Enrolment Policy – Kindergarten

Aim:	This policy relates to enrolment at The Moreton Bay Colleges Kindergarten. It is intended that the Colleges' Enrolment Policy is inclusive of all prospective students and their Parents/Guardians.
	
	Applicable legislation, recognised authorities and sources include:
	• *"Guide to the National Quality Framework"* Australian Children's Education & Care Quality Authority March 2023
	• *Education and Care Services National Law Act 2010 (version March 2022)*
	  ○ *175 Offence relating to requirement to keep enrolment and other documents*
	• *Education and Care Services National Regulations* (version Dec 2021)
	  ○ 157 Access for parents
	  ○ 158 Children's attendance record to be kept by approved provider
	  ○ 160 Child enrolment records to be kept by approved provider
	  ○ 161 Authorisations to be kept in enrolment record
	  ○ 162 Health information to be kept in enrolment record
	  ○ *168 Education and care service must have policies and procedures*
	  ○ *170 Policies and procedures to be followed*
	  ○ *171 Policies and procedures to be kept available*
	  ○ *172 Notification of change in policies or procedures affecting ability of family to utilise service*
	  ○ 177 Prescribed enrolment and other documents to be kept by approved provider
	  ○ 181 Confidentiality of records kept by approved provider
	• *National Quality Standards*
	  ○ *2.1.2 Health practices and procedures*
	  ○ *QA5 Relationships with children*
	  ○ *QA6 Collaborative partnerships with families and communities*
	  ○ *7.1.2 Management systems*
	• *"Preparing to Start" Starting Blocks (accessed on-line Feb 2023)* https://www.startingblocks.gov.au/at-child-care/preparing-to-start/
	• *"Enrolment & Orientation" ACECQA factsheet November 2018 (accessed on-line Feb 2023)* https://www.acecqa.gov.au/sites/default/files/2018-11/QA6_EnrolmentandOrientation.pdf
	• *"Child Care Provider Handbook" December 2022 (accessed on-line Feb 2023)* https://www.education.gov.au/child-care-package/child-care-provider-handbook
	• *" Queensland Kindergarten Funding Essentials (Long Day Care Service Providers)"* Queensland Government 2023 (accessed on-line Feb 2023) https://earlychildhood.qld.gov.au/fundingAndSupport/Documents/kindy-funding-essentials-long-day-care.pdf

Definitions	***Fees*** means all tuition fees, levies, expenses, charges, special or other fees payable by the Parent/Guardians and including those fees published in the Schedule of Fees or otherwise advised in writing.

Enrolment Policy – Kindergarten

Roles, Responsibilities and Accountabilities:	The CEO & Executive Principal has overall responsibility for enrolments at The Moreton Bay Colleges' Kindergarten. The Principal (or delegate) is responsible for offers, transition, orientation and commencement. The Business Manager is responsible for the development and implementation of the Enrolment Strategy. Enrolments is responsible for lead nurturing to conversion.
Monitoring, Review and Assurance:	The Deputy Head of Primary (Early Learning) is responsible for ensuring the policy is effective and for monitoring and reviewing the Enrolment Procedures – The Moreton Bay Colleges Kindergarten to ensure compliance with legislative requirements.
Recording and Reporting:	The Deputy Head of Primary (Early Learning) will develop, maintain and publish procedures that give effect to this policy.

Principles and Key Requirements:

Enrolment Records

Approved Providers and Nominated Supervisors must ensure that forms used at the service comply with the Education and Care Services National Regulations (version October 2020) requirements:

- 160 Child enrolment records to be kept by approved provider and family day care educator
- 161 Authorisations to be kept in enrolment record
- 162 Health information to be kept in enrolment record

Under the National Law, enrolment documents must be kept at the service until the end of 3 years after the child's last attendance (Regulation 177).

Intake

The Colleges Kindergarten program is a full time offering.

Applications

Applications for enrolment are received throughout the year, however, early enrolment is encouraged.

Offers

The College will assess and rely upon the information contained in the Enrolment Application form and supporting information provided in determining whether or not to make an offer of enrolment. The offer for enrolment of the student will be conditional upon a successful interview by the family with the College.

Parents/Guardians are required to provide full disclosure of the prospective student's health and behavioural records. A decision to enrol a prospective student will consider the

Enrolment Policy – Kindergarten

prospective student's ability to meet the College's learning and developmental expectations.

Should there be a change in an enrolled student's condition, health or learning progress after an offer has been made and accepted such that the enrolled student may require additional support from the College that was not part of the original arrangement the Principal reserves the right to review and/or rescind any offer made on the basis of the above clause.

Acceptance of this offer includes payment of the Confirmation Fee as set by the Colleges and the execution of the Enrolment Contract. Acceptance of an offer also implies acceptance of the Colleges' Positive Behaviour Policy.

Interviews

Kindergarten intake year interviews take place 12 to 18 months prior to the nominated entry year and are conducted by the Deputy Head of Primary (Early Learning Years) and the respective Head of Primary (or delegate). At that time, the College makes an initial assessment of the prospective student's readiness for Kindergarten commencement. Given this takes place 18 months prior to commencement these initial assessments can be sometimes inconclusive. The Colleges reserves the right to conduct a second interview nearer the time of Kindergarten commencement.

Following interview, the College will provide written notice to the Parents/Guardians as to whether the enrolment will proceed.

Priority of Enrolment
Enrolment preference is offered in the following priority order:

1. Children who are at risk of serious abuse or neglect or a child of a sole parent who satisfies, or both parents satisfy, the activity test through paid employment will be given preference to The Moreton Bay Colleges' Early Learning Centre.
2. Siblings of students who currently attend Moreton Bay College/Moreton Bay Boys' College.
3. Siblings of students who currently attend The Moreton Bay Colleges' Early Learning Centre.
4. Daughters and sons of past students of Moreton Bay College/Moreton Bay Boys' College.
5. Granddaughters and grandsons of past students of Moreton Bay College/Moreton Bay Boys' College.
6. Applicants for children of The Early Learning Centre who sign a College Enrolment Contract and pay the Application Fee and Confirmation Fee to continue through to Year 12 at Moreton Bay College/Moreton Bay Boys' College.
7. Kindergarten applicants who sign a College Enrolment Contract and pay the Application Fee and Confirmation Fee to continue through to Year 12 at Moreton Bay College/Moreton Bay Boys' College.
8. Daughters and sons of staff employed on a fixed term contract or on a permanent, ongoing basis.
9. Date of application (and available days where the application is for The Moreton Bay Colleges Early Learning Centre).

Enrolment Policy – Kindergarten

Where particular circumstances apply, the CEO & Executive Principal or Principal may exercise discretion in determining enrolment preferences.

In addition to the above, the enrolment process must:

- comply with the Commonwealth Disability Discrimination Act 1992, the Disability Standards for Education 2005, the Queensland Anti-Discrimination Act 1991 and the Human Rights Act 2019
- support children who are experiencing disadvantage
- inadvertently present barriers to participation, especially for vulnerable and disadvantaged children.

Wait Lists

Where demand for places is greater than the number of places available, a waiting list will be in place and the priority enrolment order outlined in the aforementioned 'Priority of Enrolment' section applied..

Deferrals and Cancellations

At any time during the enrolment process, Parents/Guardians may defer the enrolment to another grade of entry and/or school term prior to commencing at the College or cancel the enrolment completely provided the Parents/Guardians give the College not less than ninety (90) days written notice of their request. An enrolment can only be deferred once. In the case of a deferral, entry to another grade or school term is not guaranteed as the College may be at capacity for that year level. For the first deferral, the original date of application will be honoured. After an application has been deferred once, a new application for enrolment is required and the date of the new application of enrolment will be used to determine the priority of enrolment as per the aforementioned 'Priority of Enrolment'. If an offer has been accepted and the Confirmation Fee paid, this Confirmation Fee will be applied to the file, and any difference in this fee and the fee at the time of any new offer, will need to be paid and a new Enrolment Contract signed.

Fees

Fees, levies and charges apply as published in the Schedule of Fees on the MBC website and MBBC website or otherwise advised in writing.

Application and Confirmation Fees are strictly non-refundable.

DOCUMENT CONTROL INFORMATION

Document Status

The current status of this document is shown below.

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Enrolment Policy – Kindergarten

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Version	Date	Summary of Changes
2.0	February 2024	• Changes to reflect conditional offers • Inclusion of deferrals of enrolment and application section • Update to fees
1.0	August 2023	• New Enrolment Policy - Kindergarten

Approval
This document has been approved for publishing by:

Reviewed by	ELT
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