

**Deakin Preschool - Enrolment and Orientation Procedures**

**Purpose and Scope**

Enrolment and orientation processes will be planned and implemented in consultation with families, in order to orient a child and family to the preschool.

**Procedure**

Enrolments for preschool occur the year prior to commencement and when a child turns four prior to the 30 April in their preschool year. The online enrolment process opens on the first day of term two each school year. The online enrolment application and further information about enrolment will be available on the Education website at [www.education.act.gov.au](http://www.education.act.gov.au) Where the website has not answered your questions, you can call the Enrolments call-back service on 6205 5429.

*As a* ***Category A*** *school Forrest Primary School has very little capacity to enrol students from out of area. Forrest Primary School is only able to consider out of area applications where there are legal or exceptional circumstances related to student wellbeing or, subject to capacity, from ACT-based siblings of concurrently enrolled students.*

Please refer to **ACTMAPI** when locating your Priority Enrolment Area school based on your residential address. ACTMAPI is located on the above website.

Children enrolled at Deakin Preschool will be automatically enrolled into Kindergarten the following year at Forrest Primary School, if they live in the priority enrolment area. Please advise the Forrest Primary School front office if your child will not be attending Kindergarten.

Parents and carers are welcome to enrol or transfer their son or daughter at any time during the school year. The Parent and carer guide to enrolment and transfer for ACT public schools provides an overview of the procedures and requirements when enrolling in an ACT Public School or transferring between ACT Public Schools. It is available online at <https://www.education.act.gov.au/school_education/enrolling_in_an_act_public_school>

**Preschool Orientation**

Our preschool staff welcome visits from prospective families and children at a mutually convenient time. The Nominated Supervisor or delegated authority may provide the visiting family with a tour of the preschool and information that may include:

* preschool philosophy and curriculum
* approaches to documentation, curriculum and planning
* viewing examples of programs, provocations and learning experiences set up across the indoor and outdoor learning environments
* introductions to educators
* a tour of the physical environment
* discussing parental and family engagement with and involvement in the preschool program.

To further inform our families of our practices, procedures and policies, they are encouraged to access the school website and view this information under the preschool tab. They will also be able to view school wide policies and procedures along with newsletters and general information about the school. Hard copies of our policies and procedures are also available at the preschool for viewing by all families.