

© Australian Capital Territory 2020. This work is licensed under a [Creative Commons Attribution 4.0 licence](http://creativecommons.org/licenses/by/4.0) and subject to the terms of the license including crediting the Australian Capital Territory Government as author and indicating if changes were made.

**ACT Public Schools Enrolment procedure**

Preschool

**Document No. 00047/02 Published April 2023**

**ACT PUBLIC SCHOOLS ENROLMENT PROCEDURE – PRESCHOOL (0047/02)**

These procedures should be read in conjunction with *Compulsory Education: Student Enrolment and Attendance Policy.*

Contents

[1. Overview 3](#_Toc132189029)

[2. Rationale 3](#_Toc132189030)

[3. Preschool Enrolment Procedure 3](#_Toc132189031)

[4. Allocation of preschool places 4](#_Toc132189032)

[5. LEGAL CONSIDerations and Individual circumstances related to student wellbeing 5](#_Toc132189033)

[6 Preschool Enrolment Procedure FOR SPECIALIST SCHOOLS 6](#_Toc132189034)

[7 PRESCHOOL ENROLMENT PROCEDURE FOR NSW RESIDENTS 7](#_Toc132189035)

[8 Early Entry to Preschool 8](#_Toc132189036)

[9 Koori Preschool ENROLMENT PROCEDURE 8](#_Toc132189037)

[10 THREE-YEAR-OLD GOVERNMENT PRESCHOOL ENROLMENT PROCEDURE 9](#_Toc132189038)

[11 International students 9](#_Toc132189039)

[12 Disagreement between parents 9](#_Toc132189040)

[13 Offer of a preschool place 10](#_Toc132189041)

[14 Request a Review of an enrolment decision 11](#_Toc132189042)

[15 Appeal an enrolment decision 12](#_Toc132189043)

[16 Translating and Interpreting Service 13](#_Toc132189044)

[17 Contact 13](#_Toc132189045)

[18 References 14](#_Toc132189046)

1. Overview
	1. The procedure provides guidance about enrolling children into preschool at ACT public schools.
	2. The procedure applies to ACT public preschool applicants, students, parents, staff and ESO staff. They do not apply to children enrolled in ACT non-government schools or those registered for full-time home education.
	3. The procedure should be read in conjunction with the *Compulsory Education: Student Enrolment and Attendance Policy* and other related procedures.
2. Rationale
	1. Children who turn four on or before 30 April of that year can access up to 15 hours of free preschool a week at an ACT public school. This service is provided under the authority and oversight of the *Education and Care Services National Law (ACT) Act 2011* and the *Education and Care Services National Regulations 2011.*
	2. The ACT Education Directorate (the Directorate) recognises the importance of fair and transparent preschool enrolment procedures which enable eligible children to become students at an ACT public preschool.
	3. The [school age calculator](https://www.education.act.gov.au/public-school-life/enrolling-in-a-public-school/when-can-my-child-start-school-in-the-act) available on the Directorate website can be used to confirm when children are eligible to commence preschool.
	4. ACT families live in a diverse range of economic and social circumstances, including homelessness and temporary short-term accommodation, and that these should not be a barrier to enrolling in an ACT public preschool
	5. The purpose of this procedure is to provide clarity and transparency in the ACT public preschool enrolment process by clearly setting out roles, responsibilities and requirements for both applicants and the Directorate.
3. Preschool Enrolment Procedure
	1. Applicants must complete an [Online Enrolment Form](https://forms.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1087) on the Directorate website to enrol in an ACT public preschool.
	2. All children who turn four on or before 30 April are guaranteed a place in an ACT public preschool. However, applicants are not guaranteed a place at the preschool site of their preference due to capacity constraints at some sites. Applicants are encouraged to apply for the preschool at their Priority Enrolment Area (PEA) primary school which offers the greatest continuity for the transition to Kindergarten.
	3. Applicants living in a Shared Zone will be prioritised at their preferred Shared Zone preschool according to the preschool prioritisation criteria.
	4. Applications are prioritised according to the preschool prioritisation criteria:
		1. Individual circumstances based on student wellbeing.
		2. ACT-resident siblings of students concurrently enrolled in the primary school[[1]](#footnote-1).
		3. Children living within the [PEA of the primary school](https://www.education.act.gov.au/public-school-life/enrolling-in-a-public-school/priority_placement_areas), up to the limits of available places.
	5. Where there are not enough places for all children living in the PEA of the primary school, applications will be ranked by ‘proximity’, that is the distance that your child lives from the preschool. The distance is measured ‘as the crow flies’.
	6. The Directorate will find a place for all other children at a preschool, considering where your child lives and the number of remaining places.
4. Allocation of preschool places
	1. Preschool applications for the following school year received between the opening of enrolments early in Term 2 and the closing of the bulk allocation round later in Term 2 will be centrally processed and allocated by ESO[[2]](#footnote-2).
	2. Preschool applications received outside the bulk allocation round will be processed by the school to which the applicant has applied. This applies to applications for the current and the next school year.
	3. In all cases preschool applications will be allocated according to the preschool prioritisation criteria in paragraph 3.4.
	4. Where preschools have capacity after enrolling all applicants who meet the preschool prioritisation criteria, they may enrol applicants who do not meet any of the preschool prioritisation criteria. These students may only be offered a preschool place and may be asked to re-apply for a Kindergarten place at that school as an out of area applicant if they wish to continue.
	5. Preschoolers who are enrolled at their PEA school (ACT) or Pathway School (NSW) will be automatically enrolled in Kindergarten at that school.
5. LEGAL CONSIDerations and Individual circumstances related to student wellbeing
	1. A preschool applicant who has demonstrated legal considerations or individual circumstances related to student wellbeing which require they be enrolled at a specific preschool will be prioritised at that preschool. If the applicant wants to continue at the school in Kindergarten they will be required to re-apply by submitting a new enrolment form.
	2. The Principal of the applicant’s preferred preschool is responsible for assessing student applications on legal and wellbeing grounds. To ensure all relevant factors are taken into consideration, the Principal may contact the applicant to seek further information or clarify details. Such applications received in the bulk allocation round will be assessed, and if the Principal decides the applicant meets the criterion, they will be allocated their preferred preschool outside the bulk allocation process. Where the Principal decides the applicant does not meet the criteria the application will be allocated according to the preschool prioritisation criteria.
	3. In limited circumstances only, ACT Preschools that are not designated as NSW Pathway Schools can consider NSW student enrolments. These circumstances are:
		1. Where there are individual circumstances based on student wellbeing that mean the student cannot attend a NSW Pathway School;
		2. Where the student lives in NSW and has a sibling concurrently attending the school (at non high demand Preschools only, and subject to capacity after meeting the needs of ACT residents).
	4. NSW-based applicants seeking to enrol at a non-NSW Pathway School, can do so via the Enrolment Review Process. They should:
		1. apply to their NSW Pathway School and receive an offer of a place; and
		2. submit an Enrolment Review Request via the online [Enrolment Review Request Form](https://forms.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1622&appType=Review) setting out their individual circumstances related to student wellbeing.
	5. Non-NSW Pathway School Reviews will be assessed by Education Support Office, who will make a recommendation to the non-NSW Pathway School Principal. The Principal will decide the Review outcome (accept or decline) and send a written Review outcome to the applicant.
	6. The offer of place at the NSW Pathway School will remain valid until or unless the applicant is enrolled at the preferred non-NSW Pathway School, submits a new application, or declines the offer.
	7. Non-NSW Pathway School enrolment decisions are subject to the Appeal process.
	8. ACT-based applicants whose wellbeing applications are declined may seek a Review and Appeal of the decision.
6. Preschool Enrolment Procedure FOR SPECIALIST SCHOOLS
	1. Students with disability can enrol in an ACT public preschool using the [Online Enrolment Form](https://forms.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1087).
	2. All public preschools make reasonable adjustments to meet the needs of students with disability, developmental delay or diverse learning needs.
	3. There are specialist preschools at Malkara School (southside) and Cranleigh School (northside) for students who met eligibility.
	4. Criteria for entry to specialist preschool is a diagnosis of Intellectual Developmental Disorder (with a level of severity moderate, severe, or profound) or Global Developmental Delay (GDD) made by a health/medical professional (Paediatrician, Psychologist, or an Allied Health professional).
	5. A diagnosis of GDD has an additional program entry requirement: Evidence of significant impact on adaptive functioning is demonstrated by scores on an accepted standardised measure (e.g., ABAS, Vineland), obtained within 12 months of application. The scores are at least 3 standard deviations below the mean across all three skill domains (standard scores of 55 and under).
	6. ACT applicants wishing to access a specialist preschool must first submit a preschool [enrolment application](https://forms.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1087).
	7. NSW applicants wishing to access a specialist preschool are required to first submit an enrolment application to their NSW Pathway School preschool.
	8. Once an enrolment form has been submitted applicants must complete the [Expression of Interest for Specialist Preschool](https://www.education.act.gov.au/__data/assets/pdf_file/0011/2053739/Expression-of-interest-Specialist-preschool-2023.pdf#:~:text=Expression%20of%20Interest%20for%20Specialist%20Preschool%20%28EOI-SP%29%20Enrolment2023,2023%20are%20eligible%20to%20attend%20preschool%20in%202023.) form available on the [Directorate website](https://www.education.act.gov.au/public-school-life/enrolling-in-a-public-school/enrolling-in-preschool) .
	9. Where provided documentation is not sufficient to determine eligibility, the Directorate School Psychology Service in ESO will work with families to determine an outcome.
	10. Specialist schools do not have a PEA and are subject to capacity. To ensure the student’s needs can be met, where capacity has been reached at the preferred specialist school, the applicant will have the opportunity to be accommodated at another ACT specialist school.
	11. NSW residents who have been determined eligible for specialist preschool will be provided with an enrolment pathway for their child, in line with section 7, where there is available capacity after enrolling all eligible ACT applicants.
	12. Children enrolled in a specialist preschool are also entitled to dual enrolment in four-year-old preschool. The total hours across the specialist preschool and other preschool will total 15 hours per week.
7. PRESCHOOL ENROLMENT PROCEDURE FOR NSW RESIDENTS
	1. Students from NSW living in the region surrounding the ACT are eligible to be enrolled at designated NSW Pathway Schools. These students are guaranteed a pathway through the ACT public schooling system. Application to a NSW Pathway School is via the [Online Enrolment Form](https://forms.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1087).
	2. An applicant’s designated NSW Pathway School is determined by their place of residence. Applicants may apply to any NSW Pathway School, however are only guaranteed a place at their designated NSW Pathway School. NSW Pathway Schools are listed on the Directorate [website](https://www.education.act.gov.au/public-school-life/enrolling-in-a-public-school/nsw-resident-enrolments).
	3. In limited circumstances only, ACT preschools that are not designated as NSW Pathway Schools can consider NSW student enrolments. These circumstances are:
		1. Where there are individual circumstances based on student wellbeing that mean the student cannot attend a pathway school; and
		2. Where the student lives in NSW and has a sibling concurrently attending the school (at ‘Category B’ schools only, and subject to capacity after meeting the needs of ACT residents).
	4. NSW-based applicants seeking to enrol at a non-NSW Pathway School, will do so via the Enrolment Review Process. They should:
		1. apply to their NSW Pathway School and receive an offer of a place; and
		2. submit an Enrolment Review request via the [Review Request form](https://forms.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1622&appType=Review) setting out their individual circumstances related to student wellbeing.
	5. Non-NSW Pathway School Reviews will be assessed by ESO to make a recommendation to the non-NSW Pathway School Principal. The Principal will decide the Review outcome (accept or decline) and send a written Review outcome to the applicant.
	6. The offer of place at the NSW Pathway School will remain valid, until or unless the applicant is enrolled at the preferred non-NSW Pathway School, submits a new application, or declines the offer.
	7. NSW-based Preschool students who are allocated on Review to a non-NSW Pathway School will be offered a place for preschool only. If they wish to continue at that school in Kindergarten they may be asked to re-apply to their NSW Pathway School, and be assessed on Review against the non-NSW Pathway School enrolment criteria.
	8. Non-NSW Pathway School enrolment decisions are subject to the Appeal process.
8. Early Entry to Preschool
	1. All ACT public preschools offer Early Entry programs, subject to enrolment criteria and capacity requirements being met.
	2. Applicants seeking to enrol their children in an Early Entry program should refer to the [*Early Entry for Aboriginal and Torres Strait Islander Procedure*](https://www.education.act.gov.au/__data/assets/pdf_file/0009/1019808/Early-Entry-for-Aboriginal-and-Torres-Strait-Islander-Children-.pdf) *,* the [*Early Entry for Children with English as an Additional Language or Dialect Procedure*](https://www.education.act.gov.au/__data/assets/pdf_file/0019/1540207/Early-Entry-for-Children-with-English-as-an-Additional-Language-or-Dialect.pdf)*, the* [*Early Entry for Gifted and Talented Children Procedure*](https://www.education.act.gov.au/__data/assets/pdf_file/0016/1540204/Early-Entry-for-Gifted-and-Talented-Children.pdf) or the[*Early Entry for Mobility Procedure*](https://www.education.act.gov.au/__data/assets/pdf_file/0017/1540205/Early-Entry-for-Mobility.pdf)*.*
9. Koori Preschool ENROLMENT PROCEDURE
	1. Aboriginal and Torres Strait Islander children aged 3-5 years access 15 hours of free Koori Preschool a week at one of five sites: Kingsford Smith School, Narrabundah Early Childhood School, Ngunnawal Primary School, Richardson Primary School, and Wanniassa School. This service is provided under the authority and oversight of the *Education and Care Services National Law (ACT) Act 2011* and the *Education and Care Services National Regulations 2011.*
	2. Enrolment for children aged 3-5 years is via the [Online Enrolment Form](https://forms.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1087).
	3. Children aged zero to two years can attend Koori Preschool if accompanied by a parent or guardian. Applicants seeking to attend should approach the ACT public school directly.
	4. Children enrolled in Koori Preschool are also entitled to:
		1. Dual enrolment in 15 hours per week at four-year-old preschool. This may be at the same site as the Koori Preschool or at a different preschool; and
		2. Dual enrolment in an Early Entry program.
	5. Dual enrolments are made via the Online Enrolment Form and are assessed in line with section 4.
	6. Koori Preschool applications are managed by the schools delivering Koori Preschool. Applications are assessed and allocated by the schools, separately to the annual bulk preschool allocation round.
	7. Enrolment in Koori Preschool is subject to capacity. Where a school does not have capacity they should work with the applicant to identify alternative sites or may waitlist an applicant until a space becomes available.
10. THREE-YEAR-OLD GOVERNMENT PRESCHOOL ENROLMENT PROCEDURE
	1. Three-year-old government preschool operates at two sites: Charnwood-Dunlop School and Narrabundah Early Childhood School.
	2. Enrolments are via the Online Enrolment Form and applications are managed by the schools delivering three-year-old government preschool in consultation with the Directorate’s Placement Pathway Group.
	3. Enrolments are subject to enrolment criteria and capacity requirements being met.
11. International students
	1. Applicants seeking to enrol international students, including dependents of temporary residents, should refer to the [Overseas Students Fees-charging Policy](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/access-and-equity/international-students/overseas-students/overseas-students-fees-charging-policy) .
12. Disagreement between parents
	1. Should there be disagreement between parents about an ACT public school application, it is a matter for the parents to resolve. If the child is already enrolled at an ACT school, then the child will be required to stay at that school until the school is directed otherwise by agreement of both parents, or through a legal document such as a court order.
	2. In cases where a child is living in the ACT and is not enrolled in an ACT school, the child may be enrolled by one parent, even if the other parent disagrees.
13. Offer of a preschool place
	1. Applicants will receive, via email or letter, a written offer of a preschool place from the preschool to which they have been allocated. As noted above this may not be the preschool to which they applied.
	2. Preschool students who are allocated to a preschool outside their PEA will be offered a place for preschool only. If they wish to continue at that school in Kindergarten, they may be asked to re-apply and be assessed against the Kindergarten to Year 12 out of area criteria.
	3. As set out in the Compulsory Education (Enrolment and Attendance) Policy, to accept an offer, applicants are required to provide the following documentation:
	4. Original or certified copy of a birth certificate as proof of identity; and
	5. 100 points proof of residence documentation, made up from the following:

|  |  |
| --- | --- |
| 1. A current Rates notice
2. A current residential lease agreement, through a registered real estate agent, of greater than six months’ duration
3. A current electricity or gas notice.
 | 50 points each |
| 1. A current residential lease agreement, through a registered real estate agent, of fewer than six months’ duration.
2. An expired lease where the tenant continues to reside at that address month-to-month after the lease fixed term has expired.
3. A current private residential lease agreement of any duration.
 | 20 points each |
| 1. Electoral Roll verification.
2. Current driver’s licence or other ACT Government issued ID showing home address.
3. Mobile phone statement (with current address details, not more than twelve weeks old).
4. Bank statement (showing current address details, not more than twelve weeks old; financial details are not required).
5. Current home building or home contents insurance correspondence showing the service address.
6. Most recent Tax Assessment Notice (showing current address details; financial details are not required)
7. Letter on ACT or Commonwealth Government Department letterhead (showing current address details; personal details are not required)
 | 1. points each
 |

* + 1. Applicants may provide these documents in digital form via email or in person at the school. It is recommended they supply electronic documents in a secured ZIP file, with a password sent separately.
		2. In some cases, applicants who provide documentation electronically may also be required to present original documentation in-person at the school (if requested) before enrolment can be confirmed.
	1. Schools will confirm that details on the student’s proof of identification and residence documentation match the details provided on the enrolment application, and record on the student file that the documentation was sighted and was correct. Copies should not be retained for student files, in accordance with the Information Privacy Act, (2014).
	2. No applicant will be disadvantaged if they are unable to provide the student’s proof of identification. Schools will work with ESO to support the applicant to confirm enrolment in these cases.
		1. Where documents have been provided in digital form via email to the school enrolment inbox, the email will be deleted by the school when checking is complete. This includes the email received as well as clearing out of the deleted inbox.
	3. No applicant will be disadvantaged if they are unable to provide residence documentation due to individual circumstances. Schools will hold the place for the applicant while they work with ESO to support the applicant to confirm enrolment in these cases.
	4. Copies of documentation may be taken with the applicant’s permission for the purpose of checking details, to be destroyed when checking is complete.
1. Request a Review of an enrolment decision
	1. Where an applicant is not satisfied with the offer of a preschool place, they have the right to request a Review of the enrolment decision. To request a Review ACT-based applicants should write to the Principal of their preferred school via the [Review Request Form](https://forms.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1622&appType=Review), and explain the reason they are requesting a Review with reference to the preschool prioritisation criteria at 3.4. Applicants should provide any documentary evidence in support of their request.
	2. Review of a preschool enrolment decision will be undertaken by the enrolment decision maker as outlined below:
		1. For preschool applications allocated through the annual bulk allocation round, the decision maker is the Executive Branch Manager, Enrolments and Planning in ESO.
		2. For ACT-based applications received outside the bulk allocation round, including applications for the current school year, the decision maker is the Principal of the applicant’s preferred school.
		3. For NSW-based applications received outside the bulk allocation round, including applications for the current school year and other year levels, the decision maker is the Principal of the applicant’s preferred non-NSW Pathway School, with a recommendation from Enrolment Policy in ESO.
	3. ACT applicants’ preschool Reviews will consider the applicant’s claims against the preschool allocation criteria, as well as the process undertaken in the original enrolment decision with reference to the preschool enrolment procedures.
	4. NSW-based non-NSW Pathway School requests will consider the applicants claims against the non-NSW Pathway School enrolment criteria in line with section 5.3
	5. Applicants will receive written advice from the decision maker on the outcome of the Review, to either Affirm or Overturn the original decision. In either case the written advice will inform the applicant of next steps and further options.
	6. The Directorate aims to advise applicants the Review outcome within ten business days of the request for Review being received, although during peak times this may be longer.
2. Appeal an enrolment decision
	1. Where an applicant is not satisfied with the outcome of a Review of an enrolment decision, they have the right to Appeal that decision. Enrolment decisions must be Reviewed before they can be Appealed.
	2. To Appeal an enrolment decision applicants should lodge an online Appeal Request Form. Appeal requests should set out the reason for the Appeal with reference to the preschool prioritisation criteria (at 3.4) (ACT residents) or the non-NSW Pathway School enrolment criteria (at 5.3) (NSW residents). Applicants should provide any documentary evidence in support of their request.
	3. Enrolment Appeals will be heard by a Panel comprising:
		1. A Director of School Improvement (Chair);
		2. A school Principal who is not involved in the original enrolment decision and Review; and
		3. A representative of Clinical Practice, Student Engagement Branch.
	4. The Enrolment Appeals Panel will consider preschool appeals against the preschool allocation criteria or the Non-NSW Pathway School enrolment criteria, in the light of any supporting information provided by the applicant, the Review outcome documentation, and any and other circumstances relevant to the applicant of which they are aware.
	5. Applicants will receive written advice from the Chair of the Enrolments Appeals Panel on the outcome of the Appeal request. These will usually be either to Affirm or Overturn the original decision, however in some cases the panel may seek further information from the parties or attempt to broker an alternative solution in the best interests of the applicant.
	6. The Enrolment Appeals Panel aims to provide a written outcome to the applicant within sixty days of an enrolment Appeal being requested.
3. Translating and Interpreting Service
	1. Translating and Interpreting Service National (TIS) is the recommended interpreter service for ACT public schools.
	2. Phone interpreters can be accessed immediately or by making a booking in advance.
	3. Interpreter services should be used:
	4. Any time a parent requests an interpreter service; and
	5. To support enrolment processes for applicants with English as an additional language or dialect.
4. Contact
	1. The Executive Branch Manager, Enrolment and Planning Branch is responsible for this procedure.
	2. For support with general preschool enrolment enquiries contact Enrolment Policy on (02) 6205 5429 or at education.enrolment@act.gov.au.
	3. For support with international enrolment issues contact International Education Unit on (02)6205 9178 or at ieu@act.gov.au
	4. For support with accessing Specialist Schools contact Inclusive Education on (02) 6205 6925 or at disabilityeducation@act.gov.au.
	5. For support with Early Entry contact Early Childhood Education on (02) 6207 1106 or at EDU.Consultation@act.gov.au.
	6. For support with Koori Preschool contact Early Childhood Education on (02) 6207 1106 or at EDUKooriPre@act.gov.au.
	7. For support with Three-Year-Old Government Preschool and the Placement Pathway Group contact Early Childhood Policy at earlychildhoodpolicy@act.gov.au.
	8. For support with EAL/D services contact EALD@act.gov.au.
5. References

**Definitions**

In addition to the definitions detailed in the overarching Education Participation (Enrolment and Attendance) policy, the following definitions are specific to this procedure.

**Appeal** is the process whereby an applicant is dissatisfied with the outcome of a Review and is seeking further consideration of their claim. Appeals are heard be an Appeals Panel comprising a Director of School Improvement, a third-party Principal, and the Director of Clinical Practice.

A preschool’s **capacity** is the number of preschool students that can be accommodated within the school within the staff:student ratio prescribed by the National Quality Framework. This ratio is 1 staff : 11 students, which means a preschool class may not exceed 22 students. Individual school's preschool capacity is also impacted by physical building space and school design and usage factors.

**Enrolment** is the term used for the administrative procedure by which a person becomes a student of an education provider. For a government school, the enrolment of a student starts on the first day they are expected to attend school after they have been put on a class roll.

**English as an Additional Language or Dialect (EAL/D)** is the education acronym for students whose home language is a language or dialect other than English and require additional support to develop proficiency in English.

A school’s **Priority Enrolment Area (PEA)** determines which students reside within a school’s neighbourhood enrolment catchment area according to their residential address. While preschools do not have PEA’s, the PEA of the primary school to which the preschool is attached is used as a proxy reference to enable preschools to prioritise local applicants.

**Gifted** designates the possession and use of outstanding natural abilities, called aptitudes, in at least one ability domain to a degree that places an individual among the top 10% of age peers (Gagné, 2016).

**Mobility** recognises that children start school at different ages in different jurisdictions. Recognition of mobility allows children moving to the ACT from other jurisdictions to join a class with their age-cohort peers.

**Parents** includes carers, as defined in the Education Act 2004 section 6 (1)

**Placement** refers to the process of allocating a student to a particular school in accordance with the Compulsory Education (Student Enrolment and Engagement) Policy and this Procedure.

**Placement Pathway Group** refers to the placement group in ESO which supports placements into the 3 year old government preschool program.

**Proof of identity** of a child will be satisfied by presentation of a birth certificate or similar.

**Proof of residence**. Applicants are required to provide documentation to the school to demonstrate the child’s place of residence.

**Proof of immunisation status**. Where available an immunisation history statement should be provided to the school.

A **Review** is the process where an applicant is dissatisfied with the outcome of their enrolment application and asks the enrolment decision-maker to review their claim, including any additional information they may provide.

A **sibling** of a child or young person includes fostered siblings, adopted siblings, step-siblings and half-siblings as well as kinship care arrangements and recognition of Aboriginal and Torres Strait Islander kinship relationships.

A **Student** is a person enrolled in an ACT public school in accordance with section 33 of the Act.

**Related Policies and Documents** - Link to related policies or other documents.

[Child Protection and Reporting Abuse Policy and Procedure](https://www.education.act.gov.au/publications_and_policies/corporate-policies/wellbeing/child-protection/child-protection-and-reporting-child-abuse-and-neglect-policy)

[Compulsory Education (Student Enrolment and Attendance) Policy](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/student-administration/enrolment-and-attendance/compulsory-education-student-enrolment-and-attendance-policy)

[Early Years Learning Framework](https://www.education.act.gov.au/__data/assets/pdf_file/0007/1901086/What-is-the-EYLF.pdf)

[Early Entry for Aboriginal and Torres Strait Islander Children Procedure](https://www.education.act.gov.au/__data/assets/pdf_file/0009/1019808/Early-Entry-for-Aboriginal-and-Torres-Strait-Islander-Children-.pdf)

[Early Entry for Children with English as an Additional Language or Dialect Procedure](https://www.education.act.gov.au/__data/assets/pdf_file/0004/917437/Early-Entry-for-Children-with-English-as-an-Additional-Language-or-Dialect.pdf)

[Early Entry for Gifted and Talented Children Procedure](https://www.education.act.gov.au/__data/assets/pdf_file/0016/1540204/Early-Entry-for-Gifted-and-Talented-Children.pdf)

[Early Entry for Mobility Procedure](https://www.education.act.gov.au/__data/assets/pdf_file/0007/1019806/Early-Entry-for-Mobility.pdf)

[Education Options (other than school) Procedure](https://www.education.act.gov.au/__data/assets/word_doc/0018/810108/Education-Options-Other-than-School-Procedure.docx)

[Family Law Policy](https://www.education.act.gov.au/publications_and_policies/corporate-policies/wellbeing/child-protection/family-law-policy)

[Overseas Students Fees-charging Policy](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/access-and-equity/international-students/overseas-students/overseas-students-fees-charging-policy)

[National Quality Framework | ACECQA](https://www.acecqa.gov.au/national-quality-framework)

[Koori Preschools](https://www.education.act.gov.au/public-school-life/public-schools-in-the-act/koori-preschools)

[Engaging with families for whom English is an additional language or dialect](https://www.education.act.gov.au/__data/assets/pdf_file/0007/807433/150897-Engaging-with-EALD-families.pdf)

[Students with a Disability Meeting their Educational Needs](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/access-and-equity/disabilities/students-with-a-disability-meeting-their-educational-needs-policy) Policy

[Students with a Disability Meeting their Educational Needs Procedure](https://www.education.act.gov.au/__data/assets/word_doc/0007/2072599/Students-with-Disability-Meeting-their-Educational-Needs-Procedure-and-Hydrotherapy-Pools-Procedures.DOCX)

[Safe and Supportive Schools Policy](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/wellbeing/safety/safe-and-supportive-schools-policy2/safe-and-supportive-schools-policy)

1. The sibling criterion does not apply for Kindergarten to Year 12 students who have a younger sibling enrolled in Preschool at an out of area school. [↑](#footnote-ref-1)
2. With the exception of applicants citing individual circumstances related to student wellbeing. These will be assessed by school Principals outside the bulk allocation round – see 5.2 [↑](#footnote-ref-2)