



Annesley Junior School
Values Matter

Enrolment and Orientation Policy



POLICY STATEMENT ON ENROLMENT AND ORIENTATION

In order to develop and maintain respectful and supportive relationships with our prospective families we follow a procedure to ensure families can access the relevant information pertaining to our School. We support families in their decision making by offering tours, meetings, orientation visits and general information regarding their child's commencement.

PROCEDURE FOR ENROLMENT

Families can access information regarding our School in a variety of ways. Prospective families contact School Reception and are then guided to access general information, the Admission Application Form and the Session Request Form from the Annesley Junior School website. The Registrar, the Principal and/or the Director ELC are available to answer any queries. The Annesley Junior School website is updated regularly to ensure the information accurately reflects our current practice and procedures.

Families are invited to tour Annesley Junior School at a mutually convenient time with either the Registrar, the Director ELC or the Principal. These tours are private tours so that discussions will best cater for the family's needs and interests. Application forms are then supplied for the family if they have not already downloaded and completed one from the School website www.annesley.sa.edu.au.

Once the Registrar has received the completed Application Form and the parents/carers and the child have met with the Director ELC or the School Principal either at the time of the tour or at an additional appointment time, the application then proceeds to the wait list. Please note that the family must have met with either the Director ELC or the Principal to ensure the School is fully informed as to the child's development to ensure that Annesley Junior School is able to cater for the child's learning and personal needs.

A letter of offer from the Principal is sent to the family offering their child a place at Annesley Junior School. The letter states the child's commencement date. To accept this Offer of Place the letter must be returned, signed by the parents/carers, together with the payment of the non refundable enrolment fee.

Additional forms are then sent to the family requesting consents and information about the child. All forms must be returned and received by the School prior to the child commencing. Failure to do this will postpone the commencement date.

Offer of Place

A formal Offer of Place will be made up to two years preceding that in which admission is sought.

In offering a place to a child:

- Annesley is bound by and upholds all laws of the State or Commonwealth concerning discrimination on the basis of race, gender or different ability.
- Subject to the foregoing, Annesley reserves all rights to exercise absolute managerial discretion in making any such offers including (but not limited to):
- Offering a place to a family who demonstrates a genuine intention to have their child complete its education to Year 6 at Annesley Junior School.

- Giving preference to an offer of place to a child who has a sibling attending Annesley Junior School in Reception – Year 1.
- Offering a place dependent on the number of positions availed at the appropriate year level.
- Offering a place to a child for any other reason; notwithstanding the timing or manner of that child's request for enrolment.

Applicants to whom places are offered will be asked to accept an Offer of Place, and to pay an enrolment fee of \$500.00 as a condition of acceptance. Should the student's enrolment be cancelled after confirmation, this deposit will be forfeited. The acceptance of an Offer of Place constitutes a binding agreement with Annesley Junior School on the terms set out in the Conditions of Enrolment in the Application for Admission.

As places are allocated based on the earliest date of receipt of the Application for Admission form, it is important that the child's name be placed on the waitlist as promptly as possible. A place at Annesley Junior School is not assured until a formal Offer of a Place is made and is accepted in accordance with the Conditions of Enrolment.

Applicants may elect to defer entry to a later year. Deferred applications will be added to the waiting list for the newly nominated year and level, and will be considered according to the original date of lodgement of the Application for Admission. A deferral made after a formal offer has been issued does not guarantee a place in a later year or level.

It is essential that the School be kept informed of changes to the information given on the Application form. No responsibility can be taken by the School for non-delivery of its communications. A considerable period of time may pass between waitlisting and enrolment of a student at Annesley and we therefore urge families to communicate to the Registrar all changes of address and other contact details as they occur.

Priority of Applications in the Early Learning Centre

In addition to the guidelines for Places of Offer as outlined in this document and on the Application for Admission, entry into the Early Learning Centre also abides by the Priority of Access Guidelines in accordance with Family Assistance Law to meet approval for Child Care Benefit (CCB) purposes.

Early Learning Centre Entry

Parents/carer's nominate the desired days of attendance. For children aged 2 and 3 years of age there is an attendance minimum of two days per week and children aged four years of age there is a minimum of three days per week. Every attempt will be made to place the child on the desired days. However when sessions are at capacity children will be placed on a waiting list and parents/carers will be advised when a vacancy is available.

New students to commence in the ELC at the beginning of each of the School terms. A family may apply for an alternative commencement date but the availability of staff, supervisor-student ratios and the child's needs will determine the school's capacity to vary the date of commencement.

Early Learning Centre Orientation

New families commencing at the start of a term will be invited to attend the ELC Orientation Morning which will be held late in the term prior to commencement. This orientation session will offer the children time to play and socialise with the ELC staff in their new environment and for the parents/carers to attend a group session led by the Director ELC (or nominee). The presentation will include information about the daily routine, curriculum information, daily requirements, where families can access additional ELC information and parenting information, ELC and Junior School Policies, communication and reporting procedures and how families can participate in the ELC and wider Junior School community. The uniform shop will be open at this time for parents to purchase the School uniform.

Prior to the child's commencement date an additional visit may be offered for the child and a parent/carer to attend the child's ELC room from 9:00am to 10:30am. This will provide the child with the opportunity to

engage in morning meeting, shared fruit and play experiences. The carer/parent must be in attendance during this time.

During the child's first weeks at ELC families are encouraged to be flexible with their arrival and departure times. On arrival we encourage families to enter in a calm manner and to support their child to organise their belongings, to go to the bathroom and to select an activity to enjoy with their parent before saying goodbye.

Families are also encouraged where possible, to keep their child's first days at ELC shorter than normal. This is to provide the child with time to settle into the new environment and to adjust to a busy day at ELC while still feeling fresh and energised. A gradual extension of their attendance time is desired. Additional information regarding settling is available in the *Early Learning Centre Handbook* under *Your Child's First Day*.

Transitions

Students commencing at two years of age will begin in the Banksia Room. Then at approx 3.6 years of age when children are fully toilet trained and are socially confident to interact with their older peers they will then commence in the Wattle Room. The student's commencement date into Reception will be negotiated between the Director, staff and the parents/carers. A number of factors will influence the decision as to when the best entry into Reception occurs. Prior to a student moving from Banksia to Wattle or from Wattle to Reception there will be frequent opportunities for the child to visit and interact in the new environment to facilitate an enjoyable and successful transition.

Junior School Entry

New students are able to commence in the Junior School at the beginning of each of the School terms. Alternative commencement dates may be negotiated to accommodate families' needs.

Junior School Orientation

Prior to the child commencing in the Junior School, where possible, a number of transition visits will be arranged to enable the child to familiarise him/her with the classroom, peers, staff, play areas and the routines. On these transition days the children should wear the Annesley School uniform.