



Victor Harbor Community Kindergarten

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

Enrolment and Orientation

Updated 21.2.2023

Purpose

Victor Harbor Community Kindergarten acknowledges that as a Department for Education preschool we are mandated to follow the DfE Preschool Enrolment Policy. The Department for Education is responsible for providing preschool education programs in a range of government-funded centres including preschools. These sites provide an education program for children in the year before full-time school as well as to other eligible children. This policy identifies groups of children eligible to enroll in preschools and clarifies their resource entitlements. A parent or child may enter the kindergarten at any time the child is being educated and cared for by the kindy.

Department for Education Preschool Enrolment Policy

Victor Harbor Community Kindergarten offers a Preschool program to children who are eligible as determined by the Department for Education as follows:

Eligible enrolments:

From 2023, there will be two major intakes for children enrolling in preschools, intake 1 for children starting at the beginning of the year (term 1), and intake 2 for children starting mid-year (term 3). Children that start in the mid-year intake will commence reception mid-year 2024 and will undertake 6 terms of reception.

Children can enrol in a government 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 or [ImmiCard](#).

Children who reside outside of SA may be considered for enrolment where specific requirements are met.

Children are entitled to access 4 terms of preschool in the year before they start school. There are 2 intakes, one at the start of the year and one in mid-year. At the time of enrolling in preschool, parents or guardians must provide proof of their child's birth date. One of the following documents will be accepted: passport, birth certificate, official Centrelink documentation that states the child's name and birthdate. At the time of enrolling in preschool, parents or guardians are also requested to provide evidence of their child's immunisation status.

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

1. **Aboriginal children and children in care.**

Aboriginal children and children who are or have been in care 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 in care 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 years.

2. **Gifted and talented.**

Children who have been assessed as gifted and talented, who meet the eligibility requirements of the Gifted and talented children and students policy and have been granted early enrolment to school may enroll at preschool up to 4 terms before 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 preschool director is responsible for the decision as to whether the child can enroll early at preschool.

3. **Interstate and overseas transfers.**

Children transferring from an interstate or overseas preschool, and whose fourth birthday is on or before 31 July are eligible to enroll, 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 before transferring to South Australia.

4. **Australian Defense Force families.**

Children of families where a parent is a full-time serving member of the permanent navy, the regular army or the permanent air force is eligible for enrolment if their fourth birthday is on or before 31 July.

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.

5. **Early entry.**

Early entry may be considered for children who are in 1 or more of the following groups,

- children with additional needs and/or disability
- children with significant extenuating family or individual circumstances
- 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 may negotiate early entry when: additional time at preschool is likely to significantly improve a child's learning and developmental outcomes, there has been consultation between the director, centre staff, parents and where applicable, support personnel. The child may attend preschool for up to 6 hours per week in the term prior to the child starting their eligible preschool year. Children accessing early entry may be eligible to access support services. Eligible enrolments will take priority over early entry enrolment.

6. **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.

7. **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 \(DOCX 89.6KB\)](#) 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).

8. VHCK Priority of Access:

We welcome all families to attend VHCK however we prioritise access to our Kindergarten when we receive large numbers of enrolment inquiries for any given year. Our priority of access is:

Families with children who currently reside in the preschool's zone. To find out if you fit into our zone, please either: 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 and it will tell you what your zoned preschool is; or call us on 08 8552028 and a staff member will help you.) This enrolment zone caters for children that live closer to our Kindergarten than any other accessible Kindergarten. Proof of residential address will be required upon pre enrolment with current driver's licence or council rates notice – nothing else accepted.

If more registrations of interest for a preschool are received from families living in the preschool local catchment area than available places, a priority order may be applied. Places will be offered based on whether any, all or a combination of the following applies:

1. the child identifies as Aboriginal and/or has previously been in care
2. the child has been granted enrolment due to special or extenuating circumstances – in consultation with the Local Education Team

other considerations, such as:

- the distance of the child's residence from the preschool (kms by road)
- the length of time the child has lived in the preschool local catchment area
- the child has siblings currently enrolled in the school or service
- the family currently attends programs at the service.

Placement:

• To be placed on the waiting list, the child must be born (we are unable to take details of unborn babies from pregnant mothers, please contact us once your child is born). Allocation of Groups: Staff to ask 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 GIVEN IN TWO ROUNDS: For the start of the year intake, first round of offers will be given out at the beginning of August to children who are identified as being Priority One on our Victor Harbor Community Kindergarten Priority of Access policy (see above for more information). Second round of offers will be given out in the first week of September to fill any remaining spaces and will be offered in order according to our Priority of Access policy. For the mid-year intake the same as above will apply but first round offers will be sent out in week 4 of term one and second round offers will be sent out in week 8.

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 the following priority order:

1. the child identifies as Aboriginal and/or has previously been in care
2. the child has been granted enrolment due to special or extenuating circumstances – in consultation with the Local Education Team
3. other considerations, such as:
 - the distance of the child's residence from the preschool (kms by road)
 - the child has siblings enrolled in a local school
 - transportation needs

- the family currently attends programs at the service.

If your child does not receive a place in the second round of offers you will be asked if you would like to be placed on a last-minute waiting list for any places that become available over the December / January holiday period or the two weeks in the middle of the year. which often happens due to people moving, circumstances changing etc. Please note that sometimes this is in the week before Kindy starts or the week that Kindy starts. 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 Victor Harbor Kindergarten staff by the dates given on enrolment documentation to confirm their child's space or their space will be given to the next child on the list in order of the Victor Harbor Kindergarten Priority of Access policy. Details will be emailed out with placement offers.

Parent Responsibilities

Make sure an enrolment form is completed for their child, and give the director all information and documentation requested in a timely manner, to verify:

- their child's full name
- their child's date of birth
- residential address/s for the child
- details of any approved learning program and information relating to the academic progress in which their child was previously, or is currently, enrolled
- any other information as requested (for example immunisation records, court orders, intervention orders and parenting plans)
- Medical records/information

Director Responsibilities

Manage the day-to-day operations of the preschool, including enrolments. The director must:

- manage processes to acquire necessary resources and facilities to accommodate eligible students
- make sure relevant enrolment information is communicated to their local community, families and prospective applicants
- maintain accurate (in line with regulations) and complete enrolment data
- manage all enrolments into the preschool in a transparent manner, with consideration of the best interests of a child and young person, their safety and wellbeing, the right of every child to education, without discrimination or prejudice to the child or young person nor their parents
- make reasonable adjustments for all children and young people to participate in education to maximise their educational opportunities and outcomes
- make sure school and preschool communication in relation to enrolment is child-friendly, accessible, promotes inclusion and details complaints processes available
- make sure children and young people and their parents are provided with an opportunity to participate in decisions affecting them and be taken seriously.

Sources

- Preschool enrolment policy (DfE)
- Preschool enrolment procedure (DfE)
- Preschool enrolment guidelines (DfE)
- National Quality Standard and Regulations – NQS 6.1,160, 161,162,177
- [Children and Young People \(Safety\) Act 2017 \(SA\) \(PDF 542KB\)](#)
- [Child Safety \(Prohibited Persons\) Act 2016 \(SA\) \(PDF 252KB\)](#)
- [Disability Discrimination Act 1992 \(Cth\)](#)
- [Early Years Learning Framework for Australia \(PDF 1.9MB\)](#)
- [Education and Children’s Services Act 2019 \(SA\)](#)
- [Education and Children’s Services Regulations 2020 \(SA\)](#)
- [Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(SA\) \(PDF 1.1MB\)](#)
- [Education and Care Services National Regulations 2018](#)
- [Equal Opportunity Act 1984 \(SA\) \(PDF 563KB\)](#)
- [Immigration \(Guardianship of Children\) Act 1946 \(Cth\)](#)
- [National Partnership on Universal Access to Early Childhood Education Agreement – 2018-2019](#)
- [Sex Discrimination Act 1984 \(Cth\)](#)
- [South Australian Public Health Act 2011 \(SA\) \(PDF 467KB\)](#)
- [South Australian Skills Act 2008](#)

Legislation Requirements

- Section 175 Offence relating to requirement to keep enrolment and other documents
- Regulation 90 Medical conditions policy
- Regulation 91 Medical conditions policy to be provided to parents
- Regulation 157 Access for parents
- Regulation 160 Child enrolment records to be kept by approved provider and family day care educator
- Regulation 161 Authorisations to be kept in enrolment record
- Regulation 162 Health information to be kept in enrolment record
- Regulation 168 Education and care service must have policies and procedures
- Regulation 170 Policies and procedures to be followed
- Regulation 171 Policies and procedures to be kept available
- Regulation 172 Notification of change to policies or procedures
- Regulation 177 Prescribed enrolment and other documents to be kept by approved provider
- Regulation 178 Prescribed enrolment and other documents to be kept by family day care educator
- Regulation 179 Family Day care educator to provide documents on leaving service
- Regulation 181 Confidentiality of records kept by approved provider
- Regulation 182 Confidentiality of records kept by family day care educator
- Regulation 183 Storage of records and other documents

Approved and Checked By

Review 2024

Approved and Checked By:

Centre Director

.....Date

Governing Council Representative

.....Date

REVIEW

POLICY REVIEWED	February 2023	NEXT REVIEW DATE	February 2024
MODIFICATIONS	<ul style="list-style-type: none"> Added mid-year intake into Policy as per DfE changes with up-to-date dates and when offers will be sent out. Made some layout changes 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE