

# POLICY

## COLLINGSWOOD BOARD OF EDUCATION

PUPILS  
5112/Page 1 of 5  
ENTRANCE AGE

### 5112 ENTRANCE AGE

The Board of Education will admit to this district children otherwise eligible by law or Board policy who have attained the age requirements set by law and this Board of Education. The Board requires documentary verification of the age and birth date of any child for whom admission to this district is sought. The required registration documentation includes but is not limited to:

- a student's birth certificate
- proof of residency/domicile
- completed registration packet

### Preschool Program Age-Entry Overview

The following outlines specific guidelines related to our age-entry policy for preschool. The district board of education shall determine age eligibility for enrollment in both universal and targeted preschool programs for three and four-year-olds pursuant to this chapter using the same date as that for determining age eligibility for kindergarten programs.

Please Note: A family entering the Collingswood School District should be aware that in the event the intended enrolled child has attended an outside privatized preschool program or a preschool program in another state, the child will adhere to all age-eligible requirements according to this Collingswood School District Entrance Age Policy.

“Age-eligible” means a child who turns three or four years old by the enrollment date determined by the district board of education pursuant to N.J.S.A. 18A:38-5 and 6 and 18A:44-1.

### Preschool Disabled Program

A child is eligible for entrance into a preschool disabled program who has attained their third birthday and has been found by the Child Study Team to be eligible for special education services in accordance with NJAC 6A: 14 and the rules and regulations of the State Board of Education.

### Preschool

A child is eligible for entrance into preschool under the following guidelines. Due to policies and regulations outlined by the NJ Department of Education Preschool Education Act, no exceptions can be made for our preschool program.



# POLICY

## COLLINGSWOOD BOARD OF EDUCATION

PUPILS  
5112/Page 2 of 5  
ENTRANCE AGE

### **Three-Year-Old Preschool Program**

If a child turns age 3 on or before October 1, a child will be admitted into our 3-year-old preschool program if they are selected during our preschool lottery process.

Any child who turns age 3 on October 2nd or thereafter, will not be permitted entry into our preschool program unless they are eligible due to criteria mentioned in the Preschool Disabled Entrance Age Policy.

Any child who turns age 3 on October 2nd or thereafter is not eligible for our 3-year-old preschool program.

### **Four-Year Old Preschool Program**

If a child turns age 4 on or before October 1, a child will be admitted into our 4-year-old preschool program if they are selected during our preschool lottery process.

Any child who turns age 4 on October 2nd or thereafter is not eligible for our 4-year-old preschool program.

### **Kindergarten and 1st Grade Age-Entry Overview**

The following outlines specific guidelines related to the Collingswood School District Entrance Age Policy for kindergarten and 1st grades.

Please Note: A family who has been part of the Collingswood School District Preschool Program (or an outside privatized program) should be aware that holding a child back for a subsequent year in preschool or kindergarten outside of our school district does not influence placement in a grade level of choice by a Parent/Guardian. All age-eligible requirements are outlined below.

### **Kindergarten Age-Eligible Requirements**

A child is eligible for entrance into kindergarten under the following guidelines:

- A child is eligible for entrance into kindergarten if they have turned age 5 on or before October 1 of the year in which entrance is sought.
- Any child who turns age 5 on October 2nd or thereafter, will not be permitted entry into our kindergarten program. This child would have to wait until the following school year to enroll in kindergarten.



---

# POLICY

## COLLINGSWOOD BOARD OF EDUCATION

PUPILS  
5112/Page 3 of 5  
ENTRANCE AGE

- A child who turns age 6 by October 1st or thereafter will be enrolled in our 1st grade program.
- Additionally, no child who turns age 5 on or before October 1 and whose family chooses not to enroll in the Collingswood Public School District kindergarten program will be permitted to enroll in kindergarten the subsequent school year. Children in this case would be age 6 by October 1 and would therefore be enrolled in 1st grade.

No child who attends the Collingswood Public School District kindergarten program will be permitted to attend another year of kindergarten (outside of the district) and re-enroll the subsequent year for 1st grade. This child would then be age 7 and eligible for 2nd grade.

If a child's family is concerned about a child's readiness for kindergarten, the process will be as follows:

- At the time of initial registration, Parent/Guardian will complete the "Entrance Age Exception Request" form along with corresponding registration documents outlining the concerns for readiness for the appropriate grade level, in this case kindergarten. The Entrance Age Exception Request form will not be considered unless the required registration documentation is submitted and reviewed for completeness. (Documentation includes but is not limited to: student's birth certificate, Proof of Residency/Domicile, completed registration packet)
- Parent/Guardian will include any relevant documentation to support concerns such as, but not limited to, early intervention services, teacher feedback (from preschool), data regarding developmental milestones, and/or medical documentation from the family physician.
- The "Entrance Age Exception Request" form, along with corresponding documentation, will be reviewed by the P-3 Supervisor.
- If the P-3 Supervisor determines the information presented by the Parent/Guardian requires further consideration, the P-3 Supervisor will either refer the Parent/Guardian to our district's Child Study Team OR further screening by district personnel (Learning Acceleration Specialists/Instructional Coaches and/or District Interns). The P-3 Supervisor will coordinate screening efforts with these district personnel using screening instrument(s) determined by the district.
- Upon completion of screening a child, the family and P-3 Supervisor will review the results.
- In the realm of a child "not meeting expectations" according to the screening instrument, consideration for placement in kindergarten or other services related to student needs will be considered.



# POLICY

## COLLINGSWOOD BOARD OF EDUCATION

PUPILS  
5112/Page 4 of 5  
ENTRANCE AGE

- No child will be admitted to kindergarten who has not met the age-eligible requirement set by this policy.

An exception may be made for a child who moves to Collingswood from a state or district with a different Kindergarten cut-off date which causes that child to miss out on the opportunity to attend Kindergarten. To meet the education needs of that child the above requirements may be relaxed and that child may be placed in kindergarten.

### **First Grade Age-Entry Requirements**

A child is eligible for entrance into 1st grade under the following guidelines:

- A child is eligible for entrance into 1st grade who will have attained the age of six years on or before October 1 of the year in which entrance is sought.
- Any child who turns age 6 on October 2nd or thereafter, will not be permitted entry into our 1st grade program. This student would have to wait until the following school year to enroll in our 1<sup>st</sup>-grade program.
- A child who turns age 7 by October 1st or thereafter will enroll in our 2<sup>nd</sup>-grade program.
- If a child's family is concerned about a child's readiness for 1st grade, the process will be as follows:
  - At the time of initial registration, Parent/Guardian will complete the "Entrance Age Exception Request" form along with corresponding registration documents outlining the concerns for readiness for the appropriate grade level, in this case, 1st grade. The Entrance Age Exception Request form will not be considered unless the required registration documentation is submitted and reviewed for completeness. (Documentation includes but is not limited to the student's birth certificate, Proof of Residency/Domicile, and completed registration packet)
  - Parent/Guardian will include any relevant documentation to support concerns such as, but not limited to, early intervention services, teacher feedback (from kindergarten), data regarding developmental milestones, and/or medical documentation from the family physician.
  - The "Entrance Age Exception Request" form, along with corresponding documentation, will be reviewed by the P-3 Supervisor.
  - If the P-3 Supervisor determines the information presented by the Parent/Guardian requires further consideration, the P-3 Supervisor will either refer the Parent/Guardian to our district's Child Study Team OR further screening by district personnel (Learning Acceleration Specialists/Instructional Coaches and/or District Interns). The P-3 Supervisor will coordinate screening efforts with these district personnel using a screening instrument(s) determined by the district.



# POLICY

## COLLINGSWOOD BOARD OF EDUCATION

PUPILS  
5112/Page 5 of 5  
ENTRANCE AGE

Upon completion of screening a child, the family and P-3 Supervisor will review the results. In the realm of a child ‘not meeting expectations’ according to the screening instrument, consideration for placement in 1st grade or other services related to student needs will be considered.

No child will be admitted to 1st grade who has not met the age requirement set by this policy.

### **Second Grade - High School Age-Entry Requirement**

Following the information indicated above, please note this policy extends as noted through subsequent elementary, middle and high school years.

A child is eligible for grades 2nd-12th as outlined in the aforementioned age-entry requirements by October 1st.

- 2nd grade (Age 7)
- 3rd grade (Age 8)
- 4th grade (Age 9)
- 5th grade (Age 10)
- 6th grade (Age 11)
- 7th grade (Age 12)
- 8th grade (Age 13)
- 9th grade (Age 14)
- 10th grade (Age 15)
- 11th grade (Age 16)
- 12th grade (Age 17)

The Collingswood Board of Education reserves the right to test a student in order to place the child in the grade best suited for them.

N.J.S.A. 18A:36-19; 18A:38-5; 18A:38-6; 18A:44-1; 18A:44-2; 18A:46-6; 18A:46-6.1  
N.J.A.C. 6A:14-3.3

Adopted: September 26, 2005  
Revised: January 23, 2023  
Revised: May 22, 2023

