



Nightcliff Primary School

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Nightcliff Preschool

Enrolment Policy

In the Northern Territory, parents may apply to enrol their child in the preschool of their choice. If the preschool is approaching or has reached operational capacity, then a school may decline enrolment applications from students who reside outside its priority enrolment area

Children turning four on or before 30th June are eligible to enrol in a regular preschool program at the commencement of the school year.

Children turning 4 after 30th June are eligible to enrol in a preschool program after their 4th birthday, if places are available, and with the understanding that the child will access more than 12 months of preschool.

Applications for enrolment from students who live outside the priority enrolment area will only be considered if the preschool has capacity, after catering for students from its priority enrolment boundaries.

Priority enrolment will be given to:

1. Those children who live in the Nightcliff, Coconut Grove and Rapid Creek areas
2. Those children attending Nightcliff Early Learning Centre
3. Those who have a sibling at the school

Responsibilities

The Principal is required to

- Implement the Preschool Enrolment Policy in their preschool
- Ensure consistent criteria is applied to all applications for student enrolments from outside the priority enrolment area for their school
- Ensure sufficient operational capacity is available in their preschool

The Teacher in Charge is responsible for:

- Managing class placements of enrolled students
- Ensuring student information is kept on-site and up to date
- Orientation of students and parents
- Informing new enrolments of placement

The school administrative staff are responsible for

- Issuing and receiving enrolment packages
- Informing preschool Teacher in Charge of any new enrolments

- Maintaining a waiting list for future enrolments the waiting list will be organised by the age of the child enrolling.

Related Policies

- Education Act
- Preschool Provision
- Enrolment / Priority enrolment

<http://www.det.nt.gov.au/data/assests/pdf>

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Review 10/11/16