

PRESCHOOL ENROLMENT POLICY Version 1.15

In South Australia all children are entitled to access a preschool program over 4 terms the year before they start school.

The majority of children enrolled in a preschool program will live within the preschool local catchment area. Acceptance into a particular preschool is subject to the preschool's capacity and available resources. Priority consideration will be given to children living within our local catchment area. If the preschool has places available after enrolling local children and children in care, places may be offered to children living outside of the preschool local catchment area.

Children can enrol in our preschool program provided that the child resides in SA and:

- has Australian citizenship or permanent residency, or
- is a child with a relevant specified visa.

Our preschool has two major enrolment intakes each year, where children are eligible to access their full preschool entitlement (15 hours per week).

Intake 1 for children starting at the beginning of the year (term 1), and intake 2 for children starting mid-year (term 3).

- Intake 1 - Children who turn 4 years of age before 1 May, are eligible to start preschool at the beginning of each year (term 1).
- Intake 2 - Children who turn 4 years of age before 1 November are eligible to start preschool mid-year the same year (term 3).

Children who turn 4 years of age on or after 1 November are eligible to start preschool in intake 1 the following year. Eligible children who enrol after the commencement of each intake can start at a mutually agreed time between the parents and the director.

It is recommended families consider their child's readiness to commence preschool before enrolling in a preschool program. When a family decide their child will commence school in the year, they turn 6 years of age, the child is eligible to access preschool in the 4 terms prior to commencing school.

First Nation's children

First Nation's children are eligible to attend preschool after their 3rd birthday. In these circumstances, children may attend for an average of 12 hours per week. Aboriginal children are eligible to access their full preschool entitlement (15 hours per week) at the beginning of:

- term 1, if the child has turned 4 years of age before 1 May of that year.
- term 3, if the children has turned 4 years of age before 1 November of that year.

Aboriginal children may either start school when they reach the age of eligibility for enrolment at a government school or continue at preschool until they turn 6 years of age.

Children in care

A child in care can access and enrol at any government preschool regardless of their home address. Wherever possible, a child in care should be accommodated through a preschool's registration of interest process for round 1 offers.

Children who are or have been in care are eligible to attend preschool after their 3rd birthday. In these circumstances, children may attend for an average of 12 hours per week.

Children in care are eligible to access their full preschool entitlement (15 hours per week) at the beginning of:

- term 1, if the child has turned 4 years of age before 1 May of that year.
- term 3, if the children has turned 4 years of age before 1 November of that year.

Children who are or have been in care may either start school when they reach the age of eligibility for enrolment at a government school or continue at preschool until they turn 6 years of age.

Gifted and talented learners

Children granted early entry to a school by the principal, as per the curriculum, pedagogy, assessment and reporting: early childhood services to year 12 policy, are eligible to attend a preschool program over 4 terms in the year before they start school.

The child's preschool enrolment is conditional on the principal of the school confirming, in writing, the child's early entry to school and their start date.

Interstate and overseas transfers

Children transferring from an interstate or overseas preschool, who turn 4 years of age on or before 31 July, are eligible to enrol in a SA government preschool in the term 1 intake cohort of that year.

The principal or director must be satisfied and have sufficient documented evidence that the child has been enrolled in and regularly attended a preschool program for a minimum of 1 term prior to transferring to SA.

Australian Defence Force families

Children who turn 4 years of age on or before 31 July and have a parent who is a full-time serving member of the permanent navy, the regular army or the permanent air force are eligible to enrol in a government preschool in the term 1 intake cohort of that year.

The director must be satisfied and have sufficient documented evidence that 1 or both parents are current serving members.

Admission to preschool

Admission to our preschool is managed by the director in accordance with the Department for Education.

Before confirming the child's enrolment, parents will be asked to provide evidence of their child's immunisation status, the child's residential addresses, full name and birth date.

Immunisation requirements

For a child to enrol and continue to attend a preschool, a child must meet the immunisation requirements.

A parent must provide current approved immunisation records for their child:

- at the time of enrolment
- after the child receives a scheduled immunisation within specified age ranges.

Withdrawing from preschool

A child may formally withdraw from preschool within the first 4 weeks of commencing preschool and is eligible to re-enrol in a preschool program, starting at the beginning of the following intake. The preschool notification of withdrawal form must be completed and the end date must be recorded in the child's enrolment record.

Parents seeking to re-enrol their child in the same preschool must apply through the registration of interest process for the coming enrolment intake (ie a place will not be reserved).

Management will:

- Offer an Information session to parents of children starting the preschool program.
- Encourage families to participate in all aspects of the Children's Centre e.g. volunteering and the Governing Council.
- Encourage families to provide written or verbal feedback relating to the enrolment process.
- Provide a translator for families if required, to assist in the Enrolment and Orientation procedure.

Staff will:

- Communicate with the family about their child's initial visits and about procedures relating to signing in, parent communication pigeon holes etc.
- Ensure that during the first term of the Preschool program, and during the mid-year intake, there is a strong focus on developing relationships, establishing routines and setting limits to ensure a positive orientation.

CREATED: November 2007

REVIEWED: November 2008, March 2009, January 2010, January 2010, January 2011, January 2012, January 2013, January 2014, January 2015, January 2016, January 2017, January 2018, January 2019, September 2020, September 2021, September 2022, September 2023

TO BE REVIEWED: September 2024

SOURCED: South Australian Curriculum Standards Accountability Framework
Programming and Planning in Early Childhood Settings 3rd edition
Early Years Learning Framework 2009, V2.0, 2022
Early Years Learning Framework – Professional Learning Program “Conversation” 2011
DFE School and preschool enrolment policy - August 2023