

Stockton Public School

Quality education for life in a safe, caring environment.



NSW Department of Education
10 Clyde Street Stockton NSW 2295

PRESCHOOL ENROLMENT POLICY

RATIONALE

The Department of Education recognises the importance of pre-school education and has established a number of pre-school classes in government schools. Stockton was determined to be an area where low cost pre-school education was needed, resulting in a pre-school class at Stockton Public School.

PURPOSE OF POLICY

To provide a framework where enrolment procedures are clearly defined and followed. To ensure that priority enrolment is given to children who meet specified enrolment criteria.

PRACTICES

A selection panel to be established at the beginning of each year. This panel must include:

- School Principal
- A member of staff
- A member of the school community nominated by the school parent organisation.

The placement panel will meet early August to review each application and waiting list application form and other documentation. They will place applications into priority order in accordance to the stated eligibility criteria. (NB. A buffer of 2 per program will be given for local area applications of high priority that may come in after August). All decisions to be recorded.

Criteria for enrolment :

- Children living within local school boundary, in accordance with the *Priority Categories*.
- Children with siblings attending Stockton Public School.
- Children living outside local school boundaries with siblings attending Stockton Public School.
- Compassionate reasons

Within the above groups priority must be given to children whose families experience disadvantage and who are unable to access other prior to school services. Priority categories include children:-

- of Aboriginal and/or Torres Strait Islander origin.
- from families experiencing financial hardship.

- with disabilities.

Families wishing to place their child on the waiting list must fill in an application form (available from the school office). This form may be lodged with the school the year before the child is to start pre-school.

A departmental student application to enrol form must be completed at this time and given to the office along with proof of age, immunisation details and proof of residence.

NSW Preschools cannot enrol children unless they are fully vaccinated, on a catch up schedule, have a medical reason not to be immunised or have parents who are conscientious objectors.

Children who are not offered a position will be kept on a waiting list. If a vacancy occurs during the year the position will be filled by the child with the highest priority on the waiting list.

Families will be notified in writing of successful pre-school placement and if they have been placed on a waiting list.

The pre-school class will operate from 9.00am to 3.00pm, Monday to Friday and observe DoE school holidays.

In order to promote a successful start to pre-school, starting days will be staggered with all children starting by the end of the second week of the new school year.

Pre-school placements are for one year only. If a further year is required due to special circumstances, written application must be made to principal along with any supporting documentation.

SOURCE

- **DoE Policies**
- **Preschool Handbook**

EVALUATION

Ongoing and monitored by the Placement Panel.

Reviewed January 2016