

Department of Education

Enrolment in Public Schools Procedures – Kindergarten

3.1.3 Pre-compulsory: Kindergarten

The principal will:

- assess all Kindergarten enrolment applications for the following year after the enrolment application closing date;
- not enrol students already enrolled in another public or private school, unless the student is transferring; and
- advise parents in writing where Kindergarten enrolment does not guarantee Pre-primary enrolment at the same school.

3.1.3.1 School with a local intake area: applications for enrolment exceed the kindergarten places available

For a school with a local intake area, the principal will give enrolment priority in the following order:

- First priority - A child residing in the local intake area who will have a sibling enrolled at the school for that year, and who lives nearest to the school.
- Second priority - A child residing in the local intake area who will not have a sibling enrolled at the school for that year, and who lives nearest to the school.
- Third priority - A child residing outside the local intake area who will have a sibling enrolled at the school for that year, and who lives nearest to the school.
- Fourth priority - A child residing outside the local intake area who will not have a sibling enrolled at the school for that year, and who lives nearest to the school.

3.1.3.2 School without a local intake area: applications for enrolment exceed the kindergarten places available

For a school without a local intake area, the principal will give enrolment priority to Kindergarten students from those living nearest to the school to those living furthest from the school.

3.1.3.3 Confirming the immunisation requirements for kindergarten enrolments

At the time of finalising the enrolment, the principal will:

- enrol a Kindergarten student where they have:
 - an Australian Immunisation Register (AIR) Immunisation History Statement that is 'up to date' and not more than two months old; or



- an AIR Immunisation History Statement that shows an active catch up schedule and is not more than two months old; or
 - a valid immunisation certificate issued by the Chief Health Officer;
- where a Kindergarten student's immunisation status is 'not up to date' determine whether the student is eligible to enrol as an exempt child (link for staff use only) due to a particular family circumstance;
- not enrol a Kindergarten student where:
 - the immunisation status is 'not up to date' and they are not eligible to enrol as an exempt child; or
 - acceptable evidence of immunisation status is not provided; and
- reconsider a declined Kindergarten enrolment when parents provide acceptable evidence of their child's immunisation status.