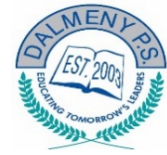


Dalmeny Public School

Kindergarten Enrolment Policy



1. POLICY STATEMENT

1.1 This document provides information for the community and direction for school personnel on the entitlements, requirements and procedures for the enrolment of Kindergarten students at Hazelbrook Public School.

1.2 Every child within the Hazelbrook Public School intake area is entitled to enrol in Kindergarten. Placements for local students are ensured.

1.3 Legislation

Children are legally required to be enrolled in Kindergarten at the beginning of the school year that they turn six years of age and must attend school on each day instruction is provided in a:

- government school or
- registered non-government school or
- to be registered for home schooling.

Children may enrol at the beginning of the school year if they turn five years of age on or before 31 July in that year.

Parents have the capacity to enrol a child in Kindergarten up to the end of Term 2 or Semester 1. It is recommended that parents discuss this choice with the school.

It is the duty of the parent or carer to ensure these obligations are fulfilled.

1.4 Enrolment Documentation Required

- Birth certificate or passport
- Evidence of the child's immunisation status [*The Public Health (Amendment) Act 1992*]

Unimmunised children are required to remain at home in the event of an outbreak of a vaccine preventable disease [*The Public Health (Amendment) Act 1992*]

1.5 Enrolment Structures

Students will begin Kindergarten over a number of days in order to best accommodate the:

- implementation of 'Best Start' individual student assessments;
- transition into the school year;
- wellbeing of each and every student.

All kindergarten enrolments will be completed within fourteen days of the start of the school year.

Teachers, may as a result of student numbers and information gathered through kindergarten orientation elect to:

- form classes and allocate students ready for the new year;
- work with all kindergarten enrolments during the first ten days of the start of school prior to establishing classes;

- form a Kindergarten and Year 1 class (K/1) due to enrolment numbers. A K/1 class will have a ceiling of 20 students.
- adjust student placements, in consultation with parents where it is deemed in the best interest of a student and or their peers.

2. Audience and applicability

2.1 This policy applies to all local area enrolments for Hazelbrook Public School.

3. Responsibilities and Delegations

3.1 The Principal

The principal is responsible for:

- providing information about kindergarten enrolments policy to the school community
- preparing policy in consultation with the school community;
- managing the school enrolments to cater for kindergarten enrolments;
- providing out of area information
- advising the Director of Educational Leadership of enrolment and curriculum trends at school.
- maintaining accurate and complete enrolment data;
- establishing an enrolment ceiling to cater for anticipated local demand;
- setting an enrolment number (a buffer) to cater for anticipated local demand during the year.
- establishing kindergarten classes on the recommended ceiling of 20 students where enrolment numbers permit.

3.2 The Director Educational Leadership

The Director Educational Leadership is responsible for:

- monitoring kindergarten enrolments, policy, procedures, numbers and ceilings at Hazelbrook Public School;
- monitoring Hazelbrook Public School's local area enrolments and trends in collaboration with the principal.

4. Monitoring and Review

4.1 Hazelbrook Public School will monitor the implementation of this policy and review its effectiveness every three years and or as required.

5. Policy Contact

5.1 Hazelbrook Public School
Phone: 02 9826 9033

6. Implementation Date

6.1 9th September 2019

