



Curtin Primary School



Curtin Primary School is an inclusive, innovative and supportive learning community that fosters lifelong opportunities, success and a love of learning for every individual in our school.

Enrolment and Orientation Procedure

Purpose and Scope

Enrolment and orientation processes will be planned and implemented in consultation with families, in order to orient a child and family to the preschool.

Enrolment Procedure

Children seeking to enter school at the preschool entry point should be four years of age on or before 30 April in the year of commencement. Preschool enrolments open in the year prior to the commencement of preschool. The online enrolment process opens on the first day of Term 2 each school year. The parent and carer guide to enrolment and transfer for ACT public schools provides an overview of the procedures and requirements when enrolling in an ACT public school or transferring between ACT public schools. It is available online at www.det.act.gov.au/school_education/enrolling_in_an_act_public_school/parent-guide.

After an offer of enrolment is made, the enrolment process is confirmed when the applicant visits the school to accept the offer and provide the following information:

- Proof of student's age and date of birth (eg birth certificate or passport)
- Proof of the student's residential address (eg lease, utilities bill)
- Copies of any family law or other relevant court orders
- Student's immunization history
- Emergency treatment plans where required (eg asthma, allergies etc)

Orientation Procedure

- Information session for prospective families, at the time of online enrolments opening, held in one of the preschools or in the main school hall – date, time and place advertised on website and in local community.
- Preschool Parent Information session, with leadership team and teachers in November. Invitations sent to enrolled families. Preschool Information Packs will be available for collection at the session, or afterwards from the school front office.
- Interviews with the preschool teachers, held mid November to early December: an opportunity to meet with a preschool teacher or executive teacher and share transition information prior to the child commencing preschool
- Welcome events with the Curtin Primary P&C early in the school year, to which all preschool families are especially invited

Our preschools welcome visits from prospective families and children at a mutually convenient time, arranged through the Principal and front office.

To further inform our families of our practices, procedures and policies families are encouraged to access the school website and view this information under the preschool tab. They will also be able to view school wide policies and procedures, view newsletters and general information about the school. Hard copies of policies, procedures and the parent handbook are also available at the preschool for viewing by all families.