



He Whānau Manaaki o Tararua  
Free Kindergarten Association Incorporated

Date Effective: May 2020  
Review Date: May 2022

## Enrolment and Admission

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Responsible to:	Chief Executive Officer
Applies to:	All Teaching Staff
Purpose:	<ul style="list-style-type: none"><li>-To ensure that the process of enrolment and admission of children into kindergarten is fair, equitable and consistent.</li><li>-To ensure children and the families of children enrolling at kindergarten receive an induction that is welcoming, supports their individual needs and promotes on-going participation.</li></ul>
References:	<ul style="list-style-type: none"><li>-Education (Early Childhood Services) Regulations 2012</li><li>-Licensing Criteria for Early Childhood Education and Care Centres 2008</li><li>-Ministry of Education Funding Handbook</li><li>-Privacy Act 1993</li><li>-United Nations Declaration on 'The Rights of the Child'</li></ul>

## Policy

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1. All eligible children have the right of enrolment, admission and induction into a Whānau Manaaki (WMK) Kindergarten. No child shall be excluded from enrolment at Kindergarten.
2. Head Teachers are responsible for the maintenance of a waiting list and the admission of children. Generally, children will be admitted in age order. At times, extenuating circumstances may mean children are admitted differently.
3. Head Teachers are responsible to ensure that the process of enrolling and admitting children is carried out in a fair, equitable and consistent manner.
4. Kindergartens may develop specific procedures to accompany this policy that reflect their specific operation and licence. Senior Teachers will provide guidance in the development of these procedures which are consistent with the intent of this policy.
5. Teachers are required to follow WMK's procedures for gathering and keeping of records to continue to meet their legal requirements.
6. Parents/whānau/caregivers will be required to abide by Ministry of Education funding rules and WMK policy of the time regarding funding and any fees relating to the child's place at kindergarten.

7. WMK will ensure that families are able to register their interest and begin the enrolment process at kindergarten via an online system.
8. When a parent seeks to make any changes to the child's enrolment a teacher must ensure the enrolment form is updated immediately to reflect the change.
9. Where a parent seeks to keep their child at kindergarten beyond the age of 5, the Head Teacher will work with the child's parent/whānau/caregiver, the Senior Teacher and any external agencies involved to make a decision based on the best interests of the child.

## Procedure

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### **Registration and Enrolment**

1. Kindergartens will develop their own procedures for the enrolment and admission of children and waiting list maintenance.
2. Enrolment forms must be completed by the parent/whānau/caregiver at the kindergarten. Only the front page of the enrolment agreement form is to be completed at first contact. The remaining sections are to be completed by the parent and checked by a teacher at the time the child is admitted onto the roll.
3. Generally, children shall be admitted into kindergarten in age order. Other issues may be taken into account by the Head Teacher in making decisions regarding the order of admission of children, such as:
  - the need to ensure licence numbers are maintained, particularly when the kindergarten has an under 2 and over 2 licence;
  - needs or circumstances of the family;
  - any special education or development needs of the child;
  - attendance of the child's siblings or other whānau members;
  - any previous (or current) attendance by the child at another kindergarten or early childhood centre.

### **Registration and Enrolment at More Than One Kindergarten**

4. Families may choose to be registered and/or enrolled at more than one kindergarten.
5. From time to time, when it is decided it is needed, WMK may develop enrolment policies and/or procedures applying to a particular community or locality which limits the ability of families to register and/or enrol at more than one kindergarten.

### **Transfers**

6. Generally taking into account the points in 'Registration and Enrolment' above, a child transferring from another kindergarten or service shall be registered on the waiting list in age order or, in the case where a child is already attending kindergarten and if circumstances permit, admitted to a session or group immediately.

### **Induction**

7. Each kindergarten team will develop procedures for the induction of children and families into the kindergarten. These procedures may include:

- How the induction will occur;
- What information will be shared eg assessment process, how parents will be consulted and informed about their child's learning and progress, routines, fees, role WMK etc;
- How this information will be shared eg verbally, written etc;
- Who will be involved in the induction;
- Expectations for settling children and how this will be negotiated with parents;
- When and how additional support from other professional agencies eg Special Education, will be sought to ensure the individual child's needs are met.

8. Induction processes will ensure:

- Teachers endeavour to meet the needs of the child and family;
- Children and their families become familiar with the kindergarten procedures;
- Children and their families are welcomed and feel comfortable in the environment;
- The child and their family has an appropriate introduction to the kindergarten environment which may include attending a pre-entry group, visits to sessions, home visits etc;
- The differing needs of the community are considered;
- All appropriate information is shared with and received from whānau at the most appropriate time.