



MONASH PRIMARY & PRESCHOOL

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Government of South Australia
Department for Education



Preschool Enrolment Procedure

Thank you for your interest in joining the Monash Primary and Preschool Community!

Every child has a right to education and an opportunity to attend a local preschool or school near their primary place of residence. Parents have the freedom to send their child to a non-local school or preschool of their choice if accommodation and resources are available to accommodate them.

There will be two intakes for children enrolling in preschool.

Intake 1 – Children who turn 4 years of age before 1 May are eligible to start preschool at the beginning of each year (term 1)

Intake 2 – Children who turn 4 years of age before 1 November are eligible to start preschool mid-year, the same year (term 3)

Families need to consider their child's readiness to commence preschool before enrolling in a preschool program. A child must be enrolled at a school by their sixth birthday. When a family decides when their child will commence school, the child is eligible to access preschool in the 4 terms prior to commencing school. We encourage families to talk with the Preschool Educator and Principal about their child's needs to assist with which intake would benefit their child.

*A child may formally withdraw from preschool within the first 4 weeks of commencing preschool and is eligible to re-enrol at the start of the next intake.

Preschool Enrolment Procedure

1. Families complete a **Preschool Registration of Interest** form and return to the front office.
2. **Letter of notification** of preschool enrolment offer is sent to family, must return the reply slip with intent to accept. If this is not done by the due date the place can be offered to another child.
3. **Preschool Enrolment form** given to family requesting proof of address, date of birth and immunisation which can be brought to the enrolment meeting.

Key dates:

Intake 1 – Beginning of year

- Lodge 'Preschool Registration of Interest' form by 30th June, the year prior to them enrolling
- Round 1 Offers will be made to children living in Monash catchment, week 2 Term 3
- Round 2 Offers will be made to children living out of catchment, week 6 Term 3

Intake 2 – Mid year

- Lodge 'Preschool Registration of Interest' form by 30th September, the year prior to them enrolling
- Round 1 Offers will be made to children living in Monash catchment, week 4 Term 1
- Round 2 Offers will be made to children living out of catchment, week 8 Term 1

Principal will consider the enrolment ceiling of the school when making offers to families, making sure there is allowance for local catchment. It is important to register your interest as early as possible to manage this. The criteria below is also used when determining whether a child's placement can be managed.

- The child identifies as Aboriginal or is a Child in Care
- 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
- Social and family links to the school

Monitoring, Evaluation And Review

This policy has been ratified by the Governing Council and is subject to annual review.

Associated Documents

Department for Education School & Preschool Enrolment Policy: 2023

Reviewed: June 2023