

Related Policies

School Fees and Levies
Enrolment Policy
Kindergarten Induction and Students with Special Needs (Disabilities)
Early Entry Enrolment for Gifted and Talented Children

Purpose

Catholic School communities in the Archdiocese of Canberra and Goulburn provide a range of opportunities for a diversity of students. This policy outlines the procedures for Early Entry Mobility placements in Archdiocesan Early Learning Centres or in Primary and Secondary schools for children who fall outside the enrolment cut off period and have parents in mobile employment positions, including Australian Defence Force personnel. Parent(s) / guardian(s) may apply to access a Catholic Education Early Learning Centre or Archdiocesan Primary and Secondary schools to ensure their child is not disadvantaged because of the mobile nature of their employment.

Policy

Families may apply for their child to access an Archdiocese of Canberra and Goulburn Catholic Education Early Learning Centre, or an Archdiocese of Canberra and Goulburn Catholic Education School to ensure their child is not disadvantaged due to the mobile nature of their parents' employment. Families should consider their child's age when applying for Early Entry and their ability to manage socially and emotionally in the year cohort for which they are applying.

Early entry mobility provides educational opportunities for children who fall outside the age of cut off due to having parent(s) / guardian(s) in mobile employment positions.

Early entry mobility may also apply to preschool or Primary or Secondary school enrolments of children from families who have accessed a system of education with an earlier starting age than the ACT and have moved to the ACT permanently, it is likely that these children will enter into the same age cohort as their peers in the ACT. *These families can request consideration for Early Entry under the same requirements as above, excluding employer evidence. Any applications made under these circumstances will be considered on a case by case basis.*

Procedures

The School Principal will lead this process and communicate with the parent(s) / guardian(s).

Families are required to contact the Principal of the Early Learning Centre or school where enrolment is sought, outlining their request for Early Entry. The written application should clearly state the child's date of birth, year applying for Early Entry and where applicable the nature and tenure of the parent's employment.

Applications must include:

- Proof of age of the child (e.g. copy of birth certificate or passport)
- Proof of residency in the ACT (e.g. utility bill)
- Evidence from the parent's employer stating the length of time of the posting to the ACT.
- Families should include relevant documentation from previous schooling, if applicable, to support their application. This may include, but is not limited to, evidence of the child's social development and ability to manage in a group setting.
- International families must provide documentation detailing the starting age for compulsory education in the public education system of their home country.

To be eligible for consideration under this procedure:

- For entry in an ACT Early Learning Centre children must turn four years of age before 31 July to commence at the start of the school year. Children younger than this will not be eligible for Early Entry Mobility consideration.
- For entry into a Kindergarten in an ACT school, children must turn five years of age before 31 July, for entry into Kindergarten in a NSW school, children must turn five years of age before 31 October to commence at the start of the school year. Children younger than this will not be eligible for Early Entry Mobility consideration.
- Parent's tenure of employment in the ACT / NSW must be three years or less, and that as part of their employment, they will be relocating outside of the ACT / NSW within the next 3 years to a jurisdiction that has a different education starting age.

Requests for Early Entry should be forwarded by the Early Learning Centre / School to:

The Director
Catholic Education
Archdiocese of Canberra and Goulburn
52 – 54 Franklin St
Manuka
ACT 2603

The Early Entry application documentation will be reviewed by a Catholic Education Senior Officer, a Catholic Education Pre School and Child Age Care Officer and a Psychologist.

The School Principal has the responsibility of notifying the parent(s) / guardian(s) the outcome of the enrolment process within four weeks from the time the application is processed.

Appeals Process

Should a family disagree with the decision a request for a review can be made to the Early Entry Appeals Panel.

The Early Entry Appeals Panel is comprised of a Catholic Education Senior Officer, a Catholic Education Pre School and School Aged Care Officer, a Psychologist and a School Principal. The Panel will consider the original application and any additional information that families may choose to provide.

References

<http://cg.catholic.edu.au/parents/enrolment/early-learning-centre-enrolment/>
ACT Government Education and Training Directorate, 2014, Early Entry for Mobility

Forms

Nil

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