



Operational Policies

2.06 Admission and Enrolment Policy

Classification: Finance and Administration

Date: August 2023

Applies to: All Employees

Review Date: August 2025

Approved by: General Manager

Purpose:

- To ensure that the process of enrolling and admitting children into a service is fair, equitable and consistent.
- To ensure children and the families of children enrolling at the service receive an induction that is welcoming, supports their individual needs and promotes on-going participation.

References:

- Education (Early Childhood Services) Regulations 2008
- Licensing Criteria for Early Childhood Education and Care Centres 2008
- Ministry of Education Funding Handbook
- Privacy Act 2020
- United Nations Declaration on “The Rights of the Child”

Definitions:

- Kaitiaki Kindergartens – is referred to as ‘The Association’
- Head Teachers and Centre Managers – are referred to as Service Leaders
- Kindergartens and Early Learning Centres – are referred to as services
- The Ministry of Education – is referred to as MoE
- Professional Practice Leaders – are referred to as PPL
- The General Manager and their direct reports – are referred to as Senior Management

National Education and Learning Priorities – NELPs considered:

- **Objective 1:** Learners at the centre. Learners with their whānau are at the centre of education.
 - **Objective 2:** Barrier free access. Great education opportunities and outcomes are within reach for every learner.
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Policy

1. The Association expects all services to operate a process of enrolment and admission of children that is fair, equitable and consistent.
2. Parents/caregivers of all eligible children are able to register an application for their child's enrolment and have their child placed on the service's waiting list.
3. Service Leaders are responsible for overseeing the maintenance of the service's waiting list and the admission of children.
4. Service Leaders are responsible for ensuring that the process of enrolling and admitting children is fair, equitable and consistent, while ensuring the service's effective operation.
5. Services may develop specific procedures to accompany this policy that reflect their specific operation and licence. The Service Leaders will seek guidance from Senior Management in the development of these procedures to ensure that they do not contradict the intent of this policy. All procedures must be signed off by the General Manager.
6. The Association has established appropriate procedures to meet legal requirements relating to the gathering and keeping of records and provide appropriate IT support to ensure the upkeep of records. Teachers are required to follow these procedures.
7. Parents/whānau/caregivers will be required to abide by Ministry of Education funding rules and The Association's policies regarding funding and any fees relating to the child's place at the service.
8. The Association will ensure that families are able to register their interest and begin the enquiry process at a service via an online system.
9. When a parent seeks to make any changes to their child's enrolment, they must provide 2 weeks' notice to the service. The Service Leader will consult with the service administrator to evaluate whether the change is possible. If the change is able to be accommodated, the Service Leader or administrator must ensure the child's enrolment information is updated on Infocare/Discover. This will involve:
 - a. Creating a new timetable to reflect the change
 - b. Printing out the new timetable and making sure the parent/guardian signs it
 - c. Filing the new (signed) timetable in the child's enrolment file.
10. Children are legally able to continue to attend a service until the age of 6. Service Leaders will support families who choose this option for their child.
11. Where a parent seeks to keep their child at a service beyond the age of 5, the Service Leader will work with the child's parents/whānau/caregivers and where appropriate, any external agencies involved to make a decision based on the best interests of the child.



Procedures

Waiting List

Children can be accepted onto the waiting list at any point, including prior to birth. Waiting list enrolment forms can be accessed by the parent/whānau/caregiver at the service or via the website.

Admission

Admission is the process by which a child is taken from the waiting list and starts attending. Service Leaders work together with their Administrator to ensure that this is a fair, equitable and consistent process. There are many issues that they will consider when making decisions regarding the order of admission of children, such as:

- The need to ensure licence numbers are maintained;
- Needs or circumstances of the family;
- Attendances of the child's siblings or other whānau members;
- Any diverse needs of the child;
- The capacity for the service to support any diverse needs of the child;

While the Association confirms its commitment to ensuring a culture of inclusion in all its services, it acknowledges that to effectively support the diverse needs of children already in their care, services need to recognise when they are at capacity given the adult to child ratios. The Service Leaders will regularly consult with their PPL to monitor this aspect of the enrolment and admissions process.

Enrolment Agreement

There must be a signed enrolment agreement including a National Student Number (NSN) in place for each child before the child can attend the service. The parent/whānau/caregiver must be made aware of the times available for the child to attend each week and a copy of the enrolment agreement must be given to the parents.

Families may choose to be registered and/or enrolled at more than one service but these times must not overlap or occur at the same time.

Induction

Each teaching team will develop procedures for the induction of children and families into the service. These procedures may include:

- How and when the induction will occur;
- What information will be shared e.g. assessment process, how parents will be consulted and informed about their child's learning and progress, routines, fees, role of The Association etc;
- How this information will be shared e.g. verbally, written etc;
- Who will be involved in the induction;
- Expectations for settling children and how this will be negotiated with parents;
- When and how additional support from other professional agencies e.g. MoE's Learning Support, will be sought to ensure the individual child's needs are met.



The induction processes will ensure:

- Children and their families are welcomed and feel comfortable in the environment;
- The child and their family have an appropriate introduction to the service's environment which may include attending a pre-entry group, visits to sessions, etc;
- All appropriate information is shared with and received from family/whānau at the most appropriate time;
- Teachers endeavour to meet the needs of the child and family/whānau;
- Children and their family/whānau become familiar with the service's procedures.

Attendance Records

The Infocare/Discover programmes contain the official record of children's enrolment and attendance at the service. These registers are the records from which bulk funding claims are made to MoE and these claims are audited regularly by the MoE to ensure that our claims are accurate. Very strict guidelines are imposed for the claiming of funding and all Service Leaders and Administrators must be aware of these requirements and apply them in their entirety when maintaining the registers.

Placement of 5 year olds

Currently funding for 20 ECE hours is available for 5 year olds.

Roll Administration

Maximum rolls are to be maintained to the specified licence numbers at all times. We are accountable for the provision of places for children in our services and are obligated to maximise the Government funding available. The service's licence refers to the maximum number of children that may attend at a specific time.

Roll Verification

The daily sign in sheets must be marked by staff on a daily basis. As parents/whānau/caregivers sign their child in/out there is no requirement for any further verification of rolls.

Transfers

When a child transfers from another service, that child shall be registered on the waiting list. In the case where a child is already attending an Association service and if circumstances permit, the child may be admitted to a session or group immediately.

Signed:

Tara Solomon
General Manager

Date:

05/04/24

Endorsed by the Kaitiaki Kindergartens Board at the Board Meeting of 6 March 2024