

**BARNEVELD SCHOOL DISTRICT**

**GUIDELINE FOR EARLY ADMISSION TO KINDERGARTEN**

This guideline applies to a child that is seeking early admission to Kindergarten.

**A. Conditions and Standards for Admission under the Legal Age**

A child who is not five years old on or before September 1 in the year he/she seeks admission to kindergarten may be admitted to kindergarten if he/she meets either of the following requirements:

1. The child has successfully completed a 4-year-old kindergarten program or its equivalent, or
2. The child demonstrates the academic and developmental readiness skills expected for successful participation in kindergarten. Evidence must exist that the child's educational welfare would best be served by placement in kindergarten.

**B. Conditions and Standards for Exemption from 4-year old kindergarten completion**

Requirement:

A child who has not completed 4-year-old kindergarten may be admitted to kindergarten if he/she meets any of the following requirements:

1. The child has successfully completed a program for 4-year- old children that the school district deems equivalent to 4-year old kindergarten. Documentation of program completion shall be required.
2. The child demonstrates academic and developmental readiness skills expected for successful participation in kindergarten. Evidence must exist that the child's educational welfare would best be served by placement in kindergarten.
3. Before either commencing or completing kindergarten, the child moved into Wisconsin from a state, country or territory in which completion of 4-year-old kindergarten is not a prerequisite to entering kindergarten.
4. Before either commencing or completing kindergarten, the child moved into Wisconsin from a state, country or territory in which completion of 4-year-old kindergarten is a prerequisite to entering kindergarten and the child was exempted from the requirement to complete 4-year-old kindergarten in the state, country or territory from which the child moved.

**C. Procedures**

Requests for early admission to kindergarten or exemption from the mandatory 4-year old kindergarten completion requirement shall be made and acted upon in accordance with the following procedures:

1. Requests shall be submitted to the PK-12 school principal in writing by May 1st for the upcoming school year. The request shall include the rationale for making the request and any academic or other information that supports the child's readiness for kindergarten admission. Families moving into the District after that date may submit a request no later than August 15th.
2. The principal shall meet with the child's parent or guardian to discuss the reasons for requesting the child's kindergarten admission early and/or without having completed 4-year old kindergarten program and to review related student record information. If at this meeting it is determined that the child has met one of the eligibility requirements outlined above for admission to kindergarten, the child's admission shall be approved and documented.
3. If the principal determines additional information or evaluation is needed, the principal shall request parental permission for evaluating the child and appoint appropriate staff members to complete the evaluation. The evaluation process will concentrate on obtaining information regarding skills and behavioral characteristics that are correlated with success in kindergarten. The areas evaluated may include: cognitive or intellectual development; math, reading and writing skill development; adaptive skill development; social/emotional maturity; communication skills and sensory motor/physical development. Staff shall use a combination of behavioral observation and teacher- made assessment tools to assess developmental and skill levels of the child.

The staff members completing the evaluation shall meet with the principal to analyze the results of the evaluation and any other data available to determine the appropriateness of the child's admission to kindergarten. In order to be admitted to kindergarten, the child must demonstrate the academic and developmental readiness skills expected for successful participation in kindergarten and there must be evidence that the child's educational welfare will best be served by kindergarten placement.

4. The principal shall meet with the child's parent or guardian to present the results of the evaluation and the recommendation regarding admission to kindergarten. A written decision regarding the request will be provided to the parent or guardian and a copy kept on file in the District.
  - a. If the request is approved, the principal shall inform the parent or guardian that the kindergarten placement shall be contingent on the child's successful adjustment to the school setting and satisfactory progress. The placement shall be reviewed within thirty (30) days of admission. The decision to continue or change the placement shall be made by the classroom teacher, principal and student services personnel as necessary. The decision will be communicated to the child's parent or guardian once it is made.
  - b. If the request is denied, the principal shall inform the parent or guardian of their opportunity to appeal the decision to the District Administrator. The appeal must be made in writing to the District Administrator within ten (10) days of receipt of the principal's decision. The decision of the District Administrator shall be final.