Enrolment Policy

Annesley Junior School

Dare to Become

Annesley Junior School

Early Learning Centre & Primary School

Set on beautiful, park-like grounds on the fringe of the Adelaide CBD, Annesley Junior School is a co-educational, mid fee ELC–Year 6 school. We are committed to research informed, evidence-based practice, that positions Annesley as experts in early learning and primary education.

Relational practices are central to everything we do. We understand that children thrive when they feel known, valued and safe. Our culture of belonging is shaped by our six Annesley Values - *Connection, Kindness, Bravery, Wisdom, Gratitude and Joy.*

As an International Baccalaureate Primary Years Programme World School, our approach to learning values the explicit teaching of English and Mathematics, alongside engaging, transdisciplinary inquiries, and a broad specialist program. Through embedded entrepreneurial and experiential learning opportunities, our students are empowered with the knowledge, skills and attributes needed to be successful in their world today, and into their future.

School Tours

At Annesley we offer personalised Early Learning Centre (ELC) and Primary School tours for each family with our Principal, Deputy Principal or Director of ELC. We invite you to book a tour on our website.

Applications

Applications for admission can be submitted at any time (once a child has been born) and for any year level from our ELC to Year 6. We recommend families submit applications well in advance of the requested enrolment year. All applications are completed and submitted online via the Annesley website. A separate application is required for each child. A small, non-refundable application fee (per child) is due and payable at the time of application.

Annesley has two Reception intakes per year, one in Term 1 (January) and the other in Term 3 (July), also referred to as Mid-Year Reception. Students entering Term 1 Reception must be five years of age on or before 30 April of year of entry. Students entering Mid-Year Reception must be five years of age on or before 31 October of year of entry. Students entering Mid-Year Reception will spend six terms in Reception, with the same peer group and teacher.

Requests for Reception enrolments for students with birth dates outside of these dates may be considered under extenuating circumstances and must be made through consultation with the Principal.

Withdrawal of Application

An application may be withdrawn by notifying the Enrolments Office in writing by email: enrolments@annesley.sa.edu.au.

Personalised Learning

Annesley Junior School has an open enrolment policy. In accordance with this policy, and to ensure that all students have access to the most appropriate education and support for their learning needs, it is important that parents detail any learning, emotional, or social support needs of their child at application. In the best interests of a student, enrolment is best considered when all information has been made available regarding the adjustment and accommodations required for each learner.

Offers of Enrolment

An offer of place is made at the sole discretion of the school and can be made up to two years in advance of the requested enrolment year for both our ELC and Primary School. Offers of place are subject to availability and applicants are granted priority in the following order:

- Siblings of enrolled Annesley students
- Students enrolled in the Annesley Early Learning Centre receive priority for entry into Reception.
- Students enrolled for future commencement in Reception receive priority for entry into the Early Learning Centre
- Children of Annesley Junior School staff
- Children and grandchildren of Old Scholars
- The date on which the Application for Admission was received

To accept and confirm a formal offer of place, families must complete the required documentation provided and pay a non-refundable enrolment fee.

An accepted formal offer of place can be deferred once only. A request for deferral can be made in writing to the Enrolments Office, specifying the desired new start date. For any further requests to change the start date, the applicant will be returned to the waitlist, and a place will be subject to availability.

A formal offer of place may be declined by families by notifying the Enrolments Office in writing by email: enrolments@annesley.sa.edu.au. A previous formal offer of place that has been declined does not guarantee an offer of place for a future entry point.

Conditions of Enrolment

Students enrolled at Annesley are subject to the School's policies, as published on our website and as available to enrolled families on Anney.

Immunisation Requirements (Early Learning Centre)

In accordance with legislative requirements of the South Australian Public Health Act 2011, children are not able to enrol in or attend our Early Learning Centre unless all immunisation requirements are met. The 'No Jab, No Play' amendment aims to increase vaccination coverage rates, and therefore increase protection of children enrolled in and attending early childhood services against vaccine preventable diseases.

The South Australian Public Health Act 2011 states:

- An early childhood service must not enrol a child if all immunisation requirements are not met
- A child cannot attend, or continue to attend, an early childhood service if all immunisation requirements are not met
- Early childhood services must keep a current copy of an approved immunisation record for each child enrolled in, or attending that service, and
- Approved immunisation records must be supplied by parents/caregivers to the early childhood service at specified times.

For enrolment in the Annesley Early Learning Centre, children must be fully immunised in accordance with immunisation requirements appropriate for their age. Parents must provide the Enrolments Office with an up-to-date Medicare Immunisation History statement for their child (accessed via the MyGov website or from Medicare) before an enrolment can be confirmed.

A copy of SA Health's 'Early childhood services and immunisation requirements – Parents and carer's Frequently Asked Questions' dated 10 May 2021 is available at this link.

Early Learning Centre Bookings

A minimum requirement of two days per week is important to support children to build a connection to their teachers, educators, friends and daily routines. Twelve months prior to commencing Reception, students are required to attend a minimum of three days a week, to prepare for the transition into attending primary school five days a week.

Changes to permanent Early Learning Centre bookings can only be accommodated if there are places available. Requests will be placed on a waitlist, if they are not able to be accommodated immediately. We prefer families avoid changing bookings during the term, as this can impact the planning of teaching and learning in our ELC. Any request for change made later than the end of the term prior may not be accommodated.

Casual bookings can be requested through the Xplor App. If a casual place is available, confirmation will be confirmed on the Xplor App.

Annesley Junior School Early Learning Centre's three and four-year old programs are delivered in partnership with the Government of South Australia's Flying Start program's terms and conditions. For more information, please see the Office for Early Childhood Development's website.

Absences at the start or end of an Enrolment

For Child Care Subsidy (CCS) to be paid on ELC fees the child must attend on their first and last enrolled day in our Early Learning Centre. Services Australia generally won't pay CCS for any absences before the first day of your child's physical attendance in our Early Learning Centre or after the last day your child physically attends. In these situations, full fees will be payable.

However, if you have an approved reason, Services Australia may pay CCS for absences up to six days at the start of the end of an enrolment. The absence days must occur in the six days before the first or six days after the last day of attendance.

This includes if the child or a member of their immediate household (including the partner of the person caring for the child) is unwell. Evidence in the form of a medical certificate, or evidence from a government agency or pathology service is required. If your child is physically absent at the start or end of their enrolment due to illness, please email scanned copies of your certificates to frontoffice@annesley.sa.edu.au, or provide a hard copy of the above required evidence, within 7 days of their enrolment date.

More information can be found on the Services Australia and Department of Education websites.

Adding an Additional Carer to a Student File

When a request is made to add an additional carer to a student's file, the Principal, Deputy Principal, or Director of ELC must first contact the parent making the request.

During this contact, they will:

- Obtain permission to approach the other enrolling parent(s) listed on the enrolment form to seek their approval for an additional contact to be added.

With consent from the requesting parent, the Principal, Deputy Principal, or Director of ELC will then contact the other enrolment signatory to seek their permission to add the additional contact

If the other enrolment signatory approves the request to add an additional contact to a student file, the Principal, Deputy Principal, or Director of ELC will instruct the Operations Team to add the additional contact to the student's file.

The Principal, Deputy Principal, or Director of ELC will record the request and any permissions granted in the student's file for documentation and compliance purposes.

Access to Digital Learning Platforms

In the interest of protecting student information, photographs and data at Annesley, access to the school's digital learning platforms is provided to enrolling parents only.

While we recognise that extended family members are often closely involved in children's lives, our responsibility for data security is our priority and limited access protects the safety and privacy of the children in our care.

Access for non enrolling caregivers may be considered where a child spends a significant and regular amount of time in their care. At Annesley, this is defined as a minimum of one overnight stay on a weeknight each week, on an ongoing basis. If you have any questions about this policy, please don't hesitate to contact the school.

When a request is made to add an additional carer to a student's profile on the school's Learning Management System (LMS), the Principal, Deputy Principal, or Director of ELC must first contact the parent making the request. During this contact, they will:

- Clarify the purpose of the request
- Confirm that the family member to be added has a caring role for the student for at least one overnight stay on a weeknight each week, on an ongoing basis.

If the Principal, Deputy Principal or Director of ELC consider the request to be genuine and appropriate, they must then obtain consent from the requesting parent to contact the other enrolment signatory.

Once consent is given, the Principal, Deputy Principal, or Director of ELC will contact the other enrolling parent/s to seek their permission for the additional family member to be granted access to the LMS.

If the other enrolment signatory approves the request, the Principal, Deputy Principal, or Director of ELC will instruct the Operations Team to add the additional family member to the student's LMS profile and grant appropriate access.

The Principal, Deputy Principal, or Director of ELC will record the request and any permissions granted in the student's file for documentation and compliance purposes.

Termination of Enrolment

An enrolment may be terminated by the school under the following circumstances:

- Failure to pay school fees (please refer to our Student Fees Policy)
- Non-compliance with the school's Code of Conduct by the student and/or the parents/caregivers
- Non-compliance with the other policies and procedures of the school
- Information provided at the time of enrolment is false and/or misleading
- The welfare and safety of others in the school community or the need to maintain order and protect the rights of others, make it necessary that the student no longer be present in the school community, in accordance with our Wellbeing, Behaviour and Engagement Policy.

Notice of Withdrawal

Enrolment may be terminated by the parents/caregivers by providing written notification to the Principal.

- ELC students require eight weeks' notice
- ELC students in their last term before moving onto Reception at Annesley require one full term's notice
- Students in Reception to Year 6 require one full term's notice.

Please refer to the Student Fees Policy for further information.

Please note, Annesley's Enrolment Policy and process is subject to change. The most current policy will be accessible on the school's website.

Annesley Junior School
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