



Enrolment Policy and Procedures

Highfields School exists to provide high quality early childhood education for its students. It is a non-denominational, co-educational school catering for students from three to eight years of age. The main points of entry to Highfields are the Preschool and Kindergarten.

This policy is to be read in conjunction with the Terms and Conditions of Enrolment.

Key Legislation

Education and Care Services National Law Act 2010: Sections 167,170,176

Education and Care Services National Regulations: Regulations 2011

Privacy Act 1988

Public Health Act 2010 No 127: Part 5 Division 4, Section 87

Health records and Information Privacy Act 2002 (NSW)

Early Childhood Standards and Regulations

NQS

QA5	5.1	Respectful and equitable relationships are maintained with each child
	5.2	Each child is supported to build and maintain sensitive and responsive relationships
QA6	6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role
QA7	7.1	Governance supports the operation of a quality service

National Regulations

Regs	102	Authorisation for Excursions
	160	Child enrolment records to be kept by approved provider and family day care educator
	161	Authorisations to be kept in enrolment record
	162	Health information to be kept in enrolment record
	168 (2)(k)	Education and care service must have policies and procedures – enrolment and orientation
	177	Prescribed enrolment and other documents to be kept by approved provider
	183	Storage of records and other documents

Enrolment Information

Applications for Admission to the Wait List may be made at any time by parents/guardians using the School's application for Admission to the Wait List form. A non-refundable Application Fee must accompany the application.

Students are eligible for entry into the Two Day Program providing that they have turned three years of age on or before 31st January in the year they are due to commence.

Students are eligible for entry into Kindergarten providing they turn five years of age on or before 31st January in the year of entry. (Exceptions may occur in some circumstances.)

Students may be admitted into the Three Day or Five Day Program, Kindergarten, Year 1 or Year 2 if places are available.

All enquiries regarding Enrolment can be directed to enrolments@highfields.nsw.edu.au or by phone 9416 3743.

Before applying for enrolment parent/carer(s) should read:

- the Enrolment Policy and Procedures
- the current Fees schedule, and
- the Terms and Conditions of Enrolment

These are all available on the School's website and can be emailed or posted on request.

Enrolment Procedures

1. All applications are processed as per the School's Enrolment Policy and Procedures.
2. Applications for Admission to the Wait List are processed in order of receipt and a confirmation is sent to parents/guardians advising that the student has been placed on the Wait List.
3. At the time of application for Admission to the Wait List parents/guardians are encouraged to share any information that will help the School better meet the student's needs in accordance with School Policy.
4. While on the Wait List, parents/guardians may elect to defer the student's point of entry to another year. Deferrals must be notified in writing. The student will then be added to the Wait List for that altered entry point.
5. A Provisional List will be produced from the Wait List approximately one year prior to the student's requested starting date.

6. The presence of a student's name on a Provisional List does not guarantee an offer of enrolment.
7. Placement of a student on a Provisional List is dependent on the order in which applications for Admission to the Wait List are received, and will also take into consideration:

A family connection with the School:

- if the student (applicant) is a sibling of a current or ex-student,
- if one or both parents attended the School, and
- whether the values, attitudes and priorities of the student's family are compatible with the School's philosophy.

The School's:

- ability to meet the special needs or abilities of the student, and
- preference towards those applicants seeking enrolment from the Two Day Program through to the completion of Year 2.

8. From this Provisional List, parents and students are invited to attend an interview.
9. The School has absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer enrolment to any student.
10. It is the responsibility of the parents/guardians to advise the School of changes to the address and telephone numbers of the student and each parent/guardian. Failure to do so may prevent a student from receiving an offer of enrolment.
11. Parents/guardians will be informed of the enrolment outcome.
12. On acceptance of an offer of enrolment, parents/guardians agree to abide by the Terms and Conditions as set out in the Application for Enrolment.
13. A student is considered to be enrolled when:
 - parents/guardians have both signed the Acceptance of Enrolment offer
 - parents/guardians have completed the enrolment process with the provision of all required documentation (birth certificate, immunisation status, Visa and Health Care Plan if applicable)
 - parents/guardians have supplied supporting information as set out in the Application for Enrolment
 - a non-refundable Enrolment Fee payment has been made, and
 - the student has been placed on the admission register of the School.
14. The School reserves the right to alter its enrolment policy and procedures at any time.

Any questions concerning enrolment should be referred to the Admissions Officer at enrolments@highfields.nsw.edu.au .

A number of Enrolment Terms and Conditions are listed below. A complete list is provided with the Enrolment Form for parents/guardians and can be found on the School website.

Amendment of Terms and Conditions

The School may alter the Terms and Conditions of Enrolment at any time by giving at least two term's notice to parents/guardians, and will take effect from the beginning of a calendar year.

Resourcing, Accountability and Reporting

Enrolment information is required by State and Federal Government agencies at various times throughout the year. This information provides data for resourcing specific programs, obtaining Commonwealth and State funding and for national reporting purposes.

Related Policies and Forms

Authorisations

Orientation Policy

Privacy Policy

Collection Notice

Waitlist and Enrolment Form

Enrolment Terms and Conditions

The School's policies which have been made from time to time are made pursuant to the requirements set out in section 47 of the *Education Act* and of the NESA for the registration of the school.

Reviewed

March 2025