

# Ko Taku Reo Preschool:

## Discretionary Enrolment Procedure

Where a child does not fit the enrolment criteria detailed in the Enrolment procedure, they may be considered for discretionary enrolment. The Head of Early Years and Preschool Lead will meet on a regular basis to discuss enrolment requests.

When considering the suitability of a child, the factors will be considered:

1. How will the family support the child's development of NZSL in the home setting?
2. What benefits will the child gain by attending Ko Taku Reo preschool?
3. How would the child's inclusion affect the existing programme and ratio?
4. How will the family support the pre-school programme?

### **Criteria for discretionary enrolment:**

The child and family/whanau have:

1. extended family members who are deaf and who have a relationship with the child.
2. involvement in the Deaf community.
3. aspects of Deaf culture and NZSL used in the home.

### **Enrolment conditions:**

Enrolment spaces under the discretionary enrolment scheme have the following enrolment conditions:

1. Not eligible for transport.
2. Pay any applicable fees for their age. The child will be eligible for '20 hours ECE' from the age of three or the family may be eligible for a WINZ subsidy to help cover the pre-school fee.
3. Any fees will be charged when the child is sick or absent.

### **Discretionary enrolment process:**

1. Parents/whanau will be asked to complete a Discretionary Enrolment Expression of Interest form.
2. The application will be discussed by the Head of Early Years and Preschool Lead.
3. An email response will be given to the parent/whanau to advise them of the enrolment decision.

In the event of a successful application, the letter will contain the following information:

- a. Any fees payable
- b. Enrolment start date

N.B. Only when the application has been accepted can the family complete the enrolment procedure.

Appendices:

- Appendix a - Discretionary Enrolment Expression of Interest

Related Procedure:

- Enrolment Procedure for Preschool

Reviewed	May 2023
Review partners	Lead Teacher, Staff, Parents
Next review date	May 2026
Signed:	
Preschool Lead	Krista Clifford