BCPS
BYRON COMMUNITY PRIMARY SCHOOL
Curious, creative learners

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K2 Enrolment Procedure

All Applications are processed within the school's enrolment policy

'K2' is for students turning 5 by December 31st in that calendar year
'K1' is for students turning 6 by December 31st in that calendar year
Both K2 & K1 students are taught the full NSW Education Standards Authority Early Stage One Curriculum
K2 is NOT a 'pre-school' year

Part A: The Enrolment Drive

1. The Kindergarten teacher visits all local preschools and provides them with a poster and flyers advertising the Information Session (The Board of Directors will budget for up to 3 casual days each year)

2. All parents of students on the school's waiting list are invited to a 'Kindy Information Session' to be held in term 2

3. The Information Session details are advertised in the local paper before it is held
   3.1   It must be stated that our intake is for students turning five by December 31 in their K2 year and six by December 31 in their K1 year
   3.2   All prospective parents are welcome to attend
   3.3   The Kindergarten Classroom Teacher, Classroom Assistant, School Director and Finance & Administration Manager are to host the Information Session
   3.4   Topics covered include general information about the school and Kindergarten classroom
   3.5   At this session there is plenty of opportunity for new prospective parents to submit an application for enrolment

Part B: Enrolment Procedure

1. Upon enquiry, prospective parents/caregivers are provided with an Enrolment Package and a guided tour is booked using the school tour date template.

2. Parents/caregivers are to complete an Application for Enrolment form including all required documentation plus application fee which is non-refundable.

3. The FAA to ensure the application form is completed and to add to SAS enrolment system. Child is placed on the appropriate waiting list. Placements in BCPS are prioritised on the basis of <u>any or all of the following</u>
   - Siblings of existing students

- Children of former students
- Children of current teachers
- Date of receipt of application
- Appropriate age: Children for K2 should turn five by the 31st December. Consideration may be given to students who turn five by 31st January under special conditions.
- The quality of the reference from the child's current School/preschool
- Results of a Needs Analysis (*refer to page 3 for more details) conducted by staff at Byron Community Primary School
- The Principal's assessment of the child and family's capacity to make a positive contribution to BCPS.

4. The enrolment procedure will take up to 6 weeks with interviews being conducted over 3 weeks and enrolment assessments conducted over 2 with offers going out the last week.

5. A parent/principal & child/teacher interview will be held at the start of term 3 as per policy
   3.1 The Finance & Administration Manager will contact the first 12 applications on the waiting list with two possible meeting times for interviews. Parents will be interviewed by the Principal and child will be interviewed by the Kindergarten class teacher.
   3.2 The Principal and Kindergarten teacher will read through applications and highlight any medical or behavioural issues before the interview and organize the paperwork which accompanies these issues to share at the interview and will schedule a Disability Planning Meeting ('DPM') with the parents if necessary.

6. The Finance & Administration Manager conducts rounds of offers of positions in the K2 class twice yearly.
   3.3 For intakes at the start of terms one and three unless otherwise arranged with the Kindergarten Class Teacher
   3.4 The Finance & Administration Manager checks the Application for Enrolment form details and prepares a "letter of offer" which states all criteria required for an enrolment to be confirmed
   3.5 Fees are paid according to the Board of Directors approved 'Schedule of Fees' for the year of entry

7. Offers are accepted or declined
   3.6 If an applicant on the list cannot be contacted by email, phone or mail within a reasonable time span, the next application on the list will be contacted
   3.7 Once accepted the enrolment application and all necessary paperwork to go to FAMA to be updated in SAS
   3.8 Immediately on acceptance orientation invites will be sent
   3.9 Immediately on acceptance the student is placed on the class list on SAS
   3.10 Applicants advised after letters of offers have been accepted that the K2 year is full and asked if they would still wish to be on the waiting list

8. Two orientation mornings are held in term 4 for students that have accepted enrolment
   3.11 The children come into school for the morning session (9am – 11)
   3.12 At the orientation day students going up to year 1 in the following year go into the Seahorse classroom at this time
   3.13 Enrolment packs for new students to be created and distributed

9. At the start of the new school year all allergy and asthma plans are to be copied and shared with class teacher and specialist teachers with an extra copy of the plan displayed in the kitchen