Inspiring a passion for learning, for life
PRIMARY • PRESCHOOL • PLAYGROUP

ENROLMENT AND ORIENTATION POLICY

1. PURPOSE

This policy is to guide staff on the policies and practices to enrol and settle in new students at Kinma Preschool and Primary. The enrolment process aims to be fair and equitable, and as open and transparent as possible.

2. POLICY STATEMENT

Kinma is a school that encourages children to be children, fostering curiosity and motivation in learning. Our philosophy is connected with progressive education principles and has focused on child-centred beliefs for over fifty years. The Kinma community thrives on participation by everyone. Parents manage the school through an elected Board and are often part of classroom activities.

The foundation of a good relationship between families and Kinma begins from their first inquiry where families will be asked to attend a tour. When Kinma is open for enrolments, the applicants will be evaluated and invited for an interview. It is crucial for Kinma to understand the children's and family's needs and expectations before offering an enrolment.

Offers of places will be based on a range of factors including the educational and social needs of the children, the needs of the children already enrolled, and the anticipated social context of the group. Siblings of children already attending Kinma, children who have attended Kinma Preschool, and families with connections to the school community will be given priority.

After the interview, the (primary) child may be invited for a trial of up to five days and then a decision about enrolment will be made.

Where there is no current vacancy in primary or preschool, an enrolment application may be placed on a waitlist. Progression of any enrolments from the waitlist are entirely at the reasonable discretion of the Head of School.

Once a child is accepted for enrolment at Kinma, the school has an obligation to that child for their educational and social well-being while at Kinma. Kinma understands that families are part of the Kinma community.

Kinma charges a non-refundable enrolment fee. The level of the fee is set by the Board. Offers of enrolment are at the reasonable discretion of Kinma School.

3. PRACTICE

First contact for new families is with the office. The Head of School or her delegate explains a bit about the school at this first contact and will inform the parents of the upcoming tours to attend.

During school tours and open days, families have the opportunity to see the preschool and primary school, hear information about the school's philosophy, as well as about administrative matters such as fees and hours of operation.

When a family expresses interest in enrolling, office staff provide an enrolment package with fees, school info, and an application form. The form includes government-required details, such as the NSW Government Census and Start Strong Funding forms for preschool.

Once the application, birth certificate, and Immunisation History Statement (or other Medicare forms) are received and a place has become available for consideration, priority will be given to siblings of children already attending Kinma, children who have attended Kinma Preschool, and families with connections to the school community.

An interview will be offered where the responses will be considered regarding ability and willingness to support the school's philosophy as well as get to know the child and family.

Each potential child's education and social needs will be considered. To do this, the school will need to gather information and consult with the family, any previous primary schools, early childhood services or other relevant persons.

Adjustments will be identified which may need to be put into place to accommodate the student before a decision regarding the enrolment is made.

A trial period of up to five days may be offered to consider adjustments needed to support the child.

If offered a place, the family receives a written offer, and upon payment of the enrolment fee, the place is secured.

The Administrator sends a confirmation letter and Parent Handbook, and the orientation process begins. The Head of School consults with the family on specific needs, start dates, and orientation visits. A buddy parent may be assigned for extra support.

Teaching staff help the new student settle in by introducing them to peers and guiding them through the preschool or primary space. Regular communication between staff and parents supports a smooth settling-in period.

APPENDIX

a. Supporting Documents

- Primary Application Form, Preschool Enrolment Form
- Enrolment Process document
- Fee Policy
- Codes of Conduct
- Medical conditions policy

b. Regulatory Legislation and Considerations

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011
- National Quality Framework
- NSW Registered and Accredited Individual Non-Government Schools Manual
- Education Act 1990 no. 8

c. Planning control

- Approved by Head of School

d. Next Scheduled Review

- 2026

e. Version control

Version	Date Approved	Approved By	Brief Description
1.0	2016	JC - Manager	
1.1	2018	Manager	Change format
1.2	2021		Change format
1.3	2022	Manager	Funding changes in preschool
1.4	2023	Head of School	Manager to HoS, Supporting Docs
1.5	2025	Head of School	Including stage 2 process, trial