

Policy Title: Enrolments and Admissions Policy

Classification: Kindergarten Operations

Monitored by: Senior Teachers

Approved by: GM Professional Services

Effective Date: May 2021

Review Date: May 2023

Objective: To ensure there is a fair and equitable enrolment and admissions process for all whānau, which includes an induction process that is welcoming and supports the individual needs of children and whānau.

Commitment: All children have the right of enrolment and entry into Hutt City Kindergartens.

Related Documents

- Licensing Criteria for Early Childhood Education and Care Services 2008
- Education (Early Childhood Services) Regulations 2008
- Ministry of Education Funding Handbook
- United Nations Declaration on 'The Rights of the Child'
- Privacy Policy

Policy Details:

1. Waiting list enrolments are generally accepted from the age of two, but can be taken for children under two years of age.
2. Generally, children will be admitted according to age, however at times there may be extenuating circumstances, so this may vary at the discretion of the Head Teacher.
3. Children may be enrolled at more than one kindergarten. Once they have accepted a place at a kindergarten, whānau will be asked to tell any other kindergartens that they can be taken off the waiting list.
4. All kindergartens will use the standard HCK Enrolment Form. This form will include appropriate family authorisation and agreements, including a Dual Enrolment Declaration and Fee Contract.
5. Enrolment Forms must be completed and signed by the parent/guardian/whānau. Telephone or email enrolments cannot be accepted.
6. Head Teachers will adhere to all funding requirements as identified by HCK and the MoE Funding Handbook.
7. Each team will develop a procedure to induct children and whanau into the kindergarten, so they are made to feel welcome and supported.

Review:

This policy will be reviewed biennially in consultation with staff.