



**Catholic Education  
Diocese of Cairns**  
*Learning with Faith  
and Vision*

## Guideline/Procedure

<b>Guideline/Procedure no:</b>	
<b>Approval date:</b>	2014 (ELT)
<b>Previous review dates:</b>	2008 (Early enrolment of students), 2015 (Prep changes)
<b>Next review date:</b>	2019
<b>Author:</b>	MGE (source documentation from Department of Education, Training and Employment)

# Variation to school age entry enrolment

## Purpose

This procedure outlines practices associated with approval of variations to school age entry when a child or a student's ability, aptitude and developmental capabilities suggest that an alternative placement to regular age-based enrolment is required to maximise their learning.

## Application

This procedure will be applied in all primary schools and P-12s in the Diocese of Cairns.

## Guideline or Procedure

To be eligible for admission to Prep, children are required to be 5 years of age by June 30 in the year they commence Prep. Principals have the discretion to extend this by one month in certain circumstances (see below). Participation in the Prep year is not compulsory. Enrolment in, and full-time attendance at, Prep fulfills the legal obligation of enrolment where a student is of compulsory school age.

To be eligible for admission to enter Year One children are required to be 6 years of age by the 30th June in the year they commence Year One.

Early entry, if approved, should occur at natural entry points such as the start of the school year.

Variations involving the early or delayed entry into either Prep or Year 1 can have lasting consequences for a child's future academic, social, emotional and psychological well-being, and thus require careful consideration. Note that children repeating the Prep year are not eligible for Census-based funding.

Schools will encounter five separate situations:

Variations to school entry	Who for	Decision-maker	Criteria
<b>Early entry into Prep</b>	Child younger than the age of 5 by 30 June in the year they propose to enter Prep. NOTE the criteria in Column 4 – these are a legislative requirement – there are no exceptions (except the variation	Exec Dir	The DSD Primary, in forwarding a recommendation to the ED, must be satisfied the child: had started education in another State or country that is equivalent to Prep <b>and</b> ; is ready for education in Prep, having regard to the child's attributes (aptitude and ability,

	in the row below)		social and emotional competence, physical development, level of knowledge and understanding). This should include psychometric testing.
<b>Variation of Prep entry age (one month)</b>	Child turns 5 years between 1 and 31 July in the year they propose to enter Prep.	Principal	The Principal may enrol a child in these circumstances if the child meets the age requirements and the Principal is satisfied the child is ready for school having regard for the child's attributes (aptitude and ability, social and emotional competence, physical development, level of knowledge and understanding).
<b>Early entry to Year 1</b>	Child younger than the age of 6 by 30 June in the year they propose to enter Year 1.	Exec Dir	The DSD Primary, in forwarding a recommendation to the ED, must be satisfied the child meets the required criteria to be enrolled, having regard to the child's attributes, which include the child's aptitude and ability, social and emotional competence, physical development and level of knowledge and understanding.
<b>Repeating the Prep year</b>	Students for whom it is considered educational and developmental benefits would be gained from participation in a second year of Preparatory education.	Principal (but having regard for the views of parents)	The Principal makes a decision based on the consideration of evidence of the child's attributes (aptitude and ability, social and emotional competence, physical development). There will be documented consultation with parents, the child's teachers and specialist staff.
<b>Delayed entry to Prep</b> (enrolment complies with compulsory schooling requirements)	Child who turns, or is already of, compulsory school age (6 years 6 months) in Prep where: parents seek enrolment in Prep and the Principal considers that this is the best educational program for the child; and the child would benefit from attending Prep giving consideration to child's aptitude and ability, social and emotional competence and physical development prior to Year 1.	Principal (but having regard for the views of parents)	The Principal makes a decision based on the consideration of evidence of the child's attributes (aptitude and ability, social and emotional competence, physical development). There will be documented consultation with parents, the child's teachers and specialist staff.

In all cases consideration of early or delayed entry to school will involve:

- Ongoing consultation with parents and their written consent. Parents should be engaged in understanding the full implications of the process and the resulting decision.
- For consideration of early entry parents should be advised to seek a professional assessment by a qualified educational psychologist of the child's attributes to enter the year level early. Parents should also prepare a written application to the Principal outlining their case for early entry.
- Broad consultation with school staff and other relevant specialists. This will include the consideration of a range of additional inputs for a child with a disability, or where there are cultural or language issues.
- Full written documentation of the process.
- Verification of necessary documents including birth certificates and evidence of previous enrolments.
- A decision based on evidence, highlighting the consideration of the child's attributes and the reasons for the decision.
- Informing parents in writing of the decision and the reasons for it. This may require a follow-up face-to-

face meeting.

- A review of the child's placement after 4-6 weeks of monitoring and consultation with teachers including observation in a variety of school contexts.

## Enquiries

DSD Primary, Manager, Student Services

## Reflection

*Education (General Provisions) Act 2006 (Qld) s176 (Parent's Obligations)*

*Education (General Provisions) Regulation 2006 (Qld) Part 4 s15 & s16.*

## See also (Related Policies and Guidelines)

Policy: Student enrolment at another year level