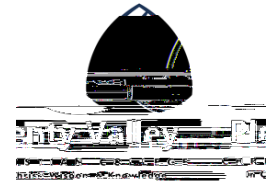




PKELC ENROLMENT AND ORIENTATION POLICY

Mandatory - Quality area 6



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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.

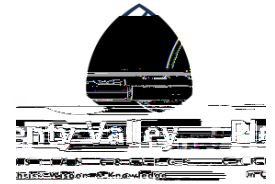
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Application for Student Admission Form: A form to apply for a place at the service. A form that collects contact details, personal and medical information from parents/guardians about their child. The information on this form is placed on the child's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

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.

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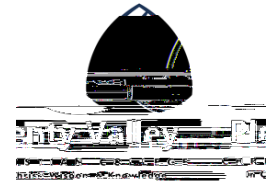
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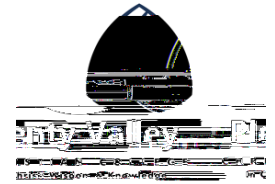
The Nominated Supervisor, Persons in Day to Day Charge and early childhood teachers are responsible for:

- 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



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- 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).

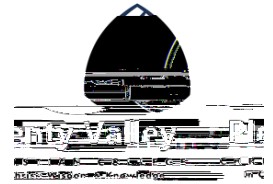
If reasonable adjustments are necessary to enable a child to enrol in or participate at the college, the college will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the college

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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:



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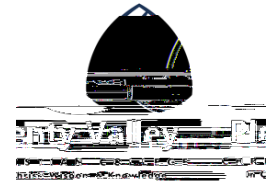


- require a combination of



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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

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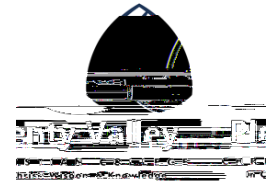
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Attachment 4

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].

