

# Oak Flats Public School Preschool



## Enrolment and orientation procedure 2025

| National Quality Standard<br>Education and Care Services<br>National Law and National<br>Regulations | Associated department policy,<br>procedure or guideline   | Reference document(s) and/or<br>advice from a recognised<br>authority   |
|--|---|---|
| <b>NQS: 6.1, 6.2, 7.2</b><br><b>Law Section: 175</b><br><br>Regulations: 160, 161, 162               | Leading and operating<br>department preschool guidelines<br><a href="#">Enrolment of Students in NSW<br/>Government Schools<br/>Department preschool enrolment<br/>procedures [PDF 154 KB]</a><br><a href="#">Application to enrol in a NSW<br/>Government Preschool [PDF 893<br/>KB]</a><br><br>Application to enrol in a NSW<br>Government Preschool –<br><a href="#">translated versions</a> | <a href="#">ACECQA information sheet –<br/>Enrolment and Orientation [PDF<br/>901 KB]</a><br><br>ACECQA's policy and<br>procedures guidelines –<br><a href="#">Enrolment and orientation [PDF<br/>249 KB]</a> |

## Responsibilities

|                             |  |
|-----------------------------|--|
| <b>School principal</b>     | <p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>• the preschool is compliant with legislative standards related to this procedure at all times</li> <li>• all staff involved in the preschool are familiar with and implement this procedure</li> <li>• all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>  |
| <b>Preschool supervisor</b> | <p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> <li>• analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>• reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul> |

|  |   |
|--|---|
| <p><b>Preschool teacher(s) and educator(s)</b></p> | <p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>• they are actively involved in the review of this procedure, as required, or at least annually</li> <li>• details of this procedure's review are documented.</li> </ul> |
|--|---|

## Procedure

|                         |  |
|-------------------------|--|
| <p><b>Enrolment</b></p> | <ul style="list-style-type: none"> <li>• Children can enrol from the beginning of the school year if they turn four years of age on, or before, 31 July that year.</li> <li>• Public preschools enrol children for one year only, the year before they start school.</li> <li>• A preschool enrolment package is given to prospective families.</li> <li>• A preschool enrolment package is given to prospective families. The packs are reviewed and updated as required annually by the school principal and preschool teacher before they are made available to the public. The school office staff are responsible for compiling the packs.</li> <li>• The preschool enrolment pack includes: <ul style="list-style-type: none"> <li>○ <i>Preschool Waiting List Application</i> form</li> <li>○ Steps screening permission form</li> <li>○ general permission form</li> <li>○ student medical information form</li> <li>○ family contacts and authorisation to collect form</li> <li>○ dogs connect form</li> <li>○ family questionnaire form.</li> </ul> </li> <li>• The contents of the pack are reviewed and updated each year in Term 1.</li> <li>• The preschool enrolment packs can be obtained from the office from the beginning of term two for enrolment the following year. The community are made aware that the school is taking preschool applications for the following year, School Bytes, Facebook and newsletter.</li> <li>• All enrolment applications and supporting documents are collected by and held at the school office. The office staff check the packs to ensure all the forms have been completed. As part of the enrolment process, the school office must cite and collect a copy of the child's original birth certificate (office will photocopy), an up to date immunisation statement and proof of address from the parents/carers.</li> <li>• Regulations require families to provide proof of up to date immunisation when enrolling and again after any updates to the statement, such as 4 year old vaccinations.</li> <li>• For each preschool class, children attend in two groups across the week to provide 600 hours of quality education and care in the year before commencing school.</li> <li>• Initially, parents complete a waitlist form to express their interest in attending the preschool.</li> </ul> |
|-------------------------|--|

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• At Oak Flats Public School Preschool children attend either Monday, Tuesday and Wednesday (first week only) or Wednesday (2nd week), Thursday and Friday.</li> <li>• A child is allocated to a group depending on family preference, the individual needs of the children, and the make-up of the group. Careful planning and discussion by the principal and preschool educators goes into the organisation of the groups.</li> <li>• Children do not have to reside within the school's catchment zone to attend the preschool.</li> <li>• The waitlist applications will be collected by the office staff.</li> <li>• After receiving the wait list or enrolment forms, a panel is formed and positions are offered to families, based on the criteria and priorities outlined in the <a href="#">Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy.</a></li> <li>• The panel consists of the school principal, preschool supervisor, preschool teacher and preschool SLSO. They meet towards the end of term 3 around week 7.</li> <li>• Offers of enrolment need to be made in keeping with the department's policy of targeting the most disadvantaged children of the local community. Priority is given to: <ul style="list-style-type: none"> <li>○ Aboriginal or Torres Strait Islander children,</li> <li>○ children living in low socioeconomic circumstances,</li> <li>○ children unable to access other early childhood services due to disadvantage of financial hardship.</li> </ul> </li> <li>• The principal will offer enrolment in the following order (after the above priorities): <ul style="list-style-type: none"> <li>○ children living within the school's enrolment designated intake area,</li> <li>○ children living outside the school's designated intake area and who have siblings enrolled in the school,</li> <li>○ children living outside the school's enrolment designated intake area.</li> </ul> </li> <li>• Families are informed if their enrolment application has been successful or not by letter at the end of term 3. They are required to complete and return an acceptance / non acceptance form. If the enrolment application has not been successful, families can choose to be placed on a waiting list for preschool and complete a form to indicate this.</li> <li>• When families are offered a position they are asked to complete the 'Application to enrol in a NSW Government preschool' and supply the required supporting documentation listed in the form, if they have not already. There are 15 different translated versions of the enrolment form available and the school</li> </ul> |
|--|---|

|  |   |
|--|---|
|  | <p>office will be able to provide one if needed. The enrolment form is collected and checked by the school office staff.</p> <ul style="list-style-type: none"> <li>• The principal reviews each enrolment form and certifies if the child's application to enrol is accepted or declined.</li> <li>• When the number of applications exceeds the number of places available in the preschool, children's names will be placed on a waiting list. The school office maintains the waiting list and it is referred to when a vacancy at the preschool becomes available. The principal will establish a placement panel to consider all applications in the same priority order as for enrolments.</li> <li>• In exceptional circumstances, children may attend preschool for an additional year. This can occur with the approval of the principal and the enrolment panel after discussions with the parent and preschool teacher.</li> <li>• If it is decided that a child would benefit from an additional year in preschool, it needs to be understood that the child would be considered as a new application and prioritised in the same way as all new applications.</li> <li>• Returning families do not have to complete forms again. The forms and details will be checked at the enrolment meeting to ensure the information is still up-to-date and relevant.</li> <li>• Enrolment in our preschool <b>will not guarantee enrolment</b> into our school for kindergarten. An <i>Application to enrol in a NSW Government School</i> still needs to be completed and submitted.</li> <li>• Children who are temporary visa holders may enrol in departmental preschools under the same conditions as Australian citizens. However, there are some short term visa holders who are ineligible to enrol.</li> <li>• Children who are absent for a period of time due to holidays or illness are not unenrolled from the preschool. In their absence, additional days are offered to another child(ren) in the preschool, based on the priority of access outlined in the department's preschool enrolment procedures. On the absent child's return, all children resume their usual attendance.</li> </ul> |
|--|---|

|  |  |
|--|--|
| <p><b>Transition and orientation</b></p> | <ul style="list-style-type: none"> <li>• The preschool family information or orientation booklet provides families with general information about the preschool and summarises key preschool procedures. This document is known as 'The Preschool Handbook' and is reviewed in early Term 3 of each year by the preschool team. A copy is available on the school's website and in the preschool.</li> <li>• Children and parents are supported to transition into preschool through a range of planned practices. The preschool remains open during these sessions.</li> <li>• At Oak Flats Public School Preschool, children and their families are supported to transition into the preschool through 2 transition/orientation play sessions for each group, a parent/teacher meeting which the child starting preschool also attends and a staggered start to the preschool year. Families are also welcome to visit the preschool before starting the following year.</li> <li>• At the time of orientation, parents are asked to provide additional information (verbally or in writing) about their child to enable the preschool teachers and educators to better understand and plan for their needs, including religious, cultural and/or dietary requirements.</li> <li>• Families are asked to provide additional information about their child to enable the preschool educators to better understand and plan for their needs, including religious, cultural and / or dietary requirements, toileting needs, rest requirements, strengths, needs, family and pets information, and favourite toys / activities. The family meeting and family questionnaire provide the preschool staff with background information of each child.</li> <li>• For children with a medical condition, additional needs or in out of home care, the teacher will meet with their parent before they commence preschool. Depending on the child, this discussion may address things such as how they can be most effectively supported to transition into preschool or what required adjustments need to be made. It is also an opportunity to collaboratively develop the child's risk assessment plan and discuss their health care needs.</li> <li>• The preschool teacher and SLSO meet with each family before their child commences preschool to discuss what to expect and what is expected, what to bring, how best to dress children for 'play based learning', exploration of ways in which families can engage with the program, additional needs (disability or support needs), individual planning and learning priorities, medical conditions, and out of home care situations as well as other items mentioned on the family questionnaire or enrolment form.</li> <li>• Some children will require a tailored transition to preschool. This may include additional visits and/or commencing on reduced hours or in the company of a parent or therapist. If a tailored transition to preschool experience is required,</li> </ul> |
|--|--|



|  |   |
|--|---|
|  | <p>it will be determined in consultation with the principal. Preschool teacher, parent / carer and therapist.</p> <ul style="list-style-type: none"> <li>• A tailored transition to preschool plan will be created in consultation with the parent/carer, the principal, the preschool teacher, any relevant therapist and possibly the school counsellor and/or a teacher from the LaST team.</li> </ul> |
|--|---|

## Record of procedure's review

|  |  |
|--|--|
| <b>Date of review</b>  | 19/6/25  |
| <b>Who was involved</b>  | Alice Wigny, Elisa Higgs, Amanda Falcon, Ellie Turton  |
| <b>Key changes made and reason why</b>   | Annual review updates made.  |
| <b>Record of communication of significant changes to relevant stakeholders</b> | <p>Principal: 25/07/2025</p> <p>Staff: 19/6/25</p> <p>Parents: 22/8/2025</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p> |

|  |  |
|--|--|
| <b>Date of review</b>  | 26/5/24  |
| <b>Who was involved</b>  | Alice Wigny, Elisa Higgs, Amanda Falcon, Emily Chatterton  |
| <b>Key changes made and reason why</b>   | Localised practices detailed in relation to the reflective questions provided by Early Learning.   |
| <b>Record of communication of significant changes to relevant stakeholders</b> | <p>Principal: 1/7/24</p> <p>Staff: 4/7/24</p> <p>Parents: 14/08/24</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p> |

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.

Record of procedure's review

| <b>Date of review and who was involved</b>  |
|---|
| Sarah Beesley 21/09/2022  |
| Annual review, confirmed links are working and clarified current practices.   |
| <b>Key changes made and reason/s why</b>  |
| Annual review<br>Align with department's new template   |
| 09/08/2023 Alice Wigny, Elisa Higgs, Amanda Falcon, Natalie Shephard & Jodi Niedermayer                                       |
| <b>Record of communication of significant changes to relevant stakeholders</b>  |
| Sent to Principal for review 27/09/22<br>Posted on Kinderloop for parent and community input 17/10/22                         |
| Notified responsible person in charge to review – 9/08/2023<br>Posted on Kinderloop for parents / carers to review – 15/08/23 |