination Act 1992 (Cwlth)*
- *Equal Opportunity Act 1995 (Vic.)*
- *Human Rights and Equal Opportunity Commission Act 1986 (Cwlth)*
- *Sex Discrimination Act 1984 (Cwlth)*.

4. Definitions

Allocation into groups:** The process of sorting acceptances of offers into specific groups (e.g. for 4 year olds, Kangaroos and Koalas) based on parent/guardian preferences and a ballot draw if deemed necessary.

Children with additional needs: Children whose development or physical condition needs specialist support, or children who may need additional support due to language, cultural or economic circumstances.

Deferrals: A child who does not attend in the year when the child is eligible for a funded kindergarten place, or officially withdraws from a centre prior to the end of Term 2. These children are considered by DEECD not to have accessed a year of funded kindergarten, and are therefore eligible for DEECD funding in the following year.

Department of Education and Early Childhood Development (DEECD): The state government department responsible for the funding, licensing and regulation of children's services in Victoria.

Eligible child: 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 centre.

Enrolment application fee: The amount charged to cover administrative costs associated with enrolling a child at the centre.

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

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

Guardian: Person/s who have been granted lawful authority by a court order for child/ren. The definition of 'guardian' under the Children's Services Act 1996 also means a person who has custody or control of the child but does not include a person providing children's services to a child.

Kindergarten: Kindergarten (sometimes known as preschool) is a universal early childhood program, funded by the state government, for children in the year prior to commencing primary school. It may also include an unfunded program for three-year-old children (two years before 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.

Offer of places: Where a family receives an offer of a place in 3 or 4 year old preschool, non-group specific, and the family is required to accept or decline that place and indicate which group (e.g. for 4 year olds, Kangaroos or Koalas) they would prefer.

Siblings: Sisters and brothers by whole or half blood, adoptions or by marriage, including 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 centre, or is available because all places are not filled.

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

Waiting list*:** Refers to the list of applications received via WPSA for enrolment at Box Hill South Preschool Inc. Separate waiting lists are kept for both three and four year old groups.

WPSA: Whitehorse Preschool Association

5. Sources and related centre policies

Sources

- DEECD, Children's Services Guide
- DEECD, Victorian Kindergarten policy, procedures and funding criteria

Centre policies

- Inclusion for Children with Additional Needs
- Complaints
- Fees
- Privacy
- Ballot process as a means of group allocation
- Summary of Ballot Process

PROCEDURES

The committee is responsible for:

- Determining the criteria for priority of access to centre programs based on funding requirements and the centre'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 (refer to Privacy policy)
- Providing opportunities (in consultation with staff) for interested families to attend the centre during operational hours to view the program
- Ensuring that enrolment forms comply with the requirements of CSR r 31, r33 and r34.

The enrolment officers (or the delegated person) are responsible for the day-to-day implementation of this policy, which includes:

- Advising applicants of Central Enrolment through WPSA
- Receiving enrolments from WPSA
- Offering places and providing relevant paperwork to families in accordance with this policy
- Maintaining a waiting list
- Providing a monthly report to the committee/board regarding the status of enrolments and any difficulties encountered
- Storing completed enrolment offer forms, as soon as is practicable, in a lockable file (CSR r35) for the Ballot Process
- Complying with the Privacy policy of the centre
- Providing a copy of the Enrolment policy with the enrolment application form.

The staff are responsible for:

- Reviewing enrolment applications to identify children with additional needs (refer to the Inclusion for Children with Additional Needs Policy)
- Responding to enrolment enquiries on a day-to-day basis and referring people to the enrolment officer as required
- Responding to parent/guardian enquiries regarding their child's readiness for the program in which they are considering enrolling their child
- Complying with the centre's Privacy policy in relation to the collection and management of children's enrolment information
- Ensuring that enrolment forms are completed before the child commences attending the program.

Parents are responsible for:

- Completing enrolment forms prior to their child's attendance at the centre
- Ensuring that all required information and monies are provided to the service
- Updating information by notifying the centre of any changes.

Evaluation

In order to assess whether the policy has achieved the values and purposes, the committee will:

- Assess whether a satisfactory resolution has been achieved in relation to issues relating to enrolment procedures
- If appropriate, conduct a survey in relation to this policy, or incorporate relevant questions in the general parents'/guardians' survey
- Take into account feedback on the policy from the enrolment officers or designated person and staff
- Monitor complaints and incidents regarding the enrolment of children
- Review the enrolment form to determine its effectiveness in meeting the regulatory and management requirements of the service.

Attachments

- [Attachment 1](#): General Enrolment Procedures
- [Attachment 2](#): Enrolment Form (if applicable)

Authorisation

This policy was adopted by the **Box Hill South Preschool Inc.** committee on 17 Feb 2011

Review date (annual): Feb 2012

GENERAL ENROLMENT PROCEDURES

1 APPLICATION FOR A PLACE

Box Hill South Preschool Inc. operates a government-subsidised four year old preschool and a parent-funded three year old preschool. All enrolment applications for both three and four year old preschool are made through the Whitehorse Preschool Association Central Enrolment Scheme (www.wpsa.com.au). Each child has access to one year of government-subsidised preschool education in the year before school entry.

All children (including those of a multiple birth) will be treated and considered as individuals throughout the enrolment process.

ELIGIBILITY CRITERIA

THREE YEAR OLD PRESCHOOL

1. Application to enrol a child in three year old preschool can only be made once he/she has turned two years of age.
2. For entry into a three year old group:
 - a. A child must have turned three years old by 30th April to coincide with school entry.
 - b. A child must be three years of age before they can commence the program. To hold the position at the preschool a holding fee must be paid, if the child does not turn three years of age until term two (Refer to Fees Policy).
3. Enrolment in the three year old program does not ensure a position in the four year old preschool.

FOUR YEAR OLD PRESCHOOL

1. Enrolments will be accepted two years prior to the child attending four year old preschool. Applications close on 30th June each year.
2. For entry into the four year old group a child must have turned four years old by 30th April of the preschool year to coincide with school entry.
3. Children whose birthdays fall close to the cut-off date are eligible to enrol, however parents are encouraged to discuss the child's readiness with the Preschool Director and consider deferring to the following year.
4. Eligible three-year-old Aboriginal and Torres Strait Islander children whose families are in receipt of a concession card are able to attend up to ten hours a week of a funded early childhood program planned and delivered by a qualified early childhood teacher. (Refer to Fees Policy and DEECD Early Start Kindergarten Funding)

ENROLMENT PROCEDURE

The following enrolment procedure applies to both three and four year old preschool:

Applications for enrolment are taken by the Whitehorse Preschool Association Central Enrolment Scheme (WPSA).

Enrolment Application Forms are available at all Whitehorse preschools or by contacting WPSA directly.

Completed Enrolment Application Forms must be sent to:

**The Applications Office
WPSA
PO Box 1194
Blackburn North 3130**

A non-refundable enrolment application fee must accompany the application together with a stamped self-addressed envelope.

Applications will be placed on a computer register when the form is received by the Central Enrolment Officer.

2 CLOSING DATES FOR APPLICATIONS

Enrolments close on 30th June each year.

3 OFFER OF PLACES

After 30th June the Central Enrolment Officer will forward all enrolment applications to the relevant preschool for selection processing.

If the number of applications received exceeds the number of available preschool positions, the Box Hill South Preschool will apply the following Enrolment Selection Criteria to determine offers of places at the preschool. *Please note this criteria is not used in determining allocations into groups.*

ENROLMENT SELECTION CRITERIA

CRITERIA GUIDELINES FOR THREE YEAR OLD PRESCHOOL

The following criteria are considered in assessing the suitability of enrolment applications. The criteria are listed in priority order.

1. WHITEHORSE RESIDENT

Whitehorse resident at the time of offer.

2. REPEATING

Children that have attended BHSPS and have recommended an additional year of the 3 year old program based on developmentally appropriate assessment by the teacher.

3. DEFERRED OFFER

Children who have deferred an offer from BHSPS the previous year.

4. SIBLINGS

Siblings of previous attendees at the preschool in the past 5 years.

5. PROXIMITY TO THE PRESCHOOL (Refer to paragraph below)*

6. DATE of APPLICATION

Date received by Whitehorse Pre School Association relative to the child's second birthday.

CRITERIA GUIDELINES FOR FOUR YEAR OLD PRESCHOOL

The following criteria are considered in assessing the suitability of enrolment applications. The criteria are listed in priority order.

1. WHITEHORSE RESIDENT

Whitehorse resident at the time of offer.

2. REPEATING

Children who have attended BHSPS been granted a second year of government funding.

3. DEFERRED OFFER

Children who have deferred an offer from BHSPS the previous year.

4. THREE-FOUR CONTINUATION

Children who have attended the 3 year old program at BHSPS.

5. SIBLINGS

Siblings of previous attendees at the preschool in the past 5 years.

6. PROXIMITY TO THE PRESCHOOL (Refer to paragraph below)*

7. DATE of APPLICATION

Date received by Whitehorse Pre School Association relative to the child's second birthday

NOTE: Eligibility requires children to be four years of age by the 30th of April in the year of attending 4 year old kindergarten, except for three year old Aboriginal and Torres Strait Islander children (eligible for Early Start Kindergarten Funding) as per the Eligibility Criteria above. Children younger than this who wish to attend must obtain special permission from the Department of Education and Early Childhood as well as from the prospective Primary School.

The Committee reserves the right to vary this as may be required.

*** Proximity to the Preschool**

Based on concentric circles in relation to the kinder, 7 zones are determined and applicants are allocated into their respective zone. (Please note the zoning map is available for viewing at the kinder upon request). Within each zone applicants have an equal standing.

Step 1. Each applicants address is allocated to their respective zone. Google Map TM is utilized to locate address within Zone.

Step 2. Once all applicants are allocated to a zone, the date of application criteria is applied to further sort applicant.

OFFER OF PLACES PROCEDURE

1. Offer of places for both three and four year old preschool will be made in Term 3 (July and August respectively) of the preceding year. All placement offers will be made in writing.
2. All parents/guardians are advised that if they plan to be away when offers are made, they must contact the Box Hill South Preschool Enrolment Officer and leave a forwarding address.

3. Notification in writing (ie. the return of Box Hill South Pre School's official Enrolment paperwork) of acceptance of the offer must be made by the parents/ guardians promptly within the specified time. If no acceptance is received, the place will then be offered to the first child on the waiting list.
4. The requested deposit must accompany the acceptance of the offered place (unless the child has deferred the offer/place the previous year and the deposit has been confirmed as paid). This fee acts as a deposit and is deducted from Term four fees. If a child does not start until 2nd term, or other agreed time, a holding fee, non-refundable, must be paid upon allocation of group (see our Fees Policy for full details).
5. Allocation into Groups** (see definitions)
Where the service provides more than one four and/or three year old group, places within the groups will be allocated, wherever possible, in accordance with parents/guardians indication of preferred group, and according to the ballot draw (where demand exceeds places available). The selection criteria (mentioned earlier) are not used to allocate into groups.
(Refer to Policy for Ballot Process as a means of Group Allocation and the Summary of Ballot Process)
Where parents/guardians believe special circumstances apply, it is their responsibility to inform the Enrolment Officer or a relevant Committee member (Executive) promptly. Information provided will be kept confidential.
6. In exceptional circumstances the Committee may grant a place to a child irrespective of the enrolment criteria. The parent would need to submit a written case to the Committee for review.

DEFERRMENTS AND REPEATS

1. Children who are on the waiting list*** (see definitions) for either three or four year old preschool, but defer until the next year, will be promoted to the top of the waiting list for an offer of a place for the following year. They must, however, go through the usual process of re-enrolment. Accordingly, allocations into particular groups cannot be guaranteed based on any previous enrolment/s, but relies on a prompt response by parents/guardians at the time offers of places are made and a ballot draw.
2. Children who the teacher has recommended an additional year of the 3 year old programme will be granted a place automatically in the 3 year old programme at Box Hill South Pre School.
There is no guarantee of a second year of three year old kinder. However, a child who is assessed as requiring a second year of 3 year old preschool may be offered a place following developmentally appropriate assessment with the teacher.
3. If deemed appropriate, a child may be withdrawn from four year old preschool up until the end of term 2 while retaining rights to funded preschool in the following year.

Attachment 2 is intentionally left blank.