

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 operating under the Education and Care Services National Law (the National Law) in respect to enrolment and orientation.
Description of changes	Reviewed policy, included the new CCMS system (Xplor) in procedures for ELC and SACS during enrolment. Clarified the process for ELC and SACS and added the priorities.
Applies to	☐ Organisation-wide ☒ ELCs & SACS ☒ Staff only ☐ Students only ☐ Staff and students
Status	☐ New ☐ Major revision of existing document ☒ Minor revision of existing document

Publication location	Intranet and Public Website
Related documents	Enrolment Policy ELC and SAC Child Attendance and Authorisation Policy ACT Enrolment Information Pack
Intranet category	Early Learning Centres and School Age Care
Review date	May 2027
Trim reference number	R590931

Approval authority for this version:	School and Family Services Leader
Approval date:	6/5/2025
Accountable authority	General Manager Early Learning Centres
Responsible officer	Senior Manager – Early Learning Quality and Compliance

1. Summary.....	3
2. Enrolment	3
3. Enrolment into CECG ELC and School Age Care Services	3
4. ELC Enrolment Priorities	4
5. Orientation	4
6. Enrolment Records	5
7. Children with specific needs.....	5
8. Record Keeping.....	6
9. National Quality Standard	6
10. Related Documents	6
11. Contact.....	6

1. Summary

- 1.1 This policy sets out the Enrolment and Orientation principles and processes for children enrolling to attend Early Learning Centres (ELC's) and School Age Care Services (SACS). The Policy operates in conjunction with the Enrolment Policy for Catholic Systemic Schools which applies to Schools, ELCs and SACS.

2. Enrolment

- 2.1 ELCs and SACS must comply with the policies, principles, procedures and priorities outlined in the [Enrolment Policy](#), and the Catholic Education Archdiocese of Canberra and Goulburn ACT Enrolment Information Pack.
- 2.2 The National Regulations require that an enrolment record must be kept for each child enrolled at an education and care service and the information must be contained within the record including health information (r160-162).
- 2.3 The National Law requires that enrolment records must be kept and readily accessible by an officer authorised under the National Law (S175). For the ACT an authorised officer is an officer of the Regulatory Authority, Children's Education and Care Assurance (CECA).

3. Enrolment into CECG ELC and School Age Care Services

- 3.1 When a family has indicated their interest in enrolling their child/ren into a SACS, they will use the Xplor waitlist booking form/link and the Nominated Supervisor will email the family if the waitlist form has been accepted. They will proceed to the full enrolment process if the following conditions are met:
- the maximum daily attendance does not exceed the licensed capacity of the service.
 - a vacancy is available for the booking required.
 - the adult to child ratio is maintained at the service.
- 3.2 When a family has indicated their interest in enrolling their child/ren into an ELC, the family completes the CECG enrolment form online through Funnel/Digistorm (not more than 1 year before the child will be enrolled). The Nominated Supervisor then prioritises the enrolments according to the CECG list of priorities. Before offering a place, the nominated supervisor must ensure the following:
- the maximum daily attendance does not exceed the licensed capacity of the service.
 - a vacancy is available for the booking required.
 - the adult to child ratio is maintained at the service.
- 3.3 It is a legal requirement that before the child starts at the service, all required documents have been provided including:
- the completed enrolment form.
 - medical management plans (if relevant) completed by the child's general practitioner.
 - birth certificate or passport.
 - a current Immunisation History Statement from the Australian Immunisation Register (AIR) showing the child is up to date with immunisations for their age.
 - details of any court orders, parenting orders or parenting plan.
 - Specific healthcare needs of the child, including allergies and intolerances.

- Any medical management plan for a specific severe healthcare need, medical condition, or allergy. It is the family's responsibility to keep the Service informed of any changes to the information recorded on the application form.
- 3.4 The Nominated Supervisor conducts an enrolment interview with the child and parent/carers before offering a place at the service. The enrolment interview gives the family and Nominated Supervisor the opportunity to meet each other, find more about the child's development, likes and dislikes, the family dynamic, discuss the service's philosophy, hours of care and the different booking that are offered.
- 3.5 Before commencing at the ELC/SAC, families need to ensure they have completed the activity test and acknowledged CCS eligibility through Services Australia.
- 3.6 The Nominated Supervisor ensures each child has a completed Government enrolment set up in the CCMS software (Xplor) and the family has confirmed their child/rens individual Complying Written Arrangement (CWA) for care. When changes have been communicated with the ELC/SAC, the Nominated Supervisor must update the arrangement in the CCMS software (Xplor), and the families are required to confirm the changes through MyGov.
- 3.7 Acceptance of a child into a Catholic Early Learning Centre (ELC) does not confer an automatic entitlement into the primary school at which the ELC is located. Students enrolled in an ELC will continue their primary education at a designated Catholic System primary school within their Priority Enrolment Area.

4. ELC Enrolment Priorities

- 4.1 Early Learning Centres (ELC) Children who are turning four (4) before 30 April and:
1. Are baptised Catholic who are resident in the Parish and/or designate priority enrolment area.
 2. Have siblings who attend a Catholic System primary school in the Parish or a Catholic System secondary school.
 3. Are children of staff in the selected ELC and/or associated Primary school(s).
 4. Are baptised Catholic from other Parishes or outside of the priority enrolment area who cannot obtain places in their local Parish/in-area ELC.
 5. Are non-Catholic whose parents/guardians desire and are committed to a Catholic Education.

5. Orientation

- 5.1 Orientation provides children and families the opportunity to become familiar with an ELC and SACS 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.
- 5.2 Nominated Supervisors must facilitate an orientation that endeavours to meet the needs of individual children and their families, based on their understanding at the time of each child, family and individual needs.
- 5.3 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. Whilst some children may 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.

6. Enrolment Records

- 6.1 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.
- 6.2 To ensure 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 included in the enrolment record and 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 and accurate information about the child being enrolled at the service to provide an appropriate level of care and supervision.
- 6.3 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 be marked 'n/a' to record that the information was sought, but not relevant to that child; or
 - The parent completing the form forgot to include the information and request that the missing information be provided.
- 6.4 If the Nominated Supervisor suspects insufficient, false or misleading information has been provided or if relevant information is withheld at any time during the enrolment process, they may choose to not progress or suspend the enrolment until such time as the required information/documentation is received or any necessary modifications are made.
- 6.5 Enrolment records are to be kept confidential in accordance with the requirements of the National Regulations (r182).
- 6.6 The CE Privacy Policy should be referred to for procedures on the safe storage and maintaining confidentiality of enrolment records.

7. Children with specific needs

- 7.1 Children of all needs and abilities are accommodated for at CECG ELCs and SACS. In circumstances where it is assessed that the service can adequately meet the child's needs, the Nominated Supervisor may request additional information at the 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 from therapists.
 - diagnosed medical condition or letter 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.
 - opportunities for observational visits to prior educational settings.

- 7.2 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 their enrolment at the service.

8. Record Keeping

- 8.1 Enrolment records are to be kept confidential in accordance with the requirements of the National Regulations (r182).
- 8.2 The National Regulations require that child enrolment records are stored in a safe and secure place and are kept as a minimum until the end of 3 years after the last date on which a child is educated and cared for by the service (regulation183). However, CECG policy is to keep the record permanently.
- 8.3 Record keeping must comply with the [Record Keeping Policy](#) and [Privacy Policy](#), including safe storage and maintaining confidentiality of enrolment records.

9. National Quality Standard

- 9.1 Quality Area 6 of the National Law promotes collaborative partnerships with families and communities.
- 9.2 Standard 6.1 is focussed 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.

10. Related Documents

- 10.1 CECG Documents:
- [Enrolment Policy](#)
 - [ELC and SAC Child Attendance and Authorisation Policy](#)
 - [ACT Enrolment Information Pack](#)
- 10.2 Legislation and Standards:
- Education and Care Services National Law 2011
 - 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 ELCSACTeam@cg.catholic.edu.au.