ENROLMENT POLICY

This policy is applicable to: all DECD employees.

DOCUMENT CONTROL

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Policy ID no
CONTENTS

1. TITLE ................................................................................................................................. 3
2. POLICY STATEMENT ........................................................................................................ 3
3. PURPOSE ............................................................................................................................ 3
4. POLICY DETAILS ............................................................................................................. 3
5. ROLES AND RESPONSIBILITIES .................................................................................... 4
6. MONITORING, EVALUATION AND REVIEW ................................................................. 4

REVISION RECORD

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Enrolment Policy
Page 2 - 4

© Department for Education and Child Development 2012
1. TITLE
ENROLMENT POLICY

2. POLICY STATEMENT
Staff at Meningie Kindergarten promote and encourage enrolment at the eligible age. Meningie Kindergarten will enrol up to 30 eligible children each year.

3. PURPOSE
Ensure smooth enrolment process

4. POLICY DETAILS
Eligible Enrolments

- **Children ages 4 years and above** are entitled to attend a Kindergarten program for the equivalent of 15 hours per week for up to 40 weeks prior to entering formal schooling.

- **Children who are Aboriginal or under the Guardianship of the Minister** are entitled to attend Kindergarten 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 Director can negotiate early entry or extended enrolment when:
  
  - Additional time at Kindergarten is likely to significantly improve the child’s learning and developmental outcomes.
  
  - The Kindergarten has capacity within its current resources and consultation had occurred between director, centre staff, parents and where applicable personnel from the regions, such as Kindergarten 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.

Pre Entry
A Pre-entry program to Kindergarten may be offered to children in their term prior to their eligible attendance at Kindergarten.

The program is optional and is only to be offered where the Kindergarten Director, in consultation with the Governing Council, has identified the program would suit the needs of the community and contribute to the aims of the service.

Pre-entry 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 Director or Teacher
- 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**

<table>
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<tr>
<th>Party / Parties</th>
<th>Roles and responsibilities</th>
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<td>Staff</td>
<td>Provide families with an enrolment procedure and or meeting to enable smooth enrolment</td>
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<td>Families</td>
<td>Complete necessary paperwork to enrol child or children</td>
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6. **MONITORING, EVALUATION AND REVIEW**

Monitor enrolment policy and procedures
Review policy on an annual basis