Enrolment Policy

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Version	Date	Notes
1.3	February 2025	Review and reference to CEN Hub removed. Reviewed on the basis of November 2023 changes to Australian Consumer Law in school contracts ensuring terms are not unfair.

Authorised By	Date
ICE Board	27th July 2023

Version History

Version	Date	Notes
1.0	October 2019	New Illawarra Christian Education Policy from CEN Hub Policy (Illawarra Christian School and Calderwood Christian School)
1.1	July 2021	Changes to enrolment percentages, priorities and updates to reflect current processes in sections: 4, 7, 8.2, 8.3 and 9
1.2	July 2023	Changes to Sections 8.2(d) and 10F for the explicit inclusion of Start Strong Funding Priority of Access Rules for Prep for clarity
1.3	February 2025	Review and reference to CEN Hub removed. Reviewed on the basis of November 2023 changes to Australian Consumer Law in school contracts ensuring terms are not unfair.

Illawarra Christian Education (Illawarra Christian School and Calderwood Christian School)
Mission:
In Christ's service to partner with parents in providing a quality Christian Education founded on the Word of God.

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Important related documents

Privacy Policy Finance Policy: Fees Attendance Policy Discipline Policy Prep policies Complaints Framework	Record Keeping Policy Student Code of Conduct School Rules Enrolment Support Documents

Legislation

Education Act 1990
Privacy Act 1988 (Cth)
Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)
Health Records & Information Privacy Act 2002 (NSW)
Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth)
NSW Public Health Act 2010
NSW Public Health Amendment (Review) Bill 2017
Disability Discrimination Act 1992 (Cth)
Disability Discrimination Amendment Act 2005

Disability Discrimination & other Human Rights Legislation Amendment Act 2009

Family Law Act 1975 (Cth)

Australian Consumer Law 2011 (Cth)

Other References

RANGS Manual, January 2018, (latest version on website)

Prolegis Enrolment Module, Privacy Law update, Feb 2018, used by permission, Prolegis Pty Ltd

'Privacy Compliance Manual', Independent Schools Council of Australia & National Catholic Education Office, January 2018 (latest version on website)

Immunisation Enrolment Toolkit for Primary & Secondary Schools from 1 April 2018, NSW Govt

NSW Immunisation Schedule (as of April 2024) NSW Govt
nsw-childhood-immunisation-schedule.pdf

Recent updates to the Australian Consumer Law: School contracts and unfair terms – (November 2023)

1 INTRODUCTION

References to Illawarra Christian Education (or the School) below include reference to its schools: Illawarra Christian School and Calderwood Christian School.

Illawarra Christian Education exists to partner with parents in the education of students from Prep to Year 12, following NESA curriculum requirements, in a Christian community where Jesus Christ and His teachings are allowed to shape our attitudes and actions.

Enrolment enquiries are invited from all families that support the aims of the School and who want an effective Christian education for their children.

Our selection criteria are established to reflect the ethos of the School. We seek to enrol those children we judge to most benefit from the academic program we offer; who demonstrate a willingness to participate in the full range of activities on offer; and whose families understand and are supportive of the Christian aims and objectives of the School.

We will assess all applications to enrol against these criteria.

This enrolment policy and its processes are designed to assist the School, and families, to determine the optimal educational experience for potential students; and to assist them achieve their goals in an environment that supports their unique development.

2 CHRISTIAN RATIONALE

God gives the care and raising of children to parents, within the support of the community. *Start children off on the way they should go, and even when they are old they will not turn from it*. (Proverbs 22:6, NIV)

Parents' choice of Christian education for their children honours the State and Federal government education authorities for standards in education and provides a Christian worldview that recognises the sovereignty of Christ. God's word to parents is that children should be well-trained in the commandments He gives. *Impress* (these commandments) *on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.* (Deuteronomy 6:7)

The development of Christian worldview in education is Illawarra Christian Education's mandate to partner with parents in the formation of young men and women of Christian character who will be effective leaders in their community. The decision of parents to enrol their children in the School is to assist them to fulfil their duty in raising children who will love God and love their neighbours.

3 PURPOSE OF THIS DOCUMENT

The purpose of this document is to set out the policy and procedures of Illawarra Christian Education ("the School") in relation to enrolment of students. It includes:

- the selection criteria for enrolling new students
- the procedures to be followed to ensure procedural fairness in the assessment of enrolment applications
- administrative procedures

4 TABLE OF RESPONSIBILITIES

Responsibilities	Evidence of Compliance
Principal/Business Manager	
Ensure compliance with procedures set out in this document	Enrolment records
Ensure all relevant people are aware of these processes and policies	Staff meetings; emails
Report to the School Board	Board reports
Enrolment Registrar	
Process new enrolments	Student record in Synergetic
Receive and process enrolment enquiries and applications	Database
Coordinate enrolment interviews	Calendar
Maintain enrolment documentation	Hard copy files; database
Advise administration and teaching staff in preparation for new enrolments to the School	Email
Maintain Register of Enrolment	Database
Interview Panel / School Principal	
Assess enrolment applications: - with regard to the criteria and priorities outlined in this policy and procedures document - equitably, to assist parents to make the best decision for their child's schooling - make a decision about each application	Interview records
Administrative Staff	
Update rolls, class lists, year lists, house lists	Database; records
Coordinators/ Teaching Staff	
Preparations for the incoming student	Database
Parents and Students	
Comply with the Terms of Enrolment	Signed letter of offer which references all relevant agreements and forms
Provide to the school all information required	School records
Inform of any changes to information	Record of notice; updated files
Maintain fee payments	Fee Statements

5 DEFINITIONS

- 'The School' – Illawarra Christian School and Calderwood Christian School, also referred to as 'Illawarra Christian Education'
- 'The Board' – the governing board of Illawarra Christian School and Calderwood Christian School, comprising its Chairperson, Executive and members
- 'Parent/s' – includes guardians and carers with primary responsibility for the child
- 'Disability' – includes physical, intellectual, psychiatric, sensory, neurological, and learning disabilities, as well as physical disfigurements, and the presence of disease-causing organisms in the body. The definition includes past, present and future disabilities as well as imputed disabilities and covers behaviour that is a symptom or manifestation of the disability.
- 'Discrimination' – can be 'direct': any less favourable treatment of a person on the grounds of their disability; or 'indirect': when there is no overt discrimination, but the same treatment has a more deleterious effect on disabled people because of their disability.

6 POLICY

a) The school shall enrol children with regard for school-readiness, availability of places and, if places are limited, preferential priorities according to the school's Christian ethos.

b) No child shall be denied enrolment based on their race, colour, nationality, socio-economic background or any other attributes protected by law from discrimination.

c) The school shall not enrol children into Prep unless an Immunisation History Statement indicates that they are fully immunised.

d) An application to enrol does not guarantee a place at the school.

e) Upon acceptance of an offer of a place at the school, the school enters into a contract with parents to provide education to their children.

f) Review of an enrolment contract may be made if changed circumstances warrant a revision.

g) The school will maintain a Register of Enrolments.

h) The school collects information required by legislation, regulations and for the purpose of providing education to students.

i) The information collected, used and disclosed by the school is subject to the Privacy Act, and will be managed by the school in accordance with the Australian Privacy Principles.

(a) The school's Annual Report contains the text of the Enrolment policy; and details of changes made during the reporting year.

(b) The school reserves the right to alter its Enrolment Policy.

7 SUMMARY OF ENROLMENT PROCESS

(a) Engage with prospective families – information; tour of school

(b) Application process – receipt of application form, with all relevant information provided, plus application fee; interview and, if necessary, assessment of student booked

(c) Enrolment interview – with Interview Panel/School Principal; Decision – family given time to consider; principal decision notified to family

(d) Completion of enrolment – enrolment agreement

(e) Administration of new enrolment – preparation for new student

(f) Adjustment of enrolment agreement, as required, in response to change of circumstances

8 ENROLMENT AT ILLAWARRA CHRISTIAN EDUCATION

(Illawarra Christian School & Calderwood Christian School)

The enrolment process is a contractual negotiation and is deemed to commence at the stage of any inquiry, formal or informal.

8.1 Enrolment Enquiries

All enrolment enquiries are to be directed to the School Registrar.

8.2 Enrolment Criteria

Enrolment decisions are guided by the following criteria:

(a) The student's age at the date of proposed commencement:

(i) Into Prep – Prep children shall have turned 3 years of age by the 30 April.

(ii) Students enrolling in Kindergarten must turn 5 by 30th April of the year they start school. Students enrolling in Year 1 must turn 6 by 30th April. The Principal shall have discretion to admit younger students if warranted by their circumstances or ability.

(iii) Into other years – there is no minimum age requirement for other years. The Principal, or their delegate, may make enquiries from the child's previous school.

(b) School readiness, relevant to the age of the student, including:

- Social maturity
- Ability and attitude to learning
- Emotional stability
- Coordination skills (particularly children into Kindergarten)

(c) Other factors

- Class size/s affecting all students seeking enrolment
- The current make-up of the class
- The ability of the School to provide optimal learning environment for the child's educational, social, physical and emotional needs
- Parents' commitment to the aims of the School

(d) Enrolment priorities

When an application for enrolment is received and receipted, it is added to the appropriate waiting list according to a priority category as listed below, in order:

1. Children of members/associate members of the Association
2. Children whose parents are professing Christians, and whose application is accompanied by a reference from the minister of their church
3. Siblings of children already enrolled
4. Children of school alumni
5. All other children.

Where an applicant could reasonably fall into a number of those categories, they shall be categorised according to the highest priority they satisfy.

Where two or more applicants have equal priority, the applicant who satisfies the highest number of categories shall take precedence.

eg. An applicant satisfying both categories 2 and 3 would take precedence over an applicant satisfying categories 2 and 4.

For Prep, Start Strong Priority of Access guidelines are also factored into the prioritisation of enrolments, along with the needs of our school community in maintaining a minimum Christian Enrolment percentage. These priorities include:

- children who are at least 4 years old on or before the 31 July in that preschool year and not enrolled or registered at a school
- children who are at least 3 years old on or before 31 July in that preschool year and are:
- children from low income families
- children with an Aboriginal and Torres Strait Islander background
- children with disability or additional needs.
- children who are at least 3 years old on or before 31 July in that preschool year with English language needs
- children who are at risk of significant harm (from a child protection perspective).

(e) Minimum Christian Enrolment Percentage

The Board will seek to ensure that the majority of enrolments in each year group come from Christian families. These are families who satisfy the requirements for membership or entry into Priorities 1 or 2 on the waiting list. Use the following as guidelines:

- Each year group from Prep to Year 12 should aim to have a minimum of 75% of students from Christian families (category 1 or 2)
- High School students coming from non-Christian families but who make a credible confession of their own Christian commitment are to be included in category 2. They must attend church regularly, which can include attendance at a church youth group. Their application must include a reference from their church testifying to their Christian commitment. The reference must be signed by a recognised Minister of the church. Such students will be interviewed at the parent interview.

In special circumstances the Board may approve a temporary reduction in the minimum Christian percentage for a year group. It is expected that the year group would return to the normal minimum Christian percentage by filling subsequent vacancies from Christian families. This may be necessary to avoid breaking up families and therefore the board may choose to accept a non-Christian sibling enrolment. This would not increase the number of non-Christian families within our community.

The number of positions in a year group available to students from other families who do not meet the Christian criteria is calculated on the maximum year group size, rounded down to the nearest whole number.

The following table shows the number of positions available in a class to students from non-Christian families, according to class size.

Example year size	**Positions available to students from other families**
24	6
30	7
32	8
38	9
48	12
52	13
56	14

8.3 Conditions of Enrolment

(a) Immunisation

(i) Children shall not be enrolled into Prep unless an Immunisation History Statement indicates that they are fully immunised, or on an approved catch-up schedule.

(ii) Students enrolling in Primary or Secondary school are asked to provide:

- an Australian Immunisation Register (AIR) Immunisation History Statement – fully immunised child, according to the current NSW Immunisation Schedule; OR
- AIR Immunisation History Form – for a child on an approved catch-up schedule.

(iii) A student may be enrolled in Primary or Secondary school if an immunisation certificate is not provided, or if they are not fully immunised; however, they may be excluded from school in the event of an outbreak of a vaccine-preventable disease; or if they come into contact with a person with a vaccine-preventable disease, even if there is no outbreak at school. (Public Health Act)

(iv) The school shall notify the public health unit if an enrolled child has a vaccine-preventable disease; or if it is reasonably believed that an unimmunised enrolled child has come into contact with someone who has a vaccine-preventable disease.

(v) Parents are encouraged to complete their child's immunisation schedule.

(vi) Where immunisation has occurred overseas, parents should take their records to their GP who will report to the Australian Immunisation Register (AIR).

(vii) The school shall maintain a Register of Immunisation for all students enrolled into Prep; and a Register of Immunisation for Primary and Secondary students.

(b) The enrolment application form requires parents to agree to the following conditions of the school:

- Accept rules governing the school and the authority of the Board and Principal
- Their child will share fully in the life and programs of the School, including sporting events, devotions, biblical studies, assemblies, camps and excursions, which are all activities integral to the curriculum of the school

- They will provide the child with all additional equipment which may be required from time to time to enable the child to benefit from the education offered
- They will provide the correct school uniform, as described in the School Uniform Code, and ensure the child wears it
- They will uphold in every way possible the School's authority to administer discipline in accordance with the Discipline Policy
- They will respect the right of the Principal and Board to suspend or expel any student who does not comply with the stated policies of the school; or who threatens the welfare, reputation and respect of other pupils, other people, or the school in general
- Executive teachers have the right to search a student's belongings if deemed necessary
- All fees will be paid in accordance with the School's Fees Policy, Financial Agreement and any other agreement made with the Business Manager
- Non-payment of fees may result in a student's enrolment being suspended; the school may pursue collection of outstanding fees
- One term's notice shall be given of withdrawal of a student; or the school may charge fees in lieu of notice
- Permission granted or declined for publishing student photos/work
- Understanding that the school will disclose their personal information to State and federal government departments, as required by law

8.4 Enrolment Contract

In agreeing to enrol their child at the School, parents enter into a contract with the School to comply with the School's terms of enrolment, as outlined in the school policies.

These include:

- the provision of all necessary information required by the school for student well-being and education, and as required by legislation
- agreement with the school's Conditions of Enrolment (above)
- payment of fees according to the Financial Agreement
- and agreement with other requirements of the school

Parents are required to provide information regarding:

- Any special needs of their child
- Any Parenting or Restraint Order that applies to the prospective student/s and parent/s
- Full disclosure of details of any incidents or disciplinary action taken at the student's previous school

In the event of information relevant to the enrolment process being withheld, the School reserves the right to refuse or terminate the enrolment process on those grounds.

The Enrolment Contract comprises the Letter of Offer of a place at the school, and the Financial Agreement, signed by both parties.

8.5 Special Considerations

(a) **Adjustment to Enrolment Agreement**

Where a child has particular needs, or family circumstances indicate the necessity, the school will consult with parent/s, and other specialists if required, to determine a plan to facilitate the enrolment and education of a child at either Illawarra Christian School or Calderwood Christian School.

The agreed provisions will form part of the Enrolment Agreement between the school and the parents.

Examples are: flexible enrolment as part of a Return to School Plan for a student with health needs; partial enrolment of a student into a VET course only.

(b) **Assessment for Additional Support**

Learning assessment may be offered prior to enrolment where information provided by parents suggests that additional support may assist a student in their studies.

An appointment will be made for a suitable time for a Learning Support Coordinator to meet with the child.

Age-appropriate information will be collected to determine the scope and extent of educational support required.

8.6 Requirements for Continuing Enrolment

Continued enrolment depends on the conditions of the enrolment agreement being met. (See also: Attendance Policy)
In summary, these are:

- Student compliance with School Rules and Student Code of Conduct, or successful behaviour modification as set out in Discipline Policy
- Timely payment of fees, or new Financial Agreement arranged with the Business Manager
- Continuing agreement with school ethos and policies, and commitment to the aims of the school.

8.7 Probationary Enrolment

The School reserves the right to offer probationary enrolment if circumstances seem to warrant this concession.

The probationary enrolment shall be for the period of one term, with review; and will be assessed by the Deputy Principal/Heads of School, in consultation with relevant staff. (See Discipline Policy)

8.8 Register of Enrolment

(a) The school shall maintain a Register of Enrolment, according to NESA requirements (RANGS Manual refs: 3.6.2, 3.8); and including:

- Student name, age, address

- Parent names/ contact details
- Date of enrolment/ leaving/ destination of student
- Previous school/ pre-enrolment of children over 6 years of age
- Place of birth/ language spoken at home

(b) The Register of Enrolment is maintained on the school's LMS and SDS.

8.9 Reporting

(a) The school Business Manager and Principal report to the Board re: student enrolments and departures.

(b) The school's Annual Report shall include the full text of its Enrolment Policy, plus all prerequisites for continuing enrolment; as well as any changes made to the Enrolment Policy within the reporting year. (RANGS Manual ref: 3.10.1)

8.10 Records

(a) The Register of Enrolment is retained at least 5 years before archiving. (RANGS Manual ref: 3.8)

(b) Information entered into the school's database is maintained indefinitely.

(c) Hard copy files are securely archived, with access limited to authorised personnel.

(d) Immunisation certificates shall be retained for 7 years after the child has left the school.

9 OTHER DOCUMENT AND FORMS ASSOCIATED WITH ENROLMENTS

Student Medical Form	Term Dates
Student Code of Conduct	Uniform Code
School Rules	Application for Exemption from Enrolment form
Terms of Enrolment (Acceptance of offer)	Student Destination Unknown Form
Financial Agreement & Direct Debit Authority	Register of Immunisation

Enrolment Pack/Enrolment information

All relevant enrolment information is provided online or supplied at the time of the enrolment enquiry.

Checklist of Evidence of Compliance

Policy Ref	Evidence	School Doc	File Location	Reference	Check
6.f 8.8 8.10a	Register of Enrolment - Student name, age, address - Parent names/ contact details			RANGS 3.6.2; 3.8	

	- Date of enrolment/ leaving/ destination of student - Previous school/ pre-enrolment of children over 6 years of age - Place of birth/ language spoken at home - Destination unknown of student under 17 years of age				
6.c 7.c 8.3b 9.2	Enrolment Application: - Student name, age, address - Parent names/ contact details - Date of enrolment/ leaving/ destination of student - Previous school/ pre-enrolment of children over 6 years of age - Place of birth/ language spoken at home - terms & conditions - fee arrangement - parenting arrangements/ Court Orders - behaviour issues from previous school				
6.b 8.2.a.i 8.3.a	Immunisation history			NSW Public Health/ immunisation	
above	Register of Immunisation				
7.d; 8.5.b 9.3.5 7.h; 8.5.a	Additional needs of child - adjustment to Enrolment Agreement - Learning Support			Welfare Policy T&L: Learning Support Policy	
7.d 9.3	Interview	Procedural fairness			
8.4; 9.4.5; 9.5	Letter of Offer/ Decline				
9.6	Signed Letter of Offer				
9.8.a	Student Records file				
9.5	Medical Plan (IP)			WHS: Significant Medical Needs Policy	
	Appeals				
7.e	Decisions				
	Complaints				

10 APPENDIX A: LEGAL OBLIGATIONS AFFECTING ENROLMENT POLICY

Commonwealth 'Disability Discrimination Act 1992', and 'Disability Discrimination and other Human Rights Legislation Amendment Act, 2009' – defines 'unlawful discrimination' as discriminatory action taken for a 'prohibited reason' in a relevant area of activity. This includes education, and 'educational authorities', defined as bodies or persons administering 'educational institutions'.

Disability Discrimination Amendment Act 2005 (Department of Employment and Workplace Relations)

A disabled child has the right to seek admission and enrol on the same basis as prospective students without disability including the right to reasonable adjustments.

The School has requirements to:

- Take reasonable steps to ensure that the enrolment process is accessible.
- Consider students with disability in the same way as students without disability when deciding to offer a place.
- Consult thoroughly with the parents/guardians and prospective student about the effect of the disability on their ability to seek enrolment; and any reasonable adjustments necessary
- Accurately assess and realistically cost alterations which may be needed to accept the enrolment
- Obtain independent expert assessment
- Don't assume the exemption provision will apply to your School ('unjustifiable hardship')
- Eliminate harassment and victimisation
- (Disability Standards for Education 2005 Guidance Notes')

About the Disability Standards for Education 2005

The Standards provide clarity and guidance about the rights of students under the DDA. They specify how education and training services are to be made accessible to students with disabilities at all stages of the education and training process.

Standards Part 4 – enrolment in an educational institution and participation in the courses or programs, and use of services and facilities, provided by an educational institution

Standards Parts 5 & 6 – participation in educational courses or programs that are designed to develop their skills, knowledge and understanding, including relevant supplementary programs

Standards Part 7 – accessing student support services provided by educational authorities and institutions, including access to specialised services needed for them to participate in the educational activities for which they are enrolled

The following terms are important:

- On the same basis – a student with disabilities must have opportunities and choices, which are comparable with those offered to students without disabilities. This applies to: enrolment; participation in courses or programs; and use of facilities and services.
- Consultation – with student and parent/ guardian about effect of disability in relation to courses and teaching, and any reasonable adjustments necessary to help the student access and participate in education and training.

- Reasonable adjustment – education providers have an obligation to make reasonable adjustments to accommodate the needs of a student with disability; and to consider the interests of all parties affected, including the student with disabilities, the education provider, staff and other students.
- Unjustified hardship – the Standards do not require changes to be made if this would impose unjustifiable hardship on the education provider. All relevant circumstances are to be taken into account when assessing unjustifiable hardship including: benefit or detriment to any persons concerned; disability of the person; financial circumstances of the education provider. However, the exception of unjustifiable hardship does not apply to harassment or victimisation.

IMPORTANT:

The first inquiry (formal or informal) made by a parent/ guardian is deemed to be the commencement of the enrolment process.

(A) **Commonwealth 'Family Law Act 1975' and any amendments**

'Parental responsibility' (Family Law Amendment Act 1995) means that both parents are responsible for care, welfare and development of their children

Unless there is a Court Order to the contrary, both parents are responsible for deciding how they want their child educated, for keeping informed on their child's educational progress, and for consulting with the School their child attends.

Therefore, provided there are no Court Orders to the contrary, the School must:

- Seek to contract with both parents
- Indicate in the contract that if both parents sign, they are jointly liable to pay the School fees;
- Recognise in the contract that both parents are entitled to receive communications about their child's education
- Any member of the School staff who assists one of the parties to contravene a Court Order will be deemed to have contravened the Court Order themselves

(B) **'Federal Privacy Act 1988'**

Each School must comply with the thirteen Australian Privacy Principles (APP's).

Ensures that personal information held about an individual is:

- Only collected when it is needed in order for the School to meet its obligations & fulfil its functions
- Only used for the primary purpose for which it was collected
- Handled and stored with regard for an individual's privacy
- Available for the individual to view and correct where relevant
- Only disclosed when required by law, or with the consent of the individual who provided the information

'Sensitive information': includes information about racial/ ethnic origin, political opinion, religious/ philosophical beliefs, sexual preferences and health information.

Don't collect sensitive information unless:

- With consent (parents can consent on behalf of child)
- Required by law to collect such information (such as may be required to fulfil School's common law duty of care)

- To avoid or lessen the threat to a child's life or health (medical information)

Consent must be obtained to use a child's photograph in school publications, or for details to be included in a school directory at the time they sign the enrolment contract. You must phrase these questions in such a way as to allow the parent/ guardian to opt out in specified circumstances only.

MCEEDYA (Ministerial Council for Education, Early Childhood, Development and Youth Affairs) – produces the 'Data Standards Manual: Student Background Characteristics' from information schools are required to obtain by the Education Ministers of each State. (ACARA – Australian Curriculum Assessment & Reporting Authority)

Maintaining and Storing Information

Reasonable steps must be taken to ensure information held is accurate and up-to-date.

Information must be stored securely; and destroyed or the identity removed when it is no longer needed.

(C) Common Law Duty of Care

Common law Duty of Care allows the collection of information about children enrolled in the School, in order to care for them whilst under the supervision of the School.

This applies to:

- the collection of medical information during the enrolment process;
- informing any staff who my need to act on the information (including any training necessary to manage the condition or equipment used in managing the condition;
- consideration in any plans or school activities as they affect the child

(D) Australian Consumer Law 2011

Competition and Consumer Act 2010

The Act includes provisions dealing with corporations misrepresenting themselves in some way.

Misleading Advertising – conduct relating to acts, omissions or silence that could lead a person to form an erroneous conclusion (likely to mislead or deceive a consumer). Schools cannot make misleading claims about the subjects or programmes that are offered, the nature of facilities, or the capacity of the School to cater for children with special needs

A claim of misleading information may be based on: material viewed on a website; online content such as advertising; written materials; business conduct; information on the Internet about the business, products or services; claims made by staff members, etc.

A court decision regarding an 'erroneous conclusion' will take into account a cross-section of the public who may come into contact with the information, and why the person reached the erroneous conclusion.

(E) Contract Law

There are two contracts involving the School in the enrolment process:

- Pre-Enrolment Contract: the School offers to consider the student for enrolment; the parents accept this offer by completing and lodging the Enrolment Application Form and paying the Enrolment Fee.

  This contract ends when the application is rejected, or a place is offered.

- Enrolment Contract: the School offers the student a place at the School; the parents accept the offer by signing the Statement of Commitment, accepting the Terms of Enrolment and agreement to pay School Fees.

  This contract ends when the student leaves the School at the end of the School programme, or the contract is terminated by the student's being withdrawn, or the terms and conditions of the agreement are breached.

(F) **NSW Dept of Education Start Strong Community Preschools Priority of Access Guidelines**

"4.2 Priority of Access

Services are required to give equal priority of access to:

- children who are at least 4 years old on or before the 31 July in that preschool year and not enrolled or registered at a school.
- children who are at least 3 years old on or before 31 July in that preschool year and are:
  - children from low-income families
  - children with an Aboriginal and Torres Strait Islander background
  - children with disability or additional needs.
- children who are at least 3 years old on or before 31 July in that preschool year with English language needs
- children who are at risk of significant harm (from a child protection perspective).

There is no order of priority assigned to the list of points above. Priority must be given to the groups outlined above before any other groups, including 3-year-olds not eligible for equity loading.

The guidelines are intended to assist services with making enrolment decisions, in a way that seeks to allocate places to those in the greatest need. However, the particular community needs of the preschool will also be relevant. Services are encouraged to maximise the number of children with 600 hour enrolments. Services should consider the hours children are enrolled at other funded services when making enrolment decisions."