PRE-SCHOOL TO SCHOOL TRANSITION PROGRAM:
At Balaklava Primary School we recognise the importance of transition between home learning, pre-school and school. We recognise that transition programs offer benefits for the beginning student and other members of the school community. Through our vast experience with this program we find that children start school more confidently, when they are familiar with the school environment, some of our established routines and structures and know a familiar face or two. We therefore offer a comprehensive transition program for students who are starting school for the first time. Parents are strongly encouraged to enable their child/ren to attend the full transition program where possible and attend the parent meeting. This will enable you to share information with your child too.

The transition program is available to children in the term before they start school. During the transition program staff and students from Balaklava Primary School visit Balaklava Community Children’s Centre for approximately 3 visits; with reciprocal visits by the preschool to Balaklava Primary School. The preschoolers enrolled to start school the following term then attend school for two half days and one full day visit. The students work in junior primary classrooms and are involved in activities with other junior primary students and staff. The focus of this program is to develop social interactions and to become familiar with the school setting. The program includes a parent information session and school tour.

Variations to the Transition Program may be made in response to the individual needs of students and their families and will be negotiated with both the staff at the school and pre-school. A staff member from the primary school also attends the Balaklava Community Children’s Centre for a weekly familiarisation session, which generally includes reading to the children.

SCHOOL STARTER ENROLMENT:
A child must be at least five years of age on the Friday of the second week of each term to commence their schooling at Balaklava Primary School. Consultation with pre-school and school staff will confirm acceptance of the enrolment.

Requests outside of this policy will be referred to the Principal or their delegate for consideration. A consultative process will be put in place: commencing with a meeting with the child's parents to ascertain the reasons for the request; discussion with preschool and school personnel, with the final decision being based on the holistic learning needs and development of the child at a team meeting.

Newly enrolled Reception students commence on the first day of each term. In exceptional circumstances attendance may be delayed temporarily whilst special arrangements are put in place to cater for the child’s special learning needs and to ensure safety.

EARLY ENTRY AND EXTENDED ENROLMENT:
DECS (Department of Education & Children's Services) Preschool Enrolment Policy (as at September 2006) caters for Early and Extended Enrolments. Pre-school Directors and School Principals therefore may negotiate early entry to school or extended enrolment at preschool when:
- additional time at preschool is likely to significantly improve a child's learning and developmental outcomes and
- the preschool has the capacity within its current resources and
- consultation has occurred between the director/principal, centre staff, parents and where applicable, personnel from the district, such as Preschool Support Program, Bi-Lingual Support Program, and/or specialist agencies (such as Families SA or CAYHS).
Children who are Aboriginal or under the guardianship of the Minister for Families and Communities are entitled to attend up to four pre-school sessions per week from 3 years of age, and may continue to attend up to four sessions per week until they are 6 years old. This may impact on the timing of their enrolment at the school.

PROGRESS THROUGH SCHOOL:
DECS guidelines exist for student progress through school. Progress through Balaklava Primary School reflects these guidelines.

In most cases children will progress through junior primary school as outlined below:
- Students enrolled in Reception in Term 1 will have 12 terms in the junior primary years
- Students enrolled in Term 2 will have a minimum of 11 terms - this will depend on student learning progress and their holistic development
- Children enrolled in Term 3 will have 14 terms in the Junior Primary Years ie 6 Terms as a Reception student and 4 terms in both Yr 1 & Yr 2.
- Children admitted at the beginning of Term 4 will have 13 terms ie 5 Terms as a Reception student and 4 terms in Yr 1 & Yr 2.

In exceptional cases the length of time that particular children will spend in their primary years may be varied through discussions between parents and teachers and the principal. Advice from other professionals will be sought as appropriate. This might apply to children who have begun school with special social, cultural, emotional, physical, academic or intellectual needs.

It is envisaged that decisions about the progress of particular children would result from regular consultation between parents, teachers and the principal.

TRANSFER PROCESS:
Transferring students will usually be admitted on the day after their enrolment. The principal or deputy principal, in consultation with the parents, and where appropriate the School Counsellor will determine an appropriate year level and attendance starting date following the enrolment interview. In most cases this will be the year level that the students had been in at their previous school. A pupil transfer advice will be sent to the previous school once the student has attended. Their placement will be monitored for the first two weeks. Both school and parents must agree if an alternative placement is recommended. Please note that students transferring from an interstate school may be a different year level than expected due to the different state systems operating.

Students choosing to bypass their local school will only be accepted if their placement does not take the class above DECS average enrolment figure (26 Junior Primary, 21 if the school has qualified for an Early Years Class or 30 Primary) and we are able to cater for the special needs they may require.

Students under the guardianship of the Minister of Family and Communities will be enrolled at Balaklava Primary School in consultation with the Families SA Worker and the student’s carer according to the flowchart attached.

If the student has a history of problematic school behaviour, or significant learning needs, the Student Inclusion and Wellbeing Coordinator will also be included in this initial meeting. The school in collaboration with the student’s Support Group (comprising of the Families SA Worker, carers, parents, student, school representatives, Aboriginal Education Worker, where appropriate, and District Education Office personnel where appropriate) will develop an Individual Education Plan for the student within the first month from enrolment. Attendance may be delayed up to 5 days in line with FAIR placement process.

Teachers will support all students enrolling, by providing them with adequate materials to enable them to participate in the class learning programme, until their books arrive from their previous school.
PRIMARY TO HIGH SCHOOL TRANSITION:
Students completing Year 7 will transfer to high school at the beginning of the following school year. The secondary school of their choice usually offers a transition programme, which we encourage students to undertake. Balaklava Primary School has a long-standing positive relationship with the local secondary site, Balaklava High School. Students participate in an intensive transition programme over two days, with parents being invited to attend an information session preceding this programme. Balaklava Primary School staff share detailed information with their High School colleagues to support the student's smooth transition to the secondary environment.
In exceptional cases the students may remain in Year 7 or progress to high school before the end of Year 7. In these cases a decision will be made through discussions between parents, primary and secondary school staff and other relevant professionals.

GLOSSARY
DECS: Department of Education & Children's Services
Junior Primary: Some times referred to as Early Childhood and represents the first three years of schooling ie; Reception, Year 1, Year 2
Reception: Title for students who are beginning schooling

Department of Education and Children’s Services
Preschool Enrolment Policy Sept 2006 is included as an appendix.

This policy is located on the DECS web site at www.decs.sa.gov.au.
DECS: Preschool Enrolment Policy

September 2006

The Department of Education and Children's Services is responsible for providing preschool education programs in a range of government funded centres including kindergartens, child-parent centres, integrated centres and Early Childhood Development Centres. These centres provide sessional preschool for eligible children, and where possible unfunded programs to support young children such as pre-entry sessions, emergency care and playgroups.

Eligible Enrolments

In government-funded preschool programs:

- Children aged 4 years and above are entitled to attend a preschool program for the equivalent of up to four sessions per week for up to four terms.
- Children who are Aboriginal or under the guardianship of the Minister for Families and Communities are entitled to attend up to four preschool sessions per week from 3 years of age, and may continue to attend up to four sessions per week until they are 6 years old.
- Children attending DECS designated “Rural Preschools” can attend up to three sessions of preschool from the age of 3 years and 6 months.
- Approved early and extended enrolments.

Early entry and Extended Enrolment

Directors/principals may negotiate early entry or extended enrolment when:

- additional time at preschool is likely to significantly improve a child's learning and developmental outcomes and
- the preschool has the capacity within its current resources and
- consultation has occurred between the director/principal, centre staff, parents and where applicable, personnel from the district, such as Preschool Support Program, Bilingual Support Program, and/or specialist agencies (such as FaYS or CY&WH).

These enrolments are counted as eligible enrolments for funding purposes.

Early Entry

Early entry to preschool may be considered by directors/principals for

- children who live in small rural communities who may be enrolled from 3 years and 6 months of age in order to attend the equivalent of up to four sessions per week for up to four terms.
- children with additional needs such as a disability, developmental delay, gifted development, culturally and linguistically diverse backgrounds or family and social circumstances who may commence early entry 2 terms prior to their eligible year of preschool. These children are eligible to attend for 1 session per week in the first term, and increase to a maximum of 2 sessions per week from the beginning of their second term of early entry.

Extended Enrolment

Extended enrolment in preschool may be considered by directors/principals for children with additional needs.

- Children with additional needs may be offered one term of extended enrolment following consultation between the director/principal, centre staff, parents and, where applicable, DECS Support Services and/or specialist agencies.

Pre-entry term

One pre-entry session per week may be offered to children in the term prior to their eligible attendance at preschool.

- The session is usually between 1 and 2 hours and may be offered separately or within a preschool session.
- Pre-entry sessions are not funded and are only available where resources permit, and at the discretion of the director/principal.