



# **PRESCHOOL ENROLMENT**

## **Policy**

**Endorsed by the School Board, February 2024**

- Children who turn four before the 30<sup>th</sup> June are eligible to begin Preschool at the start of the preschool year.
- Children who reside in the Larrakeyah Primary School Priority Enrolment area, and have a sibling enrolled at Larrakeyah Primary School, will be given first preference for Preschool.
- Children who reside in the Larrakeyah Primary School Priority Enrolment area without a sibling enrolled at Larrakeyah Primary School will be given second preference for Preschool.
- Applications for enrolment are made through Larrakeyah Primary School's Main Office and will only be accepted from Day 1, Term 3, for the following year. The following documents are requested on application: proof of Date of Birth; Immunisation history; proof of Residency in Larrakeyah Primary School Priority Enrolment area (see list of acceptable documents below).
- Once application for enrolment is made, positions are allocated on a first-in basis and whether there is a sibling already in the school: i.e. if an application for enrolment is made in August for the following year where a sibling is already in the school, they will be offered a position ahead of those who applied in July with no sibling attending the school.
- Offers of positions in Preschool for the following year will begin in September of the previous year.
- Parents/carers offered a position are requested to have an interview with the Head Teacher of Preschool prior to December 1<sup>st</sup>. Documents missing from the original application for enrolment are requested at this time. In the event that proof of residency cannot be provided the affected child will be moved to the Preschool Waitlist and their position offered to the next child on the list

- Once all positions in the Preschool have been accepted a Wait-list will commence based on date of application, not based on siblings being at the school.
- When accepting a position at Preschool for the following year parents/carers are agreeing that their child will attend from day 1/term1 of the school year. If they do not attend on day 1 without an acceptable reason they will lose their position and be placed on the Waitlist
- A Preschool student who has an absence of more than two weeks without a Medical Certificate and without pre-approval of the Principal will relinquish their position and be moved to the Preschool Waitlist and their position offered to the first child on the Preschool Waitlist.
- In order to confirm enrolment, one week prior to Preschool commencing at the beginning of the school year, all proof of residential address and/or lease agreements must be provided and will be checked for currency. In the event that current proof of residency cannot be provided the affected child will be moved to the Preschool Waitlist and their position offered to the first child on the Preschool Waitlist.

Acceptable documents for Proof of Residency – 2 required

- Council rates notice
- Current electricity bill / account for the property
- Current Lease agreement if renting

NB. ANY international student wishing to enrol regardless of visa type MUST be referred to DoE central office.

Parents need to email [internationalservice@nt.gov.au](mailto:internationalservice@nt.gov.au) or phone International Service on 8999 5895 to enquire about enrolment.