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Enrolment and Attendance Procedures at Florey Preschool

The following procedures align to support the implementation of the ETD Student Record Keeping policy and Education Participation (Enrolment and Attendance) policies.

- Enrolment processes at Florey Preschool are primarily aligned to accommodate students within the ETD identified PPA (priority placement area) with due consideration given to applications received outside the PPA where there is capacity to accommodate these enrolment requests.
- Out of PPA enrolments are discussed with the Network Leader prior to any offer of placement.
- Florey provides each student enrolled at the preschool with 30 hours of preschool per fortnight which is based on 18 hours one week and 12 hours the next.
- Enrolment processes for Florey Preschool are initiated in May each year and applications must be supported with proof of residency and proof of age documentation to support each individual application. Information regarding immunisation records is also requested.
- Florey Preschool distributes information via the school website, the school newsletter and generally through ETD to parents and the community articulating enrolment processes.
- All enrolment applications must be completed on online through ETD. Staff at Florey Primary School can assist those families who need support in this process.
- Early entry enrolment requests are considered against eligibility criteria and enrolment capacity for the following:
 - English as an Additional Language or Dialect (EALD)
 - Aboriginal and Torres Strait Islander
 - Hearing and Vision Impairment
 - Mobility
 - Accelerated Entry – Gifted and Talented
- Families seeking enrolment through annual enrolment processes are advised in writing of successful / unsuccessful applications.
- Students enrolled at Florey Preschool are assigned individual maze identification numbers and a student record folder which is securely located at the primary site.
- Accurate daily attendance registers are kept for each student through the provision of class rolls. The attendance and non-attendance of each student is recorded on a daily basis.
- It is the responsibility of each child's parent / carer to ensure that their child attends preschool at the relevant time for each scheduled session (9.00am – 3.00pm)
- Student record folders for Florey Preschool children contain:
 - Student address and telephone details, sibling details (Enrolment Forms)
 - Notification of Counsellor File
 - Medical Consent Form
 - Custody Arrangements / Relevant Court Orders

Student Attendance Information

Incoming Parent Correspondence

- Access to Student Record Folders is limited to relevant directorate personnel
- Florey Preschool recognises that the majority of enrolled attendees are below the compulsory education age, yet advocates that parents respond in writing to absence through written (preferably) or verbal communication to ensure that roll registers are accurate. This additionally provides a duty of care to account for student absence from the preschool.
- The principal of Florey Preschool encourages attendance of all students enrolled at Florey Preschool and encourages staff to actively respond to non-attendance through verbal communication (initially) or written communication (secondly) as a means of sustaining student participation in the early years learning program.
- The principal of Florey Preschool will assess regular non-attendance on a case-by-case basis having due regard for the individual circumstances of each child, social, cultural, religious factors associated with Aboriginal and Torres Strait Islander children and those from culturally and linguistically diverse backgrounds, students with disabilities and socially disadvantaged students.