

<b>Section:</b>	School Policies		
<b>Policy:</b>	Enrolment Policy		
<b>Policy No:</b>	8.1	<b>Review Date:</b>	Feb 15; July 16; May 18
<b>Quality Area/s:</b>	8	<b>Date of Approval:</b>	Mar 15; Aug 16; May 18
<b>Policy Linked to:</b>	Annual Report; Parent Handbook; Karuna Website under Enrolment 2.8 Administration of Medicine		

## INTRODUCTION

In the operation of Karuna Montessori School, it is desirable to achieve a balance on gender and age groups. On gender, an even split is preferable. On age, three even cohorts of three, four and five year olds would be optimal. Families are expected to commit to their child to attend the full 3-year program.

Northern Beaches Montessori Association, (NBMA) in running Karuna Montessori School, accepts and acknowledges that the enrolment procedures followed may be discretionary in nature, giving preference to some individuals.

The enrolment process must be non-discriminatory on the basis of race, religion, beliefs, social position or sex (other than for the balance described above), and also with regard to physical or mental disabilities.

The procedures in this policy are designed to achieve the above enrolment balance, while attempting to achieve placements resulting in a full enrolment.

This policy seeks to make the enrolment process more transparent.

The enrolment will not exceed thirty (30) children per day, being the maximum allowable under the Early Childhood Education & Care (ECEC) license.

## AIM

To ensure a fair and equitable administration of the Enrolment Waiting List, and to fill and balance (on gender and age) the student places.

## PROCEDURE

The following procedures deal with these enrolment matters:

- Immunisation
- Waiting lists
- Register of Enrolments
- Placement offers
- Open days
- Parent information evenings
- Other matters

The Office and Enrolment Administrator will keep families on the Waiting List informed of events at the school through newsletters and other publicity items, including invitations to Open Days, Montessori Information Evenings etc. The Office and Enrolment Administrator is also responsible for communicating with these families for keeping their contact details current.

### Immunisation:

From 1 January 2018 only children who are fully immunised for their age or have a medical reason not to be immunised or are on a catch-up schedule can be enrolled in childcare. Children who have not been immunised due to their parent's vaccine conscientious objection cannot be enrolled in childcare.

Karuna Montessori's legal responsibilities under the NSW Public Health Act 2010 include:

- not enrolling a child unless the parent/guardian has provided an approved immunisation form that shows that the child is fully immunised for their age; or has a medical reason not to be immunised; or is on a recognised catch-up schedule.
- maintaining an immunisation register that records the up to date immunisation status of all enrolled children after each of their immunisation milestones.
- retaining immunisation records for 3 years from the date on which each enrolled child ceases to attend the service, and providing a copy of a child's immunisation documentation to another service in the event that the child transfers to that service (upon request).
- notifying your local public health unit if an enrolled child has a vaccine preventable disease.

More information about these legal responsibilities is available on the NSW Health website at:

[www.health.nsw.gov.au/immunisation](http://www.health.nsw.gov.au/immunisation)

### Waiting Lists:

- The Office and Enrolments Administrator is responsible for keeping a waiting list of prospective enrolments. In the first instance, this list should be in chronological order, giving preference to potential families who have been on the list the longest and fit the operational criteria outlined above in the introduction. A non-refundable waiting list fee applies. Current or past members of the Association may add subsequent children to the list at 50% of the Waiting List Fee.
- Priority in offering placements go to:
  - Children of families that are current or past members of the Association (i.e. they have or have had a child enrolled at the school). If at the time of a placement offer it is known that a previous child of the family did not complete the three year program at Karuna (as defined in their placement contract), then any preferential treatment is forfeited and discretion may be exercised against making a subsequent placement offer;
  - children who are currently attending the Karuna Under 3 Program;
  - children who have transferred from other similar Montessori schools.

### Register of Enrolments:

A full list of children is to be maintained by the Office and Enrolment Administrator. This list includes the children's unique reference number, name, date of birth, start date, end date, parents name, address, phone and email.

### Placement Offers:

- Placement Offers will be made from time to time to fill vacancies and recruit a new cohort (a year's intake) by the Office and Enrolment Administrator. Offers are to be made using the criteria outlined in the introduction. The Office and Enrolment Administrator should discuss all planned placement offers with the Principal to assess the child's suitability.
- When making placement offers to a cohort, the first round offers should be made by early May, as other schools make offers in this period and to avoid families on our waiting list accepting earlier offers.
- History has shown (and it is common sense) that some members of a cohort will not complete a full three year cycle – whether due to the family moving for work, financial difficulties or other reasons. Thus with some expected drop-outs each year, a new cohort of slightly larger than one-third of the class size can be accommodated.
- Children older than three years will not normally be offered a position, unless they have already been attending a Montessori school, or there is a need for older children. Such enrolments are limited to approximately 10% of the class. Children who have not reached their third birthday cannot be enrolled as per the ECEC license.
- The Agreed School Cycle for a child begins on enrolment (after their 3<sup>rd</sup> birthday), and continues for approximately 3 years. The minimum time for its completion is determined as follows:
  - a) if the child's birthday falls on or before 30 June, then completion of the cycle means completion of the Term Four in the year of the child's 5<sup>th</sup> birthday;
  - b) a child whose birthday is in the above category, is encouraged to stay for an additional year, being the end of Term Four in the year of the child's 6<sup>th</sup> birthday;

- c) if a child's birthday falls after 30 June, then completion of the cycle means completion of Term Four in the year of the child's 6<sup>th</sup> birthday.
- A Placement Agreement is to be signed by the child's parents/guardians, the Principal and the Office and Enrolment Administrator for each new child. This is to be accompanied by the payment of a non-refundable Placement Fee and an Enrolment Fee of one term's fees. The Agreement also needs to state the first year's membership fees for the Northern Beaches Montessori Association (i.e. the amount of the fee in the year the child starts, not necessarily the year the agreement is signed). This amount should be checked with the bookkeeper or Treasurer.

#### Open Days:

- One of the most important tasks of the year for the Office and Enrolments Administrator is the coordination of the Open Day. The Office and Enrolments Administrator, in conjunction with the Promotions Officer should provide overall coordination and oversight for the preparations for the day.
- A check list for jobs to be done on Open Days is completed.

#### Montessori Parent Information Evenings:

- The Office and Enrolments Administrator is responsible for organising one information evening per term in consultation with the Principal. This is an opportunity for prospective parents to hear more about Karuna and the Montessori Method. Invitations should be extended to current parents, families who have been offered a placement or are on the wait list, and other prospective parents seeking information. The Office and Enrolments Officer should also be present at the Parent Information Evening to greet and introduce visitors etc.
- The venue needs to be coordinated with the Property Officer and Landlords. Light refreshments (coffee, tea, biscuits etc) should also be coordinated by the Enrolments Officer.

#### Other matters:

- The Office and Enrolments Administrator is responsible for the distribution of a contact list at the beginning of each new term, showing all enrolments – both on-going and newly commencing students – together with details the parents/guardians requested to circulate to the parent body. This information is to be clearly labelled with ***"This information is for the use of Karuna Montessori families only and is not to be used for any other purpose"***. This list must also comply with the Privacy Act. Details of this list should be checked with the parents to notify to the school of any change of details.
- The Office and Enrolments Administrator is to liaise with parents and the Principal with regard to the pre-commencement interview/s and the coordinating of starting dates.
- The Office and Enrolments Administrator is to liaise with the Principal for the arranging of Observation Visits by current and prospective parents, and other members of the community.

## Enrolment of students into Karuna

### The Principal will:

- ensure that any parent with a student enrolled at the school that has a specific health care need, allergy or other relevant medical condition is provided with a copy of the Medical Conditions policy;
- inform parents of the requirement to provide the school with a medical management plan of their child's condition;
- collaborate with families of students with medical conditions to develop a risk minimisation ;
- plan to ensure the students safety and wellbeing;
  - to ensure that the risks relating to the student's specific health care needs, allergy or relevant medical condition are assessed and minimised;
  - if relevant, to ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented;
  - if relevant, to ensure that practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a student and strategies for minimising the risk are developed and implemented;
  - to ensure that practices and procedures ensuring that all staff members and volunteers can identify the student, the students medical management plan and the location of the students medication are developed and implemented;
  - if relevant, to ensure that practices and procedures ensuring that the student does not attend the school without medication prescribed by the students medical practitioner in relation to their specific health care need, allergy or relevant medical condition are developed and implemented.
- ensure that all staff are aware of the medical management plan and risk minimisation plan;
- ensure that staff are adequately trained in procedures contained in the medical management plan;
- inform other families enrolled at the school of the need to prohibit any items which may present a hazard to students with diagnosed medical conditions.

## EVALUATION

Successful orientation and enrolment procedures promote smooth transitions between home and service. Information sharing and the signing of authorisations ensures a safe and secure environment for the child.

## STATUTORY LEGISLATION AND CONSIDERATIONS

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011

## SOURCES

- Department of Education, Employment and Workplace Relations – [www.deewr.gov.au](http://www.deewr.gov.au)
- Community Child Care Cooperative
- Montessori Quality Assurance Program
- Immunisation Tool kit for schools:  
<http://www.health.nsw.gov.au/immunisation/Pages/immunisation-enrolment-toolkit.aspx>
- Immunisation Government Regulations:  
<http://www.health.nsw.gov.au/immunisation/Pages/default.aspx>