



School Context

North Ainslie Primary School is an ACT government school which works within the parameters of the ACT ETD policy framework. It is situated in an inner northern suburb of Canberra. North Ainslie is a culturally and linguistically diverse school, which provides education for approximately five hundred and fifty students. North Ainslie is particularly unique because it is home, not only to a mainstream primary school (P-6), but also to an Introductory English Centre for migrant and refugee children (IEC), and to a learning support unit for students with autism (LSU). The main site at North Ainslie operates two fifteen hour preschool sessions. An additional preschool campus is located in the neighbouring suburb of Hackett, also offering two preschool sessions. The school also provides mainstream integration for a number of children with learning disabilities. Our school community is one which covers a broad socio-economic base.

North Ainslie offers the International Baccalaureate Primary Years Program from preschool to year six.

Purpose

To ensure compliance with the Education and Training Directorate (ETD) enrolment policy and procedures and clarify the procedures relating to preschool placements.

Rationale

Principals are responsible for making offers of enrolment in accordance with the Education and Training Directorate Enrolment Policy and Procedures. When considering an application for student enrolment/transfer, principals make offers of enrolment according to the specified enrolment criteria.

North Ainslie currently offers preschool programs at two campuses: Hackett and North Ainslie. Each program has an enrolment capacity of 22 students¹. The school's preschool programs cater to families from Hackett, Dickson, Ainslie and Downer (shared zone). Both our Hackett and North Ainslie preschool programs are high quality ones. The curriculum for all preschool sessions is planned collaboratively by the teachers and every program that the school offers is available in all preschool sessions e.g. the year 5 buddy program and dance lessons. Both preschools have been assessed under the National Quality Standards (NQS) for Early Childhood settings and meet all the NQS guidelines, exceeding many of the standards.

The school's International Baccalaureate Primary Years Program commences in the preschool years. Students complete a well scoped and sequenced program which continues until the end of year 6.

Implementation Guidelines

Offers of place

Parents/guardians may submit enrolment applications at any time during the school year. However parents/guardians are encouraged to make preschool applications for the following school year between the first Monday of term 2 and the end of May. The principal will accept enrolment applications and offer places according to the ETD timeline and in the following order of priority:

¹ In 2015 North Ainslie will be permitted enroll 25 students per session. Hackett will continue to have a capacity of 22 students per session.

1. children who live in our Priority Placement Area(PPA) and/or ACT resident siblings of children concurrently enrolled at the school
2. children who live in a Shared Enrolment Zone
3. other priority applications (see below)
4. ACT children who live in Out of Priority Placement Areas
5. children living in NSW who are siblings of children already attending the school, and
6. children living in NSW.

“Other priority applications” include:

- student well-being: where special enrolment/transfer consideration is requested, supporting documentation from a registered psychologist or medical specialist will be required; and
- curriculum availability: students applying from outside of the PPA for enrolment in the Primary Years Program will be required to provide supporting documentation from a previous International Baccalaureate school or showing evidence that the student will be attending an overseas International Baccalaureate school.

ETD enrolment guidelines can be found in the **Parent Guide** at the following web address:
http://www.det.act.gov.au/school_education/enrolling_in_an_act_public_school/parent-guide.

Preschool session allocations

Parents/guardians will be asked to nominate preferred preschool sessions when accepting their offers of placement. Decisions regarding placement in specific preschool sessions will be made by the principal according to the following criteria:

- the suburb of residence (Families residing in Hackett will firstly be offered a place at the Hackett campus; families residing in Ainslie or Dickson will firstly be offered a place at the North Ainslie campus.)
- the date of the parent/guardian’s acceptance of offer of place, and
- any extenuating circumstances which require consideration.

Extenuating circumstances may include requests to attend a particular preschool session because:

- of existing childcare or work arrangements
- of transport issues, and/or
- a sibling is already attending school at the North Ainslie campus.

Families will be required to provide supporting documentation when requesting special placement consideration.

The anticipated preschool session times for 2015 will be:

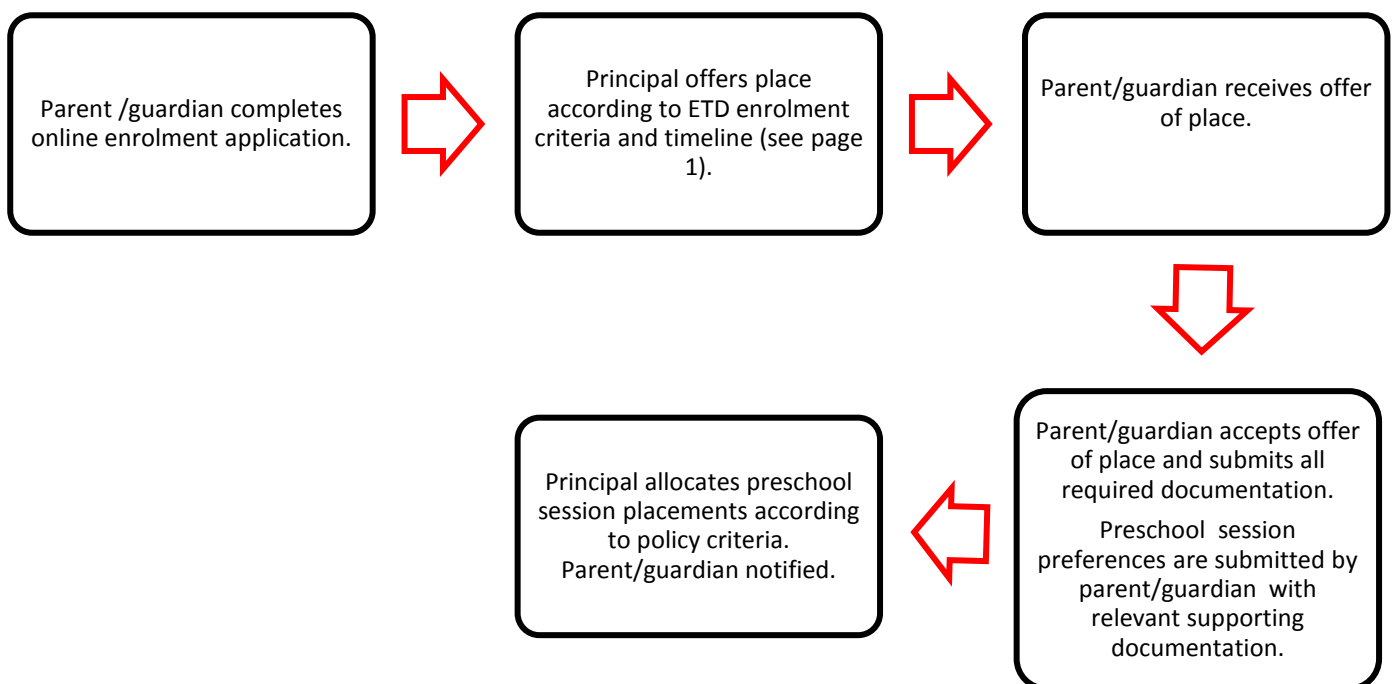
Hackett Preschool Program 1			
Odd Weeks	Monday 9:15 – 3:15	Tuesday 9:15 – 3:15	Wednesday 9:15 - 3:15
Even Weeks	Monday 9:15 – 3:15	Tuesday 9:15 – 3:15	

Hackett Preschool Program 2			
Even Weeks	Wednesday 9:15 – 3:15	Thursday 9:15 – 3:15	Friday 9:15 – 3:15
Odd Weeks		Thursday 9:15 – 3:15	Friday 9:15 – 3:15

North Ainslie Preschool Program 2			
Even Weeks	Wednesday 9:00 – 3:00	Thursday 9:00 – 3:00	Friday 9:00-3:00
Odd Weeks		Thursday 9:00-3:00	Friday 9:00-3:00

North Ainslie Preschool Program 1			
Odd Weeks	Monday 9:00 – 3:00	Tuesday 9:00 – 3:00	Wednesday 9:00- 3:00
Even Weeks	Monday 9:00 – 3:00	Tuesday 9:00 – 3:00	

Enrolment Procedures Summary



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References:

Parent Enrolment Guide (Education and Training Directorate, 2014)