

DECD 01/2499

## Preschool Enrolment Policy

### 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.

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| <b>Publication Date</b>  | December 2014  |
| <b>Review Date</b>   | December 2017  |
| <b>Related Legislation/Applicable Section of Legislation</b>           | Education Act 1972<br>Children's Services Act 1985   |
| <b>Related Policies, Procedures, Guidelines, Standards, Frameworks</b> | <a href="#">DECD School Enrolment Policy</a> , <a href="#">Gifted and Talented Children and Students Policy</a> , <a href="#">Guidelines for the Provision of DECD Preschool Associated Programs</a> , <a href="#">Students with Disability Policy</a> |
| <b>Replaces</b>  | Version 4  |
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| <b>Applies to</b>  | All DECD staff involved in preschool enrolment procedures  |
| <b>Key Words</b>   | Enrolment, preschool, Aboriginal, guardianship, gifted and talented, overseas, interstate, additional needs and/or disability, proof of age  |
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| <b>Approved by</b>   | Senior Executive Group   |
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| Version | 1.0 |
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## 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. |
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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 four terms of preschool in the year before they start school. There is one intake at the beginning of each year for children who turn four 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/Torres Strait Island (ATSI) Children and Children under Guardianship of the Minister**

ATSI children and children under 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 four years of age before 1 May.

ATSI children and children under 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 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 DECD Gifted and Talented Policy, confirming, in writing, the acceptance of the early school enrolment and the child's school commencement date.

The director/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 4<sup>th</sup> birthday is on or before 31 July, will be deemed an eligible enrolment subject to the following documentation being provided to the preschool:

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

## 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 one or more of the following groups, two 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/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/principal, centre staff, parents and where applicable, support personnel.

Early entry may commence for up to three hours per week in the first term. This can then increase to a maximum of six 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 one 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/guardians are required to provide proof of their child's birth date. One of the following documents will be accepted:

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

### 4.5 Starting School

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

## 5. ROLES AND RESPONSIBILITIES

| Role   | Authority/Responsibility for  |
|--|---|
| Executive Director, Office for Children and Young People | Approval of Preschool Enrolment Policy  |
| Director, Early Childhood Services                       | Endorsement of Preschool Enrolment Policy                                       |
| Preschool Policy and Programs Unit                       | Review of Preschool Enrolment Policy  |
| Preschool director or school principal                   | Overall responsibility for the implementation of the Preschool Enrolment Policy |

## 6. MONITORING, EVALUATION AND

The Preschool Enrolment Policy will be monitored by the Preschool Policy and Programs Unit, Office for Children and Young People. Feedback will be sought from key stakeholders as part of this process.

## 7. DEFINITIONS AND ABBREVIATIONS

| Term                               | Meaning  |
|------------------------------------|--|
| Eligible preschool enrolment       | The child may access 15 hours of preschool in the year prior to school and each child's attendance is used to calculate the preschool's resource entitlement.  |
| Preschool                          | An approved early childhood educational program delivered by a qualified early childhood teacher to children in the year before they start schooling.<br><br>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 e.g. physical impairment, hearing impairment, vision impairment, autistic spectrum disorder, global developmental delay, speech and language impairment and/or significant challenging behaviour.   |
| 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/school interstate.   |



## 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](#)

## 9. REFERENCES

## APPENDIX