



Enrolment and Orientation

Reviewed: 11/06/2021 Next Review: Term 2 2022

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| Education and care services regulation/s | <ul style="list-style-type: none"> • Regulation 168(2)(k) Education/care service must have policies and procedures • Regulation 160 Child enrolment records to be kept by approved provider • Regulation 161 Authorisations to be kept in enrolment record • Regulation 162 Health information to be kept in enrolment record |
| NSW Department of Education policy, procedure or guidelines | <p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> • Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy PD/2002/0006/V01 – Includes related document Department Preschool Classes: Enrolment procedure (PDF 347KB) |
| National Quality Standard(s) | <p>Families are supported from enrolment to be involved in the service and contribute to service decisions.</p> <p>6.1.3: Families are supported Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.</p> <p>7.1.2: Management Systems Systems are in place to manage risk and enable the effective management and operation of a quality service.</p> |
| Leading and operating department preschool guidelines | <p>Leading and operating department preschool guidelines page 73 and page 80 (staff only)</p> |
| School policy or procedure | Oak Flats Public School Enrolment Policy |

Introduction

Early childhood education prepares a child for school and can have a positive impact on school attendance and academic success. <http://closingthegap.dpmc.gov.au/chapter-01/index.html>

Children generally attend departmental preschool classes for one year only, in the year before starting school. Children are eligible to enrol in preschool classes from the beginning of the school year if they turn 4 years of age on or before 31 July in that year.

At Oak Flats Public School Preschool children attend either Monday, Tuesday and Wednesday morning (Yellow group) or Wednesday afternoon, Thursday and Friday (green group).

Implementation

Applications for enrolment are made by completing the preschool enrolment package. This includes an *Application to Enrol in a NSW Government Preschool* form, Steps screening permission form, general permission form, student medical information form, family contacts and authorisation to collect form, and a family questionnaire form. These can be obtained from the office from the beginning of term two

for enrolment the following year. There are 15 different translated versions of the enrolment form available and the school office will be able to provide one if needed. All enrolment applications and supporting documents are collected by and held at the school office. Photocopies of important information from the above documents is kept in the preschool once enrolment has been finalised.

As part of the enrolment process, the school office must cite and collect the child's original birth certificate (office will photocopy), an up to date immunisation statement and proof of address from the parents/carers. 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.

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:

- Aboriginal or Torres Strait Islander children
- children living in low socioeconomic circumstances
- children unable to access other early childhood services due to disadvantage or financial hardship.

The principal will offer enrolment in the following order (after the above priorities):

1. children living within the school's enrolment designated intake area
2. children living outside the school's designated intake area and who have siblings enrolled in the school
3. children living outside the school's enrolment designated intake area.

When the number of applications exceeds the number of places available in the preschool, children's names will be placed on a waiting list. A waiting list application form will be completed by the families and returned to the office. 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.

In exceptional circumstances, children may attend preschool for an additional year. This can occur with the approval of the Principal after discussions with the parent and preschool teacher. If it is decided that a child would benefit from an additional year in the 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.

A pre-enrolment interview between families and the preschool educators takes place after a letter of offer is sent to the families, signed by the families and returned to the school office. The preference is that these meetings take place inside the preschool, where conversations about 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 and individual planning and learning priorities can be discussed. This interview along with the family questionnaire in the enrolment pack provide the educators with background knowledge of the children.

At Oak Flats Public School Preschool, we orientate children and their families into the preschool by hosting 2 transition/orientation sessions for each group and a parent/teacher interview. Additional orientation sessions and meetings are offered if a child/family requires them.

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.

Enrolment in our preschool will not guarantee enrolment into our school for kindergarten. An *Application to enrol in a NSW Government School* still needs to be completed and submitted.

Temporary Visa Holders

- 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.
- Temporary visa holders enrolled in a departmental preschool are required to pay preschool fees. However, they are not required to pay the Temporary Residents fee and do not need an Authority to Enrol.