

School and preschool enrolment policy

This is a mandated policy under the operational policy framework. Any edits to this policy must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

Overview

This policy aims to:

- identify children eligible to enrol in a government preschool and outline compulsory requirements for children and young people enrolling in government primary and secondary schools
- make sure department staff and parents meet their legislative and regulatory obligations when enrolling children and young people
- make sure preschool and school practices in relation to enrolments are equitable and inclusive of all South Australian children and young people.

Scope

This policy describes the responsibilities of schools, preschools and parents in relation to:

- non-compulsory preschool
- compulsory education and the enrolment and participation requirements of children and young people under the [Education and Children's Services Act 2019 \(SA\)](#).

Detail

Part A – preschools

Eligibility for enrolment at preschool

In South Australia (SA), all children are entitled to access a preschool program over 4 terms the year before they start school.

From 2023, there will be two major intakes for children enrolling in preschools, intake 1 for children starting at the beginning of the year (term 1), and intake 2 for children starting mid-year (term 3). Children that start in the mid-year intake will commence reception mid-year 2024 and will undertake 6 terms of reception.

Children can enrol in a government preschool program provided that the child resides in SA and:

- has Australian citizenship or permanent residency, or
- is a child with a relevant specified visa or [ImmiCard](#).

Children who reside outside of SA may be considered for enrolment where specific requirements are met.

Starting preschool

Government preschools have two major enrolment intakes each year, where children are eligible to access their full preschool entitlement (15 hours per week).

Intake 1 for children starting at the beginning of the year (term 1), and intake 2 for children starting mid-year (term 3).

- Intake 1 - Children who turn 4 years of age before 1 May, are eligible to start preschool at the beginning of each year (term 1).
- Intake 2 - Children who turn 4 years of age before 1 November are eligible to start preschool mid-year the same year (term 3).

Children who turn 4 years of age on or after 1 November are eligible to start preschool in intake 1 the following year.

Eligible children who enrol after the commencement of each intake are able to start at a mutually agreed time between the parents and principal/preschool director ('director').

It is recommended families consider their child's readiness to commence preschool before enrolling in a preschool program. When a family decide their child will commence school in the year they turn 6 years of age, the child is eligible to access preschool in the 4 terms prior to commencing school (refer to [starting school, in the school and preschool enrolment policy](#)).

Aboriginal children

Aboriginal children are eligible to attend preschool after their 3rd birthday. In these circumstances, children may attend for an average of 12 hours per week. Aboriginal children are eligible to access their full preschool entitlement (15 hours per week) at the beginning of:

- term 1, if the child has turned 4 years of age before 1 May of that year.
- term 3, if the children has turned 4 years of age before 1 November of that year.

Aboriginal children may either start school when they reach the age of eligibility for enrolment at a government school (refer to [starting school section of the policy](#)), or continue at preschool until they turn 6 years of age.

Children in care

Children who are or have been in care are eligible to attend preschool after their 3rd birthday. In these circumstances, children may attend for an average of 12 hours per week.

Children in care are eligible to access their full preschool entitlement (15 hours per week) at the beginning of:

- term 1, if the child has turned 4 years of age before 1 May of that year.
- term 3, if the children has turned 4 years of age before 1 November of that year.

Children who are or have been in care may either start school when they reach the age of eligibility for enrolment at a government school (refer to [starting school section of the policy](#)), or continue at preschool until they turn 6 years of age.

Gifted and talented learners

Children granted early entry to a school by the principal, as per the [curriculum, pedagogy, assessment and reporting: early childhood services to year 12 policy](#), are eligible to attend a preschool program over 4 terms in the year before they start school.

The child's preschool enrolment is conditional on the principal of the school confirming, in writing, the child's early entry to school and their start date.

Interstate and overseas transfers

Children transferring from an interstate or overseas preschool, who turn 4 years of age on or before 31 July, are eligible to enrol in a SA government preschool in the term 1 intake cohort of that year.

The principal or director must be satisfied and have sufficient documented evidence that the child has been enrolled in and regularly attended a preschool program for a minimum of 1 term prior to transferring to SA.

Australian Defence Force families

Children who turn 4 years of age on or before 31 July and have a parent who is a full-time serving member of the permanent navy, the regular army or the permanent air force are eligible to enrol in a government preschool in the term 1 intake cohort of that year.

The principal or director must be satisfied and have sufficient documented evidence that 1 or both parents are current serving members.

Special consideration for other enrolments

Early entry to preschool is not a guarantee. Children who meet the eligibility requirements for preschool are given priority for enrolment over early entry enrolments. Requests for early entry to a preschool are assessed on a case by case basis by the principal or director.

A principal or director may grant a child early entry to a preschool program based on the following considerations:

- the child will continue to access preschool at the same service
- the preschool has the capacity to accept the enrolment within existing resources
- additional time at preschool is likely to significantly improve the child's learning, wellbeing and developmental outcomes
- there has been consultation between the principal/director, parents and relevant departmental staff and agencies.

Early entry to preschool may be offered to:

- children with additional needs or disability or both
- children with significant extenuating family or individual circumstances
- children with emerging English as an additional language or dialect (EALD)
- children who are at significant risk due to family circumstances.

The child may attend preschool for up to 6 hours per week in the term prior to the child starting their eligible preschool year. Children accessing early entry may be eligible to access support services.

Admission to preschool

Admission to a government preschool is managed by the principal or director in accordance with the instructions outlined in the following procedures:

- [admission procedure](#)
- [placement procedure](#)
- [transfer procedure](#)
- [registration of interest process procedure](#).

Before confirming the enrolment, parents will be asked to provide evidence of their child's immunisation status, the child's residential addresses, full name and birth date.

See www.education.sa.gov.au/enrolment for further information.

Immunisation requirements

For a child to enrol and continue to attend a preschool, a child must meet the immunisation requirements under the [South Australian Public Health Act 2011 \(SA\)](#).

A parent must provide current approved immunisation records for their child:

- at the time of enrolment
- after the child receives a scheduled immunisation within specified age ranges.

Refer to [immunisation requirements and early childhood services](#) for more information.

Extended transition to school

When a parent requests that a child has additional time at preschool, a principal and director may grant an extended transition to school, of 1 additional term at preschool, based on the following considerations:

- the child has additional needs or disability or both and has a personalised learning plan ([One Plan](#))
- there has been consultation between the principal, director, parents and student support services staff
- additional time in the preschool environment will maximise the child's educational outcomes
- the preschool has the physical capacity to support the extended transition to school.

The enrolment of the child is at the school, and during the transition period the school will be responsible for providing additional staffing and resources required to support the child within the preschool setting.

Children who meet the eligibility requirements for preschool are given priority for preschool enrolment over extended transition arrangements.

Withdrawing from preschool

A child may formally withdraw from preschool within the first 4 weeks of commencing preschool and is eligible to re-enrol in a preschool program, starting at the beginning of the following intake. The preschool [notification of withdrawal form \(DOCX 89 KB\)](#) must be completed and the end date must be recorded in the child's enrolment record.

Parents seeking to re-enrol their child in the same preschool must apply through the registration of interest process for the coming enrolment intake (ie a place will not be reserved).

Part B – schools

Compulsory school requirements

Compulsory school age

All children living in SA must be enrolled and attend a school from the age of 6 until they turn 16 years of age. This is known as the compulsory school age under the [Education and Children's Services Act 2019 \(SA\)](#).

Parents may be subject to penalties if it is found that a child or young person of compulsory school age is not enrolled in a school and does not have an approved exemption from attending school.

Compulsory education age

When a young person reaches 16 years of age they must continue to be enrolled in school or other approved learning program until they turn 17 years of age. This is known as compulsory education age under the [Education and Children's Services Act 2019 \(SA\)](#).

Where a young person has achieved a South Australian Certificate of Education (SACE) or other qualification under an approved learning program, there is no requirement for them to continue to participate at school or other approved learning program at or over the age of 16 years.

Eligibility to enrol in a school

All compulsory school age children or young people are able to enrol in a government school provided the child or young person resides in SA, and:

- has Australian citizenship or permanent residency, or
- a student with a relevant specified visa or [Immicard](#). Enrolment is subject to certain conditions, which may include payment of student fees. Refer to [international student program website](#).

Other persons, such as children or young people who are pre and post compulsory school age, adult students, or children who reside outside of SA may be considered for enrolment where specific requirements are met.

Starting school

Government schools have 1 intake per year for children starting primary school (the first year is known as reception) in term 1.

A child who turns 5 years of age before 1 May, can start primary school at the beginning of the year. A child who turns 5 years of age on or after 1 May, can start primary school the next school year.

A child must be enrolled at a school by their sixth birthday. It is recommended a child who will turn 6 years of age during the school year start school on the first day of term 1 of that school year.

From 2024, there will be two major intakes for children enrolling in primary school (reception)- intake 1 for children starting at the beginning of the year (term 1), and intake 2 for children starting mid-year (term 3)..

Early entry to school

Children who turn 5 years of age on or after 1 May will be eligible for early entry at a government school if the principal has granted the child early entry to school as a gifted and talented learner as per the:

- [curriculum, pedagogy, assessment and reporting: early childhood services to year 12 policy](#)
- [curriculum, pedagogy, assessment and reporting: early childhood services to year 12 guideline](#)

Children who turn 5 years of age on or after 1 May will also be eligible for early entry at a government school if the principal is satisfied the child will turn 5 years on or before 31 July and there's sufficient documented evidence to support that the child:

- has recently moved from interstate or overseas and has enrolled in and attended 4 terms of preschool or equivalent immediately before starting school, or
- has recently moved from interstate or overseas and has been enrolled and regularly attended school immediately before transferring to a SA government school (minimum 1 school term)
- is a dependent of a parent who is currently a full-time serving member of the permanent navy, the regular army or the permanent air force.
- is transferring from a registered SA non-government primary school and attended for a minimum of 1 school term immediately before the transfer. This includes children who met the requirements to gain entry through a non-government primary school mid-year reception intake. Children transferring from a mid-year intake will have a minimum of 6 terms of reception.

Special consideration

Outside of the above conditions, a child will only be considered for early entry to school in exceptional circumstances where the Chief Executive (or delegate) is satisfied that it is in the child's best interest and has approved that the child should be enrolled and attend a government school. Requests for exceptional circumstances are assessed on a case-by-case basis, and must be recommended by the department, via the local education director.

Early entry to school is not a guarantee but rather an exception, where it is determined to be in the best interests of the child. It considers the child's age, continuity of their education and assessment the child has the required social and emotional skills to succeed at school.

The principal can help parents in determining if a child has the necessary attributes required for early entry to school.

Participation

Once a child is enrolled at a school, the child must attend every day that instruction is provided for the child at the school, or such parts of every day. This includes all compulsory school activities.

If a student is absent, parents must provide the school with a reasonable explanation for the absence, unless permission for the absence has already been granted via an exemption.

The full-time participation (attendance) requirements for government schools are described in the [attendance policy](#).

The department offers various alternative schooling options for children and young people to support their participation in education, including:

- children unable to regularly attend school may be eligible to access an external education program as per the [Open Access College enrolment policy](#)
- eligible secondary school aged students in year 8 or higher who are disengaged from school may be able to participate in a flexible learning option (FLO) as per the [Flexible Learning Options \(FLO\) Enrolment and non-FLO case management procedure](#)
- children and young people with disability may be eligible to enrol in a specialised education option as per the [children and students with disability policy](#).

All government schools must make reasonable efforts to work with families and provide appropriate adjustments and support to make sure every child and young person is given the opportunity to engage in learning. They must also make sure every child and young person is able to meet the education and participation requirements of the [Education and Children's Services Act 2019 \(SA\)](#).

Refer to the section below for participation requirements at various ages.

Education participation requirements for children and young people

Preschool age children

A child can participate in an approved preschool program for 4 terms before starting school, if they meet the requirements for entry determined by the department.

Children under 6 years – pre compulsory school age

A child can enrol and be admitted to a school under the age of 6 years, if they meet the requirements for entry determined by the department.

Once a child under 6 years of age is enrolled in school they are subject to the same participation requirements as children of compulsory school age.

Attendance and participation requirements for a child under 6 years of age may be modified to meet the child's specific needs. This is arranged by negotiation between the principal and the parents.

Children aged 6 to 16 years – compulsory school age

A child must be enrolled in a primary or secondary school and attend school, from when a child turns 6 years until they turn 16 years of age, unless the child has an approved exemption from participation.

Children aged 16 to 17 years – compulsory education age

A child must participate at school or in a full-time approved learning program, or a combination of programs, as to constitute full time, until they turn 17 years. That is unless they have achieved a SACE or other qualification under an approved learning program.

The [Education and Children's Services Regulations 2020 \(SA\)](#) details what constitutes full time participation in approved learning programs.

Young persons aged 17 to 21 years – post compulsory school or education age

Students who turn 17 years of age are no longer required to continue their enrolment at school. However continuing students can elect to remain enrolled and complete their studies.

Young persons over the age of 18 years who have left school for more than 6 months and wish to return to complete their studies may do so, if eligible through the [adult education enrolment policy](#). Adult students must have a current [working with children check \(WWCC\)](#) before starting at the school and must not be enrolled in a school if they are a prohibited person under the [Child Safety \(Prohibited Persons\) Act 2016 \(SA\) \(PDF 252KB\)](#).

Adults aged 21 years or older – Adult Education Provision (AEP)

Adults aged 21 years or older who have not achieved their SACE can complete this qualification under the adult education provision (AEP) detailed in the [adult education enrolment policy](#).

Students have up to 5 calendar years or 200 credits (whichever occurs first) to complete their SACE. The AEP is only provided once for each eligible person.

Exemption from attending school

The Minister (or delegate) has the authority to grant a child of compulsory school age an approved exemption (including [home education](#)) from attendance at school in certain circumstances.

Exemptions to attend school (including students working full time) are managed by the principal, in accordance with the instructions outlined in the [exemption from school procedure](#).

Admission to school

Every child has a right to education. Placement in a particular government school or service is managed by the principal in line with the instructions in the [placement procedure](#).

Principals will manage admission and transfers to their school or services in a fair and transparent manner, without discrimination or prejudice, as per the [admission procedure](#) and [transfer procedure](#).

Equal opportunity is promoted in all government schools to maximise the educational opportunities and outcomes for priority groups, including Aboriginal children and children in care.

See [your child's enrolment](#) on the department's website for more information.

Roles and responsibilities

Parents

Make sure when their child is of compulsory school age or compulsory education age they are enrolled at a school or in an approved learning program pursuant to the [Education and Children's Services Act 2019 \(SA\)](#).

Make sure an enrolment form is completed for their child, and give the principal and director all information and documentation requested in a timely manner, to verify:

- their child's full name
- their child's date of birth
- residential address/s for the child
- details of any school or approved learning program and information relating to the academic progress in which their child was previously, or is currently, enrolled
- any other information as requested (for example immunisation records, court orders, intervention orders and parenting plans)

Make sure they exercise proper care and control of their child of compulsory school age or compulsory education age to attend the school in which they are enrolled on every day, and for such parts of every day, that instruction is provided for the child at the school or to participate in an approved learning program (respectively), pursuant to the [Education and Children's Services Act 2019 \(SA\)](#).

Where appropriate, make sure their child has received an approved exemption from school.

Principal or preschool director (director)

Manage the day-to-day operations of the school or preschool, including enrolments. The principal or director must:

- manage processes to acquire necessary resources and facilities to accommodate eligible students
- make sure relevant enrolment information is communicated to their local community, families and prospective applicants
- make sure staff adhere to the [Flexible Learning Options \(FLO\) Enrolment and non-FLO case management procedure](#) for students who are FLO enrolled
- make sure each FLO student enrolled at the school (on and off site) is provided suitable staff (teaching and support) and appropriate supervision to respond effectively to their learning and wellbeing needs
- maintain accurate and complete enrolment data
- manage all enrolments into the school or preschool in a transparent manner, with consideration of the best interests of a child and young person, their safety and wellbeing, the right of every child to education, without discrimination or prejudice to the child or young person nor their parents
- make reasonable adjustments for all children and young people to participate in education to maximise their educational opportunities and outcomes
- make sure school and preschool communication in relation to enrolment is child-friendly, accessible, promotes inclusion and details complaints processes available
- make sure children and young people and their parents are provided with an opportunity to participate in decisions affecting them and be taken seriously.

Education director

Make determinations about enrolment disputes that cannot be resolved at the school or preschool level.

Make sure principals and directors manage enrolments in accordance with instructions set out by relevant national and state legislation and departmental policies and procedures.

Early childhood leader

Provide advice to principals and directors to interpret the preschool eligibility requirements.

FLO leader (school based)

Determine if a student is eligible for FLO enrolment.

Broker student case management services with members of the department's [approved panel of providers \(APP\)](#) or with a school employed case manager (SSO3).

Make sure:

- FLO students are appropriately supported and monitored, and that all student services and learning are provided by high-quality, trained providers who meet all department child protection requirements
- FLO students are engaged in learning within 6 months of FLO enrolment
- FLO students have an individual Flexible Learning and Transition Portfolio (FLTP) and that wellbeing and learning programs described in the portfolio support the achievement of plans in the FLTP
- case managers are supervised as per the [Case management requirements for flexible learning options](#)
- the student and parents understand and consent to the arrangements of a FLO enrolment.

FLO case manager (department or external provider)

Support to coordinate services to meet the individual social, emotional, learning and transition needs of the FLO student.

Must hold a minimum qualification of Certificate IV in Youth Work or Youth Justice, and have a current [working with children check \(WWCC\)](#).

Provide case management services to FLO students as per the [FLO case management standards \(PDF 149KB\)](#).

Partnerships, Schools and Preschools division

Give advice to principals and education directors in the interpretation and implementation of enrolment requirements determined by the Chief Executive and the department.

Make sure this policy and corresponding procedures are compliant and up-to-date with relevant legislative and state government obligations.

Where a child or young person cannot meet the education participation requirements, have the delegations in place to issue an exemption certificate on behalf of the Minister.

Evaluate and review this policy in collaboration with the Office for the Early Years.

Office for the Early Years

Give advice to principals and directors in interpreting and implementing enrolment requirements for preschools.

Approve variations to preschool entitlement, including withdrawal.

Evaluate and review this policy in collaboration with the Partnerships, Schools and Preschools division.

Chief Executive (or delegate)

Approve early entry to school for children under 6 years of age, in special circumstances.

Minister for Education (or delegate)

Grant exemptions, by written notice, from enrolment, attendance or participation pursuant to the [Education and Children's Services Act 2019 \(SA\)](#).

Approve the deed of agreement with [approved panel of providers \(APP\)](#) for wellbeing, learning and engagement service provision.

Declare by notice in the government gazette approved learning programs.

Definitions

additional needs and/or disability

Children with disability and/or additional needs include physical impairment, hearing impairment, vision impairment, autistic spectrum disorder, global developmental delay, speech and language impairment and/or significant challenging behaviours.

admission

The administrative process of enrolling or being allowed to enrol at a school and preschool.

adult student

A student who is 18 years of age or over.

Excludes those students who turned 18 years during the course of their studies at school, these students are referred to as continuing students.

approved learning programs

The following learning programs are approved by the Minister:

- SACE (SA Certificate of Education), including modified SACE
- International Baccalaureate (IB)
- Steiner Education (Waldorf Schools) Secondary Certificate
- Technical and Further Education (TAFE) courses or accredited courses offered by registered training organisations
- apprenticeships or traineeships undertaken with an approved employer under the [South Australian Skills Act 2008](#)
- university degrees, diplomas or other university award courses
- other programs authorised by the Minister (or delegate)
- a combination of the above.

approved panel of providers

The department established an [approved panel of providers](#) (APP) for case management services and mentoring programs. Approved providers have a rigorous selection process and signed deed of agreement with the Minister, which sets out department service requirements.

best interest of a child

Consideration of the long-term and short-term welfare concerns for a child or young person, such as their academic, social and emotional needs, aspirations and abilities.

child

Persons under 18 years of age.

children and young people in care

Where a child or young person is the subject of a custody or guardianship order under the [Children and Young People \(Safety\) Act 2017 \(SA\)](#) (PDF 542KB).

This includes the following care arrangements:

- where a child or young person is under the custody or guardianship of the Chief Executive of the Department for Child Protection
- where there is an order granting a specified person care of a child (previously referred to as Other Person Guardianship)
- voluntary custody agreements
- unaccompanied refugee minors under the [Immigration \(Guardianship of Children\) Act 1946 \(Cth\)](#) with guardianship delegated from the Minister for Home Affairs to the Chief Executive of the Department for Child Protection.

child of compulsory school age

A child of or above the age of 6 years but under the age of 16 years.

child of compulsory education age

A child who is 16 years of age but under the age of 17 years.

children with significant extenuating family or individual circumstances

The principal or director has the ability to accept the early entry of a child at their preschool if they determine it will support the child's wellbeing. This may include:

- compassionate circumstances such as chronic homelessness, escaping domestic violence or recently orphaned
- medical reasons, including severe illness and mental health reasons
- matters that significantly impact the welfare of the child.

delegate

A person or persons appointed and engaged in the department that has been delegated powers or certain functions by the Minister or Chief Executive pursuant to the [Education and Children's Services Act 2019 \(SA\)](#).

discrimination

When a person treats another person or their child in a way that is less favourable because of their gender, nationality, culture, age, disability, religion, gender identity, pregnancy or potential pregnancy, sexual orientation, intersex status, marital or relationship status, and family responsibilities as defined in the:

- [Equal Opportunity Act 1984 \(SA\) \(PDF, 563KB\)](#)
- [Sex Discrimination Act 1984 \(Cth\)](#)
- [Disability Discrimination Act 1992 \(Cth\)](#).

disengaged from school

Students who have been assessed as 'significantly disengaged' or 'partly disengaged' through the department's student engagement matrix.

documented evidence

The following evidence is considered sufficient documentation for the assessment of eligibility for early age entry to school or preschool:

- A letter from the educational leader of the previous preschool or school acknowledging that the child met the eligibility criteria for entry into their service, and was either enrolled in and regularly attended preschool or school before transferring (for the minimum period).
- An Australian Defence Force certificate of service or an extract of service (or other authorised record) indicating that one or both parents, with responsibility for the child, are currently an effective full-time serving member of the permanent Australian navy, the regular army or the permanent air force.

The evidence must be to the satisfaction of the principal or director.

enrolment

The process through which a person becomes a student of an education provider.

eligible for FLO enrolment

Available for students from Year 8 until they turn 21 years of age (and for young parents up to their 25th birthday, if as specified in the [adult education enrolment policy](#), they are completing the [SACE](#) and have a SACE Pathways Plan), where:

- the student has been disengaged from school for a minimum of 1 term and has a number of social, emotional or personal barriers to a positive engagement in learning and living in the local community
- the school has made all reasonable efforts to engage the student through all other school options and student support services have been involved, without successful re-engagement in the mainstream learning program.

eligible preschool year

Children are eligible to access up to 4 terms of preschool in the enrolment intake before they are eligible to start school.

Children who will start school in the year they turn 6 years are eligible to access preschool in the enrolment intake before starting school.

exemption certificate

A formal certificate issued by the Minister or delegate exempting a child or young person of compulsory school age from attending school permanently or for a nominated period of time.

flexible learning option (FLO) enrolment

A school enrolment strategy where the student has significant personal barriers that are preventing them from a successful engagement with mainstream school teaching and learning programs. This strategy may include accessing community-based learning options on, or off the school site, as well as case management and youth support services from agencies in the local community.

flexible learning and transition portfolio (FLTP)

The key document which identifies barriers to engagement and records individualised learning pathways, which reflect the young person's skills, interest and aspirations.

guardian

A person who has legal guardianship or custody of a child.

home education

A child or young person exempted from attending school whose education will be conducted by 1 or both parents from a home base. A child must be registered and approved for home education with the department.

in loco parentis

A person acting in a parental style relationship with a child, where the person has intended to place themselves in the position of a parent toward a child and has assumed the same duty and authority as a parent with respect to the nurturing, control and protection of a child. A person in loco parentis may include a person:

- In a de facto relationship with a child's biological parent where they have assumed responsibility for the child.
- Who has taken over care of a child after the death of both biological parents, or where there has been a family breakdown and the child is estranged from both biological parents.
- In an informal fostering arrangement.

This person does not have to assume any or all financial responsibility for a child to satisfy this definition.

living in South Australia

The child's primary place of residence (physical home) is located within South Australia.

personalised learning plan (One Plan)

A document that sets out the needs, aims and objectives for individual children or young people in order to facilitate access and participation in their educational program on the same basis as their same-aged peers.

Open Access College (OAC)

Open Access College provides students unable to regularly attend school access to an external education program, or online learning to particular studies not available at their current school.

parent

For the purposes of this policy, the term 'parent' refers to all persons responsible for the child. A person responsible for the child means a person who is the child's:

- biological parent, adoptive parent or other person recognised as a parent if the child was conceived following a fertilisation procedure or under a surrogacy arrangement
- guardian
- person standing in loco parentis.

This does not include a person who has had their legal custody, guardianship or responsibility for the child removed by a Court, Act or Law. As an example, a biological parent who has had their custody, guardianship or parental responsibility for the child removed by a parenting order made under [Family Law Act 1975 \(Cth\)](#) is not a person responsible for the child.

placement

The act of prioritising offers for enrolment and allocating children or young people to a particular preschool or school.

preschool program

An approved early childhood educational program delivered by a qualified early childhood teacher to children in the year before they start schooling, or as defined within the [Education and Care Services National Regulations 2018](#).

Preschools may also be referred to as a kindergarten, school-based preschool, children's services centre or integrated children's centre.

Under the [National partnership on universal access to early childhood education agreement](#) a child may attend a preschool for 600 hours in the year before starting full time school delivered over 40 weeks across 4 terms.

Variations to a preschool entitlement, including withdrawal, may be approved by the Executive Director, Office for the Early Years on a case by case basis.

qualification

Means a SACE or at least a Certificate 2 (or equivalent qualification), under an approved learning program. A student over the age of 16 years of age, who has achieved a qualification under an approved learning program, is considered as having completed their schooling.

reasonable effort

Means the efforts that any reasonable person would use to comply with the obligation to provide a child or young person the opportunity to engage in learning.

reception

The first year of schooling in South Australia.

registration of interest

A formal expression for a child or young person to enrol to attend a school or preschool for the coming enrolment intake. This is not an enrolment but an application process.

SACE

[South Australia Certificate of Education](#). Includes SACE achieved through modified subjects at Stage 1 and Stage 2 for students with identified intellectual disabilities.

school

Non-government and government schools at which education services (courses of instruction in primary or secondary education) are provided, or students enrolled, and who are registered with the [SA Education standards board](#) as per the [Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(SA\) \(PDF 1.1MB\)](#).

specified visa

Includes international students, dependants of tertiary students, children entering on a tourist or visitor visa who will be studying in a public school or dependants of temporary resident visa holders. See [placement procedure](#).

student engagement matrix

The [student engagement matrix](#) (access permissions required) is a self-assessment tool to determine levels of engagement of young people in each of three domains: wellbeing, relationships and involvement in learning.

transfer

The act or process of moving a student from one school or preschool to another.

young person

Generally those aged from 16 years to 21 years of age.

Supporting information

[Immunisation requirements and early childhood services](#)

Related legislation

[Children and Young People \(Safety\) Act 2017 \(SA\) \(PDF 542KB\)](#)

[Child Safety \(Prohibited Persons\) Act 2016 \(SA\) \(PDF 252KB\)](#)

[Disability Discrimination Act 1992 \(Cth\)](#)

[Early Years Learning Framework for Australia \(PDF 1.9MB\)](#)

[Education and Children's Services Act 2019 \(SA\)](#)

[Education and Children's Services Regulations 2020 \(SA\)](#)

[Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(SA\) \(PDF 1.1MB\)](#)

[Education and Care Services National Regulations 2018](#)

[Equal Opportunity Act 1984 \(SA\) \(PDF 563KB\)](#)

[Immigration \(Guardianship of Children\) Act 1946 \(Cth\)](#)

[National Partnership on Universal Access to Early Childhood Education Agreement – 2018-2019](#)

[Sex Discrimination Act 1984 \(Cth\)](#)

[South Australian Public Health Act 2011 \(SA\) \(PDF 467KB\)](#)

[South Australian Skills Act 2008](#)

Related policies

[Admission procedure](#)

[Placement procedure](#)

[Registration of Interest process procedure](#)

[Transfer procedure](#)

[Year level progression and class placement procedure](#)

[Adult education enrolment policy](#)

[Children and students with disability policy](#)

[Curriculum, pedagogy, assessment and reporting: early childhood services to Year 12 policy](#)

[Curriculum, pedagogy, assessment and reporting: early childhood services to Year 12 guideline](#)

[Exemption from school procedure](#)

[Flexible learning options \(FLO\) enrolment and non-FLO case management procedure](#)

[Open Access College enrolment policy](#)

[Attendance policy](#)

[Screening and suitability – child safety policy \(PDF 280 KB\)](#)

Record history

Published date: January 2023

Approvals

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Policy officer: Manager, Enrolment Policy

Policy sponsor: Director, Conditions for Learning

Responsible Executive Director: Executive Director, Partnerships, Schools and Preschools

Approved by: Executive Director, Partnerships, Schools and Preschools

Approval date: 05 January 2023

Next review date: 05 January 2026

Revision record

Version: 2.6

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Amendment(s): update to preschool notification of withdrawal form to reflect the mid-year intake for preschools in 2023.

Version: 2.5

Approved by: Executive Director, Partnerships, Schools and Preschools

Approval date: 20 October 2022

Next review date: 20 October 2025

Amendment(s): update to reflect the mid-year intake for preschools in 2023.

Version: 2.4

Approved by: Director, Conditions for Learning

Approval date: 6 April 2022

Next review date: 6 April 2025

Amendment(s): update of terminology and minor amendments, including the remove of year 7 into HS and references to year 8.

Version: 2.3

Approved by: Director, Conditions for Learning

Approval date: 16 April 2021

Next review date: 16 April 2024

Amendment(s): incorporation of Education and Children's Services (Miscellaneous)

Amendment Act 2021 and preschool variation approvals.

Version: 2.2

Approved by: Executive Director: Executive Director, Partnerships, Schools and Preschools

Approval date: 19 June 2020

Next review date: 19 June 2023

Amendment(s): incorporation of new Education and Children's Services Act 2019 and Education and Children's Services Regulations 2020 requirements. Includes immunisation requirements for early childhood services. Updated to include FLO enrolment, replaces the previous FLO enrolment policy.

Version: 2.1

Approved by: Director, Conditions for Learning

Approved date: 12 November 2019

Next review date: 16 April 2022

Amendment(s): major edit to update to new HTML template. Published as HTML document on Edi, edited for plain English in consultation with Communications directorate.

Version: 2.0

Approved by: Chief Operating Officer

Approved date: 16 April 2019

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Amendment(s): major edit to align with new policy framework and removes mandatory procedural instructions into separate documents.

Version: 1.0

Approved by: Chief Executive

Approved date: 12 February 2012

Next review date: 12 February 2013.

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