



ENROLMENT POLICY

This policy is applicable to: all DECD employees.

DOCUMENT CONTROL

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REVISION RECORD

Date	Version	Revision description
21/06/13	New	Staff review document.
21/10/14	Final	Subject to changes that may be implemented by DECD. Presented to Governing Council on 27th October 2014 for ratification

1. TITLE

ENROLMENT POLICY

2. POLICY STATEMENT

Staff at Tintinara Preschool promote and encourage enrolment at the eligible age.
Tintinara Preschool will enrol up to 30 eligible children each year (according to DECD capacity guidelines).

3. PURPOSE

Ensure smooth enrolment process

4. POLICY DETAILS – subject to any changes implemented by DECD at any time.

Eligible Enrolments

- **Children ages 4 years and above** are entitled to attend a preschool program for the equivalent of 15 hours per week for up to 40 weeks prior to entering formal schooling, at total of 600 hours.
- **Children who are Aboriginal or under the Guardianship of the Minister** are entitled to attend preschool from the age of 3 years. The child can attend up to 12 hours per week which increases to 15 hours once the child turns 4 years of age
- **Approved Early Entry or Extended Enrolment** the Coordinator can negotiate early entry or extended enrolment with the Principal when:
 - Additional time at preschool is likely to significantly improve the child's learning and developmental outcomes
 - The preschool has capacity within its current resources and consultation had occurred between Principal, coordinator, centre staff, parents and where applicable personnel from the regions, such as Preschool Support Program, Bi-Lingual Support Program and or 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 the Early Entry or Extended Enrolment will take second priority to other eligible enrolments

Transition to Preschool

A Transition to Preschool program may be offered to children in their term prior to their eligible attendance at preschool. This is usually a series of morning visits in weeks 4 to 7 of Term 4 the year prior to entry.

The program is optional and is only to be offered where the Principal and the Preschool Coordinator, in consultation together, have identified the program would suit the needs of the community and contribute to the aims of the service. The Transition to Preschool Program is not funded and is only available where staffing and physical resources permit.

Proof of Age

At the time of enrolment parents/guardians are required to provide proof of their child's birth age. The following documents will be accepted:

- Passport
- Birth Certificate
- Official Centre link documentation stating the child's name and date of birth

Procedures

- Families will be offered an information and enrolment session led by the Preschool Coordinator
- Policies and Procedures will be explained
- Parents/Guardians will have an opportunity to ask questions and familiarise themselves with the centre
- Families will be provided with an information pack

A Code of Conduct is in place for all staff, parents, community member and visitors to the site

5. ROLES AND RESPONSIBILITIES

Party / Parties	Roles and responsibilities
Staff	Provide families with an enrolment procedure and or meeting to enable smooth enrolment
Families	Complete necessary paperwork to enrol child or children

6. MONITORING, EVALUATION AND REVIEW

Monitor enrolment policy and procedures
Review policy on an annual basis