ENROLMENT AND ORIENTATION POLICY

ENROLMENT STATEMENT

Loxton Lutheran School Early Learning Centre offers its program of Christian, play-based learning to all applicants regardless of ethnic origin, gender, religion or disability provided that:

- through enrolment procedures, parents seeking enrolment for their children undertake to support willingly and freely the stated purposes of the Loxton Lutheran School Early Learning Centre
- adequate space and resources are available
- it is established that the centre can meet the needs of the student

In the case of more applicants than enrolment places, preference will be given to:

- Children already enrolled at the Centre
- Parents who commit to their child attending Loxton Lutheran School

Thereafter, applications will be considered in order of receipt of a completed enrolment form.

Applications will be considered in the order they are received in each priority area. A fully filled out enrolment form will need to be lodged with the school/ELC before an enrolment will be considered. A request form will then be given to families for them to indicate the days they would like to access the centre. A written confirmation will then be sent back to families for the ELC to confirm enrolment places and only then will places be guaranteed for the term following. This request in writing and confirmation of request in writing will be repeated every term as the priorities are addressed for each child on a term by term basis.

ENROLMENT PROCEDURE

Preliminary applications for enrolment are received at any time.

An interview with the Director can be arranged prior to the enrolment being accepted, but is not compulsory.

Enrolments in the Early Learning Centre are on a term by term basis.

Parents of applicants are informed as to acceptance or non-acceptance.

In the case of more applicants than enrolment places, preference will be given according to our current enrolment practices stated previously.
EARLY LEARNING CENTRE POLICY

Early Learning Centre enrolments are taken each term.

There are 12 full day places available on Tuesday and Friday and 8 full day places available on Wednesday and Thursday. Half days are also available on each of these days.

If a child is absent on any particular day, families will still need to pay the fee for that day, as places are reserved for a whole term. If families give the centre enough notice of a day absent, another child may be offered that place for that day only, and therefore the family of the child absent will have the days fees deducted from their terms fee.

CHILDREN WITH SPECIAL NEEDS

Loxton Lutheran School ELC aims to provide all children with a quality, play –based education which develops an individual to his/her potential.

The ELC has an inclusive enrolment policy and thus all applications are welcome.

However where a child has identified special needs related to their learning, enrolment cannot be confirmed without full consideration being given to the individual needs of the applicant and whether the ELC can meet those needs.

Parents of children with special needs are required to provide complete and accurate information about their child so that a thorough investigation of the school’s ability to cater for the needs of the child may be conducted prior to the enrolment decision being made.

The South Australian Equal Opportunities Act 1984 and the Commonwealth Discrimination Act 1992 make it unlawful for education authorities to discriminate against a person on the ground of impairment by refusing or failing to accept an application for admission as a student. Therefore, Loxton Lutheran School ELC will not discriminate against children with disabilities and will apply the same conditions of entry that are applicable to all children. Loxton Lutheran School ELC will put into place (prior to enrolment) a process to determine the special needs of each student with a disability. If the ELC is unable to meet those needs then in the best interests of the child it may not be possible to accept the enrolment or negotiate a modified placement.

For the purposes of this policy, a child with special needs is considered to be any child who requires specialised and professional attention above and beyond the individual attention already afforded to the students at Loxton Lutheran School ELC. Such special needs may be as a result of intellectual impairment, physical impairment, social/emotional difficulty, sensory impairment or severe multiple disabilities.

In order to facilitate consideration of enrolling a student with special needs, parents are requested to furnish the following information with the application form:

- any current reports and/or assessments related to a school setting;
- educational testing carried out by an accredited professional.
- any special requirements such as health and personal care.
- any past or current agency support.

As is the case of all enrolments, if false or misleading statements are made in the enrolment form or if relevant information is not disclosed at the time of enrolment, the Director may suspend enrolment at any time, until the educational needs of the child have been determined.

At least on an annual basis the enrolment of each child with special needs will be reviewed so that the school continues to meet his/her educational needs.

TERMINATION OF ENROLMENT

The Director, after discussion with the school Principal, and consultation with relevant staff members, may terminate the enrolment of any child should the continued involvement of that child be regarded as prejudicial to the distinctive aims of the school, and/or detrimental to other students.