



# St. Mary's Preschool

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## Enrolment & Attendance Policy

*Licensing Criteria for Early Childhood Education & Care Services 2008 - GMA 10,11*

### Rationale/Intent

To ensure a fair system operates for the enrolment and placement of children and attendance meets Ministry of Education funding requirements.

### Enrolments and Placements

1. Enrolments will be accepted from the time of the birth of the child, and they will be placed from as close to age 2 as possible.
2. When a place becomes available, preference will be given to a Baptised Catholic child. (A baptismal certificate will have to be sighted)
3. In the event of preschool having a full roll, all children will go on a waiting list until appropriate space becomes available. Should the amount of enquiries exceed the expected number of children transitioning to school for the current year, the BoG may make the decision to close the waitlist to any new enquiries
4. Enrolments and placements may be altered at the Senior Teachers discretion, where circumstances warrant. The Board of Governors will be kept informed when necessary.
5. Parents/caregiver will be contacted regarding their child's placement, which must be confirmed by the parent/caregiver within 3 working days or the place will be offered to other children on the waitlist.

### Attendance:

1. On enrolment, parents/caregivers agree that their child will attend as per their booked hours, unless they are unwell.
2. If your child is unwell for an extended period of time, you will be required to complete an EC12 form, alongside an EC13 form completed by your GP for a funding exemption. This will ensure that the child's place remains available for them when they return.
3. Children must be dropped off as close to 845am as possible, and collected as close to 1245pm or 3pm depending on the child's booked hours. If there is a pattern of late drop offs or pickups, you will be notified of this and a late fee will be charged of \$5 for the

first 5 minutes and \$1 per minute thereafter. If this is consistent the child's enrolment may be cancelled.

4. If you are intending on taking your child out for an extended holiday (more than 1 week) you will need to fill out a written notice of absence two weeks prior to the intended date. If the holiday exceeds three weeks, you may need to relinquish your child's place and be placed at the top of the waitlist for an available space upon your return.
5. If at any stage your child's attendance is intermittent or sporadic you will be notified of this. The expectation is that your child will attend their regular booked hours after this communication, or their enrolment may be cancelled. Their enrolment will be reviewed by the Senior Teacher and Board of Governors and decisions will be final.

**Referenced documents;** Ministry of Education ECE Funding Handbook

Date Reviewed	March 24
Board Ratified	March 2024
Next Review	2027