KEARNAN COLLEGE
Pre-Kindy Entry Procedures

Our Pre-Kindy operates each Thursday from 8.50am to 2.50pm for children who have turned three. Applications are invited whilst the child is two-years-old and, if a place is offered, this will be held for them until their third birthday.

1. A **Pre-Kindy Entry Form** should be completed in full and submitted to the school along with a copy of the prospective student's Baptism certificate (if applicable) and Australian Immunisation Register (AIR) History Statement that is not more than two months old. Enrolment applications cannot be processed without these documents.
2. When places become available, the Principal will review all submitted Pre-Kindy Entry Forms and invite applicants for an interview.
3. If invited for an interview, parents/guardians will be required to complete a **PK-12 Student Information Form** (if you are also applying for 4-year-old Kindy entry, this form will suffice for both applications). This should be submitted to the school at, or before, interview, along with (where applicable):
    a. Birth certificate
    b. Passport/Visa/Citizenship certificate (if born outside Australia)
    c. Parents' Citizenship or Visa documents (if both parents born outside Australia)
    d. Parenting, restraint or custodial orders
    e. Information about medical (or other) diagnoses that may impact the student at school
4. Parents/guardians will be advised, usually by the end of Term 3 for intakes for the following school year, or within 3 weeks of the interview for enrolments at other times of the year, whether their child has been offered a position at the College.
5. If a place at the College is offered, a **Pre-Kindy Confirmation of Entry Form** is required to be completed and submitted by the stated due date. This form is an extension of the Pre-Kindy Entry Form and acts as a binding contract between parents, students and the College. Failure to submit this form may result in the student's place being forfeited.

The enrolment interview is an important opportunity for a two-way exchange of information. Further, the interview allows for the College to ascertain any special educational, disabling or health care needs that need to be catered for.

This document is to be read in conjunction with the CEWA Policy – Community and the Executive Directive – Enrolment which can be found here: https://policy.cewa.edu.au/