



MADGE SEXTON KINDERGARTEN

QUALITY AREA 7: Service Management

Enrolment and Orientation

This policy/procedure must be read in conjunction with the following Department for Education policies/procedures:

- [School and preschool enrolment policy \(education.sa.gov.au\)](http://education.sa.gov.au)

Department for Education Preschool Enrolment Policy

The Department for Education is responsible for providing preschool education programs in a range of government funded centres including Kindergartens, school-based Preschools (formerly known as Child Parent Centres), integrated centres and Early Childhood Development Centres. These centres provide sessional preschool for eligible children, and where possible, unfunded programs to support young children such as pre-entry sessions, emergency care and playgroups.

Eligible enrolments

Madge Sexton Kindergarten offers a sessional preschool program to children who are eligible enrolments as determined by Department for Education as per below:

1. Children are entitled to access 4 terms (1 year) of government preschool in the year before they start school. If your child turns four before 1 May they are eligible to start preschool at the beginning of the year. If they turn four on 1 May to 31 October they are eligible to commence preschool through the mid-year intake at the start of term 3 of that year. If they turn four after 31 October they will be eligible to commence preschool at the start of the following year.

Proof of age and legal name will be required upon pre-enrolment with birth certificate, passport or official Immunisation History Statement from Medicare that states the child's name and birth date– nothing else accepted.

2. *Children who identify as Aboriginal and Children in Care* are entitled to attend preschool from the age of 3 years. The child can attend up to 12 hours per week which then increases to 15 hours once the child turns 4 years of age. The child is also entitled to continue attending the Preschool program until 6 years of age.
3. *Approved early entry or extended enrolment:* The Director may negotiate early entry or extended enrolment when:
 - additional time at preschool is likely to significantly improve a child's learning and developmental outcomes
 - the preschool has the capacity within its current resources and consultation has occurred between the Director, staff, parents and, where applicable, personnel from the region, such as Preschool Support Program, Bilingual Support Program, and/or other specialist agencies.These enrolments are to be counted as eligible enrolments for funding purposes, however where a service is experiencing enrolment pressures, children enrolled under Early Entry or Extended Enrolment will take second priority to other eligible enrolments.
4. **Immunisation requirements.** For a child to enrol and continue to attend a preschool, a child must meet the immunisation requirements under the South Australian Public Health Act 2011 (SA). A parent must **provide current approved immunisation records for their child that shows that the child's immunisation is up-to-date** or on catch up schedule with a future end date or evidence that their child has an approved exemption from the Chief Public Health Officer.

Madge Sexton Kindergarten Priority of Access:

We welcome all families to attend Madge Sexton Kindergarten; however, we prioritise access to our Kindergarten when we receive large numbers of enrolment inquiries for any given year.

Local families

Families with children who currently reside in the preschool's catchment are allocated a place first. To find out your local kindy go onto the SA Department for Education website at education.sa.gov.au and go to 'Find a school or preschool' and type in your residential address.

Proof of residential address will be required upon pre-enrolment by providing a recent Gas or Electricity invoice in your name and your rental agreement or Rates Notice.

Applications from non-local families

If the preschool has places available after enrolling local children, children in care and families referred by the partnership, places may be offered to children living outside of the preschool local catchment area.

When more registrations of interest for preschool are received from families living outside of the preschool local catchment area than available places, places will be offered based on whether 1 or more of the following criteria applies:

- the child identifies as Aboriginal or Torres Strait Islander
- the child has siblings enrolled in a local school
- the distance of the child's residence from the preschool
- the family currently attends programs at the service
- transportation needs.

Children of non-local families are advised to ensure their child's name is also placed at their local kindergarten, in case we have no space for their child.

Allocation of Groups:

Parents to give a preference of their preferred group upon collection of enrolment packs when indicated by the Kindergarten staff, but also made aware that if this group is not available they will be automatically allocated into the other group. Group session times may change from year to year.

OFFERS OF PLACES will be emailed to families:

Beginning of the year (intake 1) From week 2, term 3, preschools can make their enrolment offers for children who will commence preschool at the beginning of the following school year (term 1).

Mid- year (intake 2) From week 4, term 1, preschools can make their enrolment offers to parents of the children who will commence preschool mid-year (term 3) of the current school year.

The director may select to reserve up to 10% of our enrolment places when enrolment trends over the last 3 years demonstrate local families enrolling after the first round offers.

If your child does not receive an offer you will be asked if you would like to be placed on a wait list for any places that become available. Offers will be made in order of priority. Late applications will be added to the bottom of the waiting list in order of date lodged.

All notifications of placement information will be given via email. Enrolment packs will not be posted. They will be given out to families when a placement offer is made and relevant documentation of proof of residence / date of birth / legal name / immunisation status is provided.

Enrolment information required must be returned by families to Madge Sexton Kindergarten staff by the dates given on enrolment documentation to confirm their child's space.

Induction meetings will be held in the term prior to the child beginning Kindergarten.

Endorsed by Staff and Governing Council: June 2021 / To be reviewed: June 2024