



**WINTON SHIRE COUNCIL  
LITTLE SWAGGIES CHILD CARE CENTRE**

# **KINDERGARTEN DELAYED ENTRY & EXIT POLICY & PROCEDURE**

# KINDERGARTEN DELAYED ENTRY & EXIT – POLICY & PROCEDURE

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# KINDERGARTEN DELAYED ENTRY & EXIT – POLICY & PROCEDURE

## POLICY STATEMENT

This document is aimed to provide a clear process for educators, Nominated Supervisors and families for delayed entry to and delayed exit from an approved kindergarten program under the Queensland Kindergarten Funding Scheme (QKFS) which meets legislative requirements and supports the individual needs of each child.

## SCOPE

Winton Shire Council (WSC) Little Swaggies Child Care Centre is committed to supporting children to access Kindergarten programs based on their developmental needs, acknowledging that some children may benefit from early access to or a delayed exit from an approved kindy program and associated funding support.

*“The decision about when a child enrolls in Prep is extremely important and should be made in the child’s best educational interests to enable a positive and successful start to school. Prep eligibility for children is from the beginning of the school year in which they will reach the age of 5 years by 30 June. All Queensland children are required to undertake prep prior to commencing Year 1. Early or delayed entry to Prep are options which may be considered in specific circumstances and where it is in a child’s best educational interests.*

*Early entry to Prep is only possible if the child meets all the legislative conditions set out in Part 4, Section 17 of the Education (General Provisions) Regulation 2017.*

*A child who is younger than the prescribed age for Prep is only able to commence school early if:*

- *they turn 5 years by 31 July in the year they propose to attend Prep **AND** the school principal is satisfied that the child is ready for education in the Prep Year*
- OR**
- *they have started education in another state or country that is equivalent to the Prep year **and** the school principal is satisfied that the child is ready for education in the Prep year.*

*A program that is equivalent to the Prep year is a program that is full-time, school-based, and has a defined curriculum in the year prior to Year 1.*

*A parent who is interested in early entry to Prep should contact the school where they wish to enrol their child to discuss the requirements with the school principal or a member of the school’s senior management team.*

*For further information regarding the application process for early entry to Prep:*

- [Queensland early entry to Prep framework \(PDF, 2.6MB\) \(DOCX, 32KB\)](#)
- [Queensland early entry to Prep framework overview \(PDF, 110KB\) \(DOCX, 28KB\)](#)
- [Considerations and application process for early entry to Prep \(PDF, 621KB\) \(DOCX, 17.6KB\)](#)
- [Early entry to Prep — frequently asked questions \(DOCX, 270KB\)](#)

*Delayed entry to Prep for children who have not previously been enrolled in Prep:*

*Parents may delay their child’s entry to Prep (and subsequently Year 1) if they feel that the child is not ready to start school. For example, the child is still developing their social and emotional skills. The child can then commence Prep when they are of compulsory school age (6 years and 6 months).*

*No formal documentation, assessment or approval is required for delayed entry to Prep.*

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*Principals do not make decisions on delaying a child's entry to Prep. While some parents may choose to discuss their decision to delay entry with the principal, it is not necessary for them to do so.”<sup>1</sup>*

## **Eligible-age cohort**

*“Children eligible for QKFS funding are four years old by 30 June in the year they participate in the kindergarten program (generally the year before starting formal schooling or Prep).*

*Where a child is approved to access delayed entry to, or delayed exit from, a kindergarten program, the service will be eligible to claim the relevant subsidies.*

*Younger children may participate in a kindergarten program where vacancies exist but are not eligible for QKFS subsidies.”<sup>2</sup>*

*“For those children accessing delayed entry, written evidence from the child's family confirming they wish for their child to undertake an additional year of kindergarten (e.g. an email from a parent to the service).”<sup>3</sup>*

## **PROCEDURE**

### **Responsibilities of Leadership, Management, Nominated Supervisors and Responsible persons:**

- Positively and clearly communicate all aspects of the policy and take a zero-tolerance approach to compliance.
- Understand and comply with all aspects of this policy and related legislation and support team members to do the same.
- Lead a culture of reflection and regular review of policies, seeking feedback from educators, families, children and other community agencies and professionals as appropriate.
- Understand and comply with QKFS Funding Requirements.
- Work collaboratively with families to support them in their decision around early/delayed entry to Prep by providing details of the local school and considering the service's capacity to further support the child within the Approved Kindergarten Program.
- Record children who are outside of the eligible-age cohort on the Delayed Entry to and Delayed Exit from a Kindergarten Program Form and file with the Kindergarten documentation.
- Ensure QKFS funding requirements are met in relation to claiming and distributing funding to children who are outside of the age-eligible cohort.
- Involve Early Childhood Teachers in any discussions around delayed entry/exit and communicate any relevant information to assist in program delivery.
- Respond to requests for information about the delayed entry to and delayed exit process from parents and provide parents with local school details to discuss with the principal.
- Provide parents with resources and support where available to meet their child's needs within an approved kindergarten program.
- Prioritise places in the funded-kindy program above those who are not age-eligible.

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<sup>1</sup>“Early and delayed entry to Prep” Queensland Government Department of Education, Skills and Employment <https://education.qld.gov.au/parents-and-carers/school-information/school-operations/early-and-delayed-entry-to-prep> (accessed February 2021)

<sup>2</sup> “Queensland Kindergarten Funding Scheme: Funding Requirements Jan 2021” State of Queensland (Department of Education) 2021

<sup>3</sup> “Queensland Kindergarten Funding Scheme – Claiming and Self-Assessment” Queensland Government Feb 2021

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## **Responsibilities of Early Childhood Teachers:**

- Be proactive in fulfilling the requirements of this service policy and related legislative requirements.
- Seek further guidance where required to fulfil your requirements.
- Report any concerns or non-compliance immediately to the Nominated Supervisor or WSC Management.
- Participate in the review of documents and provide constructive feedback to the Nominated Supervisor or WSC Management.
- Understand and comply with QKFS Funding Requirements.
- Support families in their decisions for early entry to or delayed exit from, the kindergarten program.
- Provide a program that is inclusive and meets the needs of all children including those who are delay entry to or delayed exit from the kindy program
- Work with other agencies and the family to assist the child in preparing for formal schooling.

## **Responsibilities of Families:**

- Fulfil responsibilities under this policy and related legislative requirements.
- Understand that the service must take steps as required under legislative requirements and follow advise from recognised authorities.
- Participate in the review of documents and provide constructive feedback to the Nominated Supervisor or WSC Management.
- Discuss any questions with the Nominated Supervisor or Responsible Person in charge.
- Consult with the Nominated Supervisor and Early Childhood Teacher around decisions relating to an early entry to or delayed exit from, the kindergarten program.
- Understand that places will be allocated where available.
- Provide any documentation requested and complete any service forms to access kindergarten programs and funding.

## **COMMUNICATION**

- Educators and Families will have access to this policy at all times.
- Information will be included in induction for new educator and be included in service handbooks
- Educators and families will be provided with opportunities to be involved in the review of this policy.
- Educators and families will be provided with information from this policy at the time of employment and orientation.
- Changes to this policy and procedure document will be shared with families and educators.

## **ENFORCEMENT**

The Failure of any person to comply with this policy in its entirety may lead to:

- Termination or modification of child enrolment
- Restriction of access to the service
- Performance management of an employee which may lead to termination

## **RELATED POLICIES AND FORMS**

- Service handbooks
- Enrolment Booking Form
- Enrolment and Agreement Form
- Approved Kindy Program Policy
- Enrolment and Orientation Policy

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- Arrival and Departure Policy
- Delayed Entry to and Delayed Exit from a Kindergarten Program Form

## LEGISLATION, RECOGNISED AUTHORITIES AND SOURCES

- “Guide to the National Quality Framework” Australian Children’s Education & Care Quality Authority September 2020
- “Early and Delayed Entry to Prep” Queensland Government Department of Education (accessed on-line Feb 2021) <https://education.qld.gov.au/parents-and-carers/school-information/school-operations/early-and-delayed-entry-to-prep>
- “Queensland Kindergarten Funding Scheme: Funding Requirements Jan 2021” State of Queensland (Department of Education) 2021
- “Queensland Kindergarten Funding Scheme – Claiming and Self-Assessment” Queensland Government Feb 2021

## CEO DISCRETION

Where applicable, the CEO can apply his discretion as to the enforcement of the procedures outlined in this policy.

## REVIEW OF POLICY

This policy remains in force until amended or repealed by resolution of Council. This document will be review biannually or as required.

### RECORD OF AMENDMENTS and ADOPTIONS

DATE	REVISION NO	REASON FOR AMENDMENT	ADOPTED BY COUNCIL
October 2021	V1.0	Preparation for Council Adoption	Month YYYY