

# Enrolment Policy

December 2016

## Rationale:

To establish fair, transparent and accountable enrolment procedures for the Association centres.

## Aims:

- To establish the key components of any decision-making.
  - pedagogy
  - financial viability
  - quality environments for children
  - legislative requirements.
  - equity of opportunity for all children from within the University community
- To meet the University's expectations re: University of Otago staff or student families.
- To acknowledge mana whenua expectations for enrolment in the Te Pārekereke o Te Kī.
- To identify priority families.

## Implementation:

1. Each centre will be licensed for the maximum number of children planned to use the centre under existing Education (ECE) Regulations. To ensure quality environments for children, with consideration given to meeting budgets, we will operate with lower numbers of children on a regular basis. Extra children, up to licence numbers, will be accepted under exceptional circumstances at the Director's discretion.
2. Ratios which support quality interactions for children will be set for each centre. These will be within Education (ECE) Regulations or better.
3. When offering places to families/whānau the optimal even spread of children across age/gender demographics and the full day/part day mix of enrolments in the centre will be considerations.
4. Three half day bookings over 3 days per week is the minimum requirement for all children. This is to ensure children attend enough to develop strong relationships with other children and teachers. This will apply to all new family enrolments accepted after the 1<sup>st</sup> of January 2017.. For children over 3 years three short day sessions is the minimum enrolment. Variation to this is at the discretion of the Director.
5. There may be a limit to hours available for enrolment to maintain budgeted daily income. E.g. an enrolment over midday may make an afternoon booking unusable.
6. There may also be a limit to hours available for enrolment to facilitate the running of the programme in the best interests of the whole group. E.g. minimise disruption over lunchtime.
7. Fees charged must ensure the financial viability of the Association with strong consideration given to the affordability by families/whānau.
8. Four weeks advance notice is required when a child is finishing at the centre.

9. There will be no barriers to enrolment of a child because of the special needs of the child and/or family/whānau. A management plan may be required to support the enrolment.
10. The priority order for places in an OUCA Centre will be:
  - Children of staff and students of the University of Otago, with priority given to children from families/whānau who are already members of the Association (see point 11)
  - OUCA teachers' children – priority placement in an OUCA centre is given in the interests of staff retention. (A negotiated arrangement between the teacher and Director, to establish the optimal centre will precede the enrolment.)
  - Children of Ngāi Tahu whānau.
  - Children from the wider community
11. The priority order for places at the Te Pārekereke o Te Kī will be different from that outlined above, in reference to the other OUCA Centres, to acknowledge the partnership with mana whenua in the provision of education and care in this centre:

*A condition of enrolment, for children to be given priority in Te Pārekereke o Te Kī, will be that they are children of whānau who are actively committed to speaking te reo Māori conversationally in the home.*

  - Tamariki of staff and students of the University of Otago - particularly those employed or studying in areas of Government priority.
  - Tamariki of staff and students of the University of Otago and OUCA teacher's children.
  - Children from the wider local Community.
12. If whānau circumstances change, in that they no-longer have a connection with the University as a staff member or as a student, any enrolled children at this time may continue at an Association centre until they leave for school. Any following sibling's enrolment is not given priority; however this is at the discretion of the Director. *This would not apply to enrolments at the Te Pārekereke o Te Kī because there are no other centres in Dunedin offering a bi-lingual curriculum.*

\*Half day and full day are as per the fees schedule

Review date: October 2017.