Enrolment Policy – Early Learning Centre

Aim:	This policy relates to enrolment at The Moreton Bay Colleges' Early Learning Centre. 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 Early Learning Centre 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

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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.
Roles, Responsibilities and Accountabilities:	The CEO & Executive Principal has overall responsibility for enrolments at The Moreton Bay Colleges' Early Learning Centre. The Business Manager is responsible for the development and implementation of the Enrolment Strategy. The Deputy Head of Primary (Early Learning) is responsible for offers and commencement.
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' Early Learning Centre 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).

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

1. a - A child at risk of serious abuse or neglect.
   b - A child of a parent (or both parents if you have a partner) who satisfies the Government's work, training, study test (for the purposes of the priority of access guidelines)*.
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.

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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. Early Learning Centre 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 within the Early Learning Centre.
9. Daughters and sons of staff employed on a fixed term contract or on a permanent, ongoing basis at the Colleges
10. Date of application (and available days where the application is for The Moreton Bay Colleges Early Learning Centre).

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 outlinedapplied. The Colleges reserve the right to charge a waitlist fee.

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

Waitlist, 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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Version	V2
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Enrolment Policy – Early Learning Centre

Owner	Business Manager
Confidentiality	n/a

Document History

The history of changes made to this document is shown below. The most recent changes are listed first.

Version	Date	Summary of Changes
2.1	October 2024	Amendment to the priority order for enrolments to provide ELC staff preference ahead of other staff
2.0	February 2024	Update to fees
1.0	2023	New enrolment policy for Early Learning Centre

Approval

This document has been approved for publishing by:

Reviewed by	Board
Authorised by	Board

Distribution

Controlled paper copies of this document are distributed as follows:

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