

Title	ELC and SAC Enrolment and Orientation Policy
Description of policy	Outlines the expectation of CECG in relation to the enrolment and orientation process.
Required because	To comply with obligations of Early Learning Centres and School Age Care as well as CECG operating under the Education and Care Services National Law (the National Law) in respect to enrolment and orientation.
Description of changes	Minor format updates with links.
Applies to	<input type="checkbox"/> Organisation-wide <input checked="" type="checkbox"/> ELCs & SACs <input type="checkbox"/> Staff only <input type="checkbox"/> Students only <input checked="" type="checkbox"/> Staff and students
Status	<input type="checkbox"/> New <input type="checkbox"/> Major revision of existing document <input checked="" type="checkbox"/> Minor revision of existing document

Publication location	Intranet
Related documents	ACT Enrolment Information Pack ELC and SAC Child Attendance and Collection Policy Enrolment Policy
Intranet category	Early Learning Centres and School-Age Care
Review date	September 2025
Trim reference number	R590931

Approval authority for this version:	School and Family Services Leader
Approval date:	20/09/2023
Accountable authority	General Manager, Early Learning Centres
Responsible officer	Preschool and School Age Care Officer

1. Summary	3
2. Enrolment Policy	3
3. Orientation Policy	3
4. National Quality Standard.....	3
5. Enrolment Records.....	3
6. Children with Additional Needs	4
7. Orientation.....	4
8. Record Keeping	4
9. Definitions.....	5
10. Related Documents and Legislation.....	5
11. Contact	5

1. Summary

- 1.1 This policy sets out the Enrolment and Orientation criteria for enrolment to attend Catholic Education Archdiocese of Canberra and Goulburn Early Learning Centres (ELCs) and School Age Care (SAC) services. The Policy operates in conjunction with the CECG Enrolment Policy.

2. Enrolment Policy

- 2.1 ELCs and SACs must comply with the CECG [Enrolment Policy](#) and the CECG [ACT Enrolment Information Pack](#).
- 2.2 ELCs and SACs must maintain an enrolment record for each child enrolled at the service. The CECG Enrolment Form serves as the enrolment record and is designed to include the information required by the Education and Care Services National Regulations (r) ([r160-162](#)).
- 2.3 The Education and Care Services National Law Act (s) requires that enrolment records must be kept and readily accessible by an officer (s175). For the ACT an authorised officer is an officer of the Regulatory Authority, Children’s Education and Care Assurance (CECA).

3. Orientation Policy

- 3.1 Orientation is a settling in process providing children and families the opportunity to become familiar with an ELC and SAC environment, educators and other children attending the service. Orientation is considered an important opportunity for collaboration and forms the foundation for building relationships with children and their families.
- 3.2 Nominated Supervisors are responsible for facilitating an orientation that endeavours to meet the needs of individual children and their families, based on their understanding at that time of the children, family and individual needs.

4. National Quality Standard

- 4.1 Quality Area 6 of the Australian Children’s Education and Care Quality Authority (ACECQA) promotes collaborative partnerships with families and communities. Standard 6.1 is focused on supportive relationships with families, including:
- Element 6.1.1: Families are supported from enrolment to be involved in the service and contribute to service decisions.
 - Element 6.2.2: Effective partnerships support children’s access, inclusion and participation in the program.

5. Enrolment Records

- 5.1 The Nominated Supervisor is responsible for the enrolment process and for ensuring an enrolment record is completed and reviewed prior to a child’s commencement at the service.
- 5.2 To ensure that the safety, health and wellbeing of children attending a service, the enrolment record is required to contain accurate and complete information. The Nominated Supervisor is responsible for ensuring that all the prescribed information is either included in the enrolment record or all efforts have been made to gather the information from the parent. CECG recognises that a key aspect of enrolment is the responsibility of a parent/carer to provide

relevant information about the child being enrolled at the service to enable it to plan and provide an appropriate level of care and supervision.

- 5.3 The Nominated Supervisor should review the enrolment record (before the enrolment is accepted) to ensure that no section/question has been left blank. If a section/question has been left blank, the Nominated Supervisor should enquire with the person providing the enrolment form as to whether:
- The section/question is not applicable to that child and should make a note or fill in the section/question with 'n/a' to record that the information was sought, however not provided; or
 - The parent completing the form forgot to include the information request that the missing information be provided.
- 5.4 If the Nominated Supervisor suspects insufficient or false or misleading information has been provided or if relevant information is withheld at any time during the enrolment process they may not progress or suspend the enrolment until such time as the required information/documentation is received or any necessary modifications are made.

6. Children with Additional Needs

- 6.1 Children of all needs and abilities are accommodated at ELCs and SAC in circumstances where the service is able to adequately meet the child's needs. The CECG Enrolment Policy sets out processes for considering enrolment applications of children with additional needs. The Nominated Supervisor may request additional information at time of enrolment to assess how the service can best meet the needs of the child/ren, and plan for any necessary modifications. This information may include:
- Current reports and/or assessments relating to a school setting,
 - Diagnosed medical condition, medical certificates or letters from a medical professional detailing the nature of the illness, allergy, or impairment including any recommended adjustments,
 - Documentation or other information regarding any educational testing carried out by CE staff or other accredited professionals,
 - Details regarding any past or current agency support,
 - Parents/carers of children with specific needs are required to provide complete and accurate information about the needs of their child at the time of enrolment or as it arises during the course of their enrolment at the service.

7. Orientation

- 7.1 The orientation process will differ depending on the child's enrolment and commencement at the service. Most children will be enrolled in the service at the same time and commence at the beginning of Term 1 of the following year when they have been enrolled whilst some children will commence throughout the year. It is the responsibility of the Nominated Supervisor to ensure opportunities for orientation are offered to all families at any time and that activities are designed to maximise participation.

8. Record Keeping

- 8.1 Enrolment records are to be kept confidential (r182).

- 8.2 The National Regulations require that child enrolment records are stored in a safe and secure place. There are also regulations regarding the minimum retention period of specific records ([r183](#)).
- 8.3 The [Privacy Policy](#) should be referred to for procedures on the safe storage and maintaining confidentiality of enrolment records.

9. Definitions

- 9.1 **Regulation (r):** Education and Care Services National Regulations
- 9.2 **National Law (s):** Education and Care Services National Law Act.

10. Related Documents and Legislation

- 10.1 Related CECG Documents:
- [ELC and SAC Child Attendance and Collection Policy](#)
 - [ACT Enrolment Information Pack](#)
 - [Enrolment Policy](#)
- 10.2 Related legislation or Standards
- [Education and Care Services National Law Act](#) 2010
 - [Education and Care Services National Regulations](#) 2011
 - [National Quality Standard](#) (schedule to the Education and Care Services National Regulations)

11. Contact

- 11.1 For support or further questions relating to this policy, contact the CECG Early Learning Team.