

BIRCHGROVE PUBLIC SCHOOL

**Birchgrove Road,
BALMAIN, 2041
Ph: (02) 9810 2469
Fax: (02) 9555 8653**



Email: birchgrove-p.school@det.nsw.edu.au

POLICY FOR THE ENROLMENT OF CHILDREN IN PRESCHOOL CLASSES –

This policy has been developed in consultation with the Birchgrove Public School community following DET policy and specific school needs.

Government Preschool Classes

The Department of Education and Training's key focus is delivering educational services to school-aged children, that is, those children attending K – 12. In addition to this key focus, the Department recognises the importance of preschool education. A number of government schools contain preschool classes. These classes assist children for one year prior to enrolment in Kindergarten to develop literacy, numeracy, physical, social, emotional, cognitive and self-help skills. Children are encouraged to actively participate in educational programs that cater to each child's individual stage of development, interests and skills, and broadens their understanding of themselves and the community around them.

General Principles Governing Enrolment

Children attend Birchgrove Public School preschool classes for one year only. In exceptional circumstances, an additional year of attendance may be approved by the Principal following written application by the parent/carer with reasons supported by documentation, and after consultation with the preschool teacher, the parent/carer and other relevant personnel.

Specific Priority Enrolment Criteria

In accordance with DET guidelines, specific enrolment criteria will give priority to children whose families are experiencing disadvantage and who are unable to access other prior-to-school services. Disadvantage may be related to race, socio-economic status or disability. Priority categories will include children:

- of Aboriginal and/or Torres Strait Islander origin
- from families experiencing financial hardship
- with disabilities
- are non-English speakers

If applying under specific criteria, documentation to support the application will be necessary. Interview with the Principal may also be necessary.

Eligibility Criteria

Children are eligible for enrolment in preschool classes from the beginning of the school year if they turn four years of age before July 31 of that year. Where the number of children applying exceeds the number of places available, names will be placed on a waiting list. Priority of enrolment will be given in the following order:

- Children living within the local school boundary
- Children living outside the school boundary with siblings enrolled at the school
- Children living outside the local school boundary.

The specific enrolment criteria operate under each category of the eligibility criteria. Children meeting Specific Priority Enrolment Criteria will be offered placement first. Compassionate grounds may be taken into consideration when determining priority for enrolment. Final placement decisions rest with the Principal and Director.

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Waiting Lists

Where the number of applicants for enrolment in the preschool classes exceeds the number of places available, the school's Placement Panel will meet to establish a prioritised waiting list based on the eligibility criteria and the specific priority enrolment criteria. The waiting list application is valid only for the year prior to enrolment in the preschool class and for the preschool year.

A child who has been attending a Departmental preschool class in one school, and who moves into another school's zone will be given priority enrolment for the remainder of their year of attendance. However, the enrolment of Aboriginal and/or Torres Strait Islander children should take precedence. If a vacancy occurs during the year, the position will be filled by the child with the highest priority on the waiting list.

Preschool Enrolment Procedure

Application for preschool enrolment is made by the parent/carer completing:

- 1 Birchgrove Public School Preschool Application Form and
- 2. Providing requested documentation

Applications for the following year will be taken from Term Two of the current school year. On processing of the applications, you will be sent confirmation that your application has been received.

Documentation

Provision of the following original documentation is required to complete enrolment. If your application is successful you will need to provide originals of these documents for us to sight at a later date. All documentation must be provided before a child can be placed in a preschool class.

Documents:

- proof of age, such as Birth Certificate or Passport
- Immunisation History Statement issued by the Australian Childhood Immunisation Register stating immunisations from at least 18 months
- current proof of residential address. Three original pieces of documentation are required such as
- driver's licence, electricity or phone bill. This must be the address where you are living.

If applying under Specific Priority Enrolment Criteria:

- confirmation of child's Aboriginality and /or Torres Strait Islander descent
- proof of financial hardship such as a health or pension card
- documentation of disability or special need. The region's student support coordinator will be notified and an appraisal carried out to determine the most appropriate support mechanisms.

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Aboriginal and Torres Strait Islander Status

A person of Aboriginal and/or Torres Strait Islander descent is a person who identifies as an Aboriginal and/or Torres Strait Islander and is accepted as such by the community within which he or she lives

Placement Panel

Birchgrove Public School has established a placement panel to consider and make recommendations on all enrolment applications to the Preschool. The panel is composed of the Principal, supervising Assistant Principal, Preschool teachers and two parent representatives. The placement panel reviews each application and other documentation to place applications into priority order according to the stated eligibility criteria and the school's specific enrolment criteria for the Preschool. When a placement offer is made, there will be a follow up interview where original documents will need to be produced to confirm the offer and enrolment.

Declaration

As part of the enrolment process you will be asked to sign a declaration stating that all information given is not false or misleading. False or misleading information may influence your enrolment status or offer of a placement.

Preschool Hours

Birchgrove Public School Preschool operates: 9:00am to 3:00pm
There are no before or after school facilities for preschool children.

Fees

Fees consist of a mandatory fee set by the Department of Education and Communities and a voluntary contribution fee. Non-payment of the mandatory fee after 2 weeks may lead to a loss of your preschool placement.

Tracy Gray
Principal

Jodie Weber
Assistant Principal