

Policy

Preschool enrolment policy

Please note this policy is mandatory and staff are required to adhere to the content

Summary

The Preschool enrolment policy identifies groups of children who may wish to enrol in preschools and clarifies their eligibility for resource entitlements. This policy applies to all DECD staff involved in preschool enrolment procedures.

Table 1 - Document details

Publication date	23 March 2017
File number	DECD17/02016
Related legislation	Education Act 1972 Children's Services Act 1985
Related policies, procedures, guidelines, standards, frameworks	DECD School Enrolment policy , Gifted and talented children and students policy , Guidelines for the provision of DECD preschool associated programs , Children and students with disability policy , Protecting children from vaccine preventable diseases procedure
Version	Version 1.3
Replaces	Version 1.2
Policy officer (position)	Senior policy officer, Preschool Policy and Programs unit
Policy officer (phone)	8207 2433
Policy sponsor (position)	Director, Early Childhood Services
Executive director responsible (position and office)	Executive director, Early Years and Child Development Division
Applies to	All DECD staff involved in preschool enrolment procedures
Key words	Enrolment, preschool, Aboriginal, guardianship, gifted and talented, overseas, interstate, additional needs and/or disability, proof of age
Approved by	Executive director, Early Years and Child Development Division
Approval date	16 March 2017
Review date	14 December 2017

Table 2 - Revision record

Date	Version	Revision description
December 2014	1.0	This version aligns with the new Policy framework and incorporates revisions 1-4 of the previous Preschool Enrolment policy.
November 2016	1.1	Minor edit to include the provision for children of Defence Force families.
February 2017	1.2	Minor edit to include the request at enrolment for parent or guardians to provide immunisation evidence for their child
March 2017	1.3	Minor edit to include the provision of the eligibility to enrol in preschool for all children who have been under a guardianship order irrespective of their status on their third birthday.

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1. Title

Preschool enrolment policy

2. Purpose

The Department for Education and Child Development is responsible for providing preschool education programs in a range of government funded centres including preschools, kindergartens, school-based preschools, integrated centres and children's centres. These sites provide an education program for children in the year before full time school as well as to other children who are 'deemed' eligible preschool enrolments.

The 'preschool enrolment policy' identifies groups of children who may wish to enrol in preschools and clarifies their eligibility for resource entitlements.

3. Scope

All departmental staff involved in preschool enrolment procedures.

4. Policy detail

4.1 Eligible preschool enrolments

Children are entitled to access 4 terms of preschool in the year before they start school. There is 1 intake at the beginning of each year for children who turn 4 years of age **before** 1 May.

In addition, the following groups of children are also eligible preschool enrolments and may commence throughout the year.

4.1.1 *Aboriginal children and children under guardianship of the Minister*

Aboriginal children and children who are or have been under the guardianship of the Minister for Education and Child Development may start preschool after their third birthday. These children may attend up to an average of 12 hours per week initially, increasing up to 15 hours per week at the beginning of the year in which the child turns 4 years of age before 1 May.

Aboriginal children and children who are or have been under the guardianship of the Minister may have an extended period in preschool up to 6 years of age. All children are required to be enrolled and attending school by the age of 6 as per the *Education Act 1972*.

4.1.2 *Gifted and talented*

Children, who have been assessed as gifted and talented, meet the eligibility requirements of the DECD 'gifted and talented children and students policy' and have been granted early enrolment to school, may enrol at preschool up to 4 terms prior to starting school.

Preschool enrolment is conditional on the principal of the school, who has granted the child early enrolment to school under the 'gifted and talented children and students policy', confirming, in writing, the acceptance of the early school enrolment and the child's school commencement date.

The director or principal is responsible for the decision as to whether the child can enrol early at preschool.

4.1.3 Interstate and overseas transfers

Children transferring from an interstate or overseas preschool, and whose 4th birthday is on or before 31 July, will be deemed an eligible enrolment subject to the following documentation being provided to the preschool:

- A letter from the educational leader of the interstate or overseas preschool acknowledging that the child met the eligibility criteria for that state or country and was enrolled in and regularly attended preschool for a **minimum of 1 full term** prior to transferring to South Australia.

4.1.4 Australian Defence Force families

Children of families where a parent is serving in the Australian Defence Force will be deemed an eligible enrolment if their 4th birthday is on or before 31 July.

4.2 Other enrolments

The following children may access preschool provided the preschool has the capacity to accept the enrolment within existing resources. Children enrolled in these programs may be eligible to access support services.

4.2.1 Early entry

Early entry may be considered for children, who are considered to be in 1 or more of the following groups, 2 terms prior to commencing full time preschool;

- children with additional needs and/or disability
- children with emerging English as an additional language or dialect (EALD)
- children who are at significant risk due to family circumstances.

Early entry is decided on a case by case basis. Directors or principals may negotiate early entry when;

- additional time at preschool is likely to significantly improve a child's learning and developmental outcomes

and

- consultation has occurred between the director or principal, centre staff, parents and where applicable, support personnel.

Early entry may commence for up to 3 hours per week in the first term. This can then increase to a maximum of 6 hours per week from the beginning of the second term of early entry.

Eligible enrolments will take priority over early entry enrolments.

4.3 Extended transition to school

An extended transition, at the request of parents, may be granted to children with additional needs and/or disability and who have a negotiated education plan (NEP) (or equivalent).

Children may access additional time at preschool, for 1 term, in the form of a transitional arrangement with the school if, in the professional judgement of the preschool director and the school principal and in collaboration with the relevant support services personnel, additional time in the preschool learning environment would maximise the child's educational outcomes.

During this transition period the enrolment of the child will be at the school.

4.4 Proof of age requirements

At the time of enrolling in preschool, parents or guardians are required to provide proof of their child's birth date. One of the following documents will be accepted:

- Passport
- Birth certificate
- Official Centrelink documentation which states the child's name and birth date.

4.5 Immunisation evidence

At the time of enrolling in preschool, parents or guardians are requested to provide evidence of their child's immunisation status. Refer to the [Protecting children from vaccine preventable diseases procedure](#)

4.6 Starting school

Children are required to be enrolled and attending school by 6 years of age. Refer to the [DECD School enrolment policy](#).

5. Roles and responsibilities

Table 3 - Roles and responsibilities

Role	Authority/responsibility for
Executive director, Early Years and Child Development division	Approves preschool policies and procedures
Director, Early Childhood Services	Endorses preschool policies and procedures
Preschool Policy and Programs unit	Reviews preschool policies and procedures
Site leader	Takes responsibility for the implementation of the 'preschool enrolment policy'

6. Monitoring, evaluation and review

Early Childhood Services, in consultation with key stakeholders and the Preschool Policy and Programs unit will review this policy on a 3-yearly basis unless required earlier.

7. Definitions and abbreviations

Table 4 - Definitions and abbreviations

Term	Meaning
Eligible preschool enrolment	Children who are 4 years of age before the 1 May are eligible to access up to 4 terms of preschool in the year before they start school.

Term	Meaning
Preschool	An approved early childhood educational program delivered by a qualified early childhood teacher to children in the year before they start schooling. Preschools may also be referred to as a kindergarten, school-based preschool, children's services centre or integrated children's centre.
Parent	Legal guardian of the child.
Additional needs and/or disability	Children with disability and/or additional needs eg physical impairment, hearing impairment, vision impairment, autistic spectrum disorder, global developmental delay, speech and language impairment and/or significant challenging behaviours.
Negotiated education plan (NEP)	A Negotiated education plan is a document that sets out the needs, aims and objectives for individual children with disability in order to facilitate access and participation in their educational program on the same basis as their same aged peers (refer to the Students with Disability Policy).
31 July	This date aligns with the latest cut-off date that children may enter preschool or school interstate.
Immunisation status	A record illustrating whether a child is age appropriately immunised

8. Supporting documents

[DECD School enrolment policy](#)

[Gifted and talented children and students policy](#)

[Guidelines for the provision of DECD preschool associated programs](#)

[Preschool enrolment form](#)

[Students with disability policy](#)

[Protecting children from vaccine preventable diseases procedure](#)