

Preschool Enrolment Guidelines

(Revised May 2014)

Placement into the Isabella Plains Early Childhood School (Preschool) is extremely competitive and we usually receive more applications for enrolment than we have available places for children.

Program Provision

Isabella Plains Early Childhood School provides 15 hours of preschool education per week for each preschool group. There are four preschool groups with places for 22 children in each. The groups operate at the following times:

Monday, Tuesday and alternate Wednesday 9.00am to 3.00pm
Thursday, Friday and alternate Wednesday 9.00am to 3.00pm

Each preschool group is staffed by a qualified teacher and a qualified preschool assistant.

Criteria for Preschool Placement

As Early Childhood Schools do not have a designated Priority Enrolment Area, Principals make offers of enrolment according to the criteria in the following order:

- Wellbeing considerations (evidence from a registered psychologist or medical specialist required)
- Child lives in the ACT and has a sibling attending the school (P-2)
- Child lives in the ACT and attends the long daycare program at the school
- Child lives in Isabella Plains
- Child lives elsewhere in the ACT
- Child lives outside the ACT

Enrolment

Applications for the following year will be taken from the first day of term 2 of the current school year and the first round will close at the end of week 5 of term 2. Enrolments must be submitted online at http://www.det.act.gov.au/school_education/enrolling_in_an_act_public_school

Children can only be enrolled in preschool if their fourth birthday is prior to 30 April in the year they are to commence.

Application for preschool enrolment is made by;

1. Completing an online Enrolment Form
2. When an offer of enrolment/transfer has been made and accepted, you must visit the school to sign the forms **and** you must provide the following documentation
 - Birth certificate or passport
 - Immunisation details/ record
 - Proof of Address (eg. Current utilities bill or lease agreement. We **cannot** accept a drivers' license or vehicle registration as proof of address.)

Issuing of Preschool offers to families

Successful families will be notified in writing in the form of an offer of placement in mid June of the current year and will be required to confirm their acceptance within two weeks.

Unsuccessful families will also be notified in writing and the enrolment forms will be forwarded to the second choice school or their priority enrolment area (PEA) school.

There will be Getting to Know You interviews in November.

Pre-School Waiting Lists

Children who are unsuccessful in being offered a placement in the Preschool can have their name placed on a waiting list. Families must contact the school if they would like their child's name to be added to the list. If a place becomes available, the same criteria for placement will apply.

School Contact

If you have any questions and would like to seek further advice in regards to the process of enrolling your child into the Isabella Plains Early Childhood School (Preschool) please contact the school office on 6205 9722 to discuss your child's placement or to make an appointment to meet with the Deputy Principal.