

Oak Flats Public School Preschool



Enrolment and orientation procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
<p>6 Collaborative partnerships with families and communities</p> <p>6.1 Supportive relationships with families</p> <p>6.2 Collaborative partnerships</p> <p>7 Governance and leadership</p> <p>7.1 Governance</p>	<p>Regulation 160</p> <p>Child enrolment records to be kept by approved provider and family day care educator</p> <p>Regulation 161</p> <p>Authorisations to be kept in enrolment record</p> <p>Regulation 162</p> <p>Health information to be kept in enrolment record</p> <p>National Law s. 175</p> <p>Children (Education and Care Services National Law Application) Act 2012 No 104</p> <p>Regulation 168</p> <p>Education and care service must have policies and procedures</p>	<p>Leading and operating department preschool guidelines</p> <p>Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy</p>
<p>Pre-reading and reference documents</p>		
<p>ACECQA National Quality Standard Information Sheet: Enrolment and Orientation</p> <p>Application to enrol in a NSW Government preschool</p>		

Related preschool procedures

- Acceptance and refusal of authorisations
- Dealing with medical conditions in children
- Governance and management of the service

Introduction

Early childhood education prepares a child for school and can have a positive impact on school attendance and academic success.

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 (Bilima group) or Wednesday afternoon, Thursday and Friday (Guruwarra group).

Staff roles and responsibilities

School principal

The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.

The principal is responsible for ensuring:

- the preschool is compliant with legislative standards related to this procedure at all times
- all staff involved in the preschool are familiar with and implement this procedure
- all procedures are current and reviewed as part of a continuous cycle of self- assessment.

Preschool supervisor	<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 includes:</p> <ul style="list-style-type: none">● analysing complaints, incidents or issues and what the implications are for the updates to this procedure● reflecting on how this procedure is informed by relevant recognised authorities● planning and discussing ways to engage with families and communities, including how changes are communicated● developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool educators	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none">● all staff in the preschool and daily practices comply with this procedure. This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers● being actively involved in the review of this procedure, as required, or at least annually● ensuring the details of this procedure's review are documented.
Procedure	

Enrolment

- Children can enrol in a department preschool from the beginning of the school year if they turn four years of age on, or before, 31 July that year.
- 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.
 - The preschool enrolment pack includes:
 - *Preschool Waiting List Application* form
 - Steps screening permission form
 - general permission form
 - student medical information form
 - family contacts and authorisation to collect form
 - dogs connect form
 - family questionnaire form.
- 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 via the school's noticeboard, Enews and facebook.
- 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 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.
- For each preschool class, children attend in two groups across the week to meet the requirements of *Universal Access* - 600 hours of quality education and care in the year before commencing school.
- At Oak Flats Public School Preschool children attend either Monday, Tuesday and Wednesday morning (Bilima group) or Wednesday afternoon, Thursday and Friday (Guruwarra group).

- 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.
- Children do not have to reside within the school's catchment zone to attend the preschool.
- After receiving the waitlist forms, a panel is formed and positions are offered to families, based on the criteria and priorities outlined in the *Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy*. The panel consists of the school principal, preschool teacher and preschool SLSO. They meet towards the end of term 3 around week 7.
- 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 of financial hardship.
- The principal will offer enrolment in the following order (after the above priorities):
 - children living within the school's enrolment designated intake area
 - children living outside the school's designated intake area and who have siblings enrolled in the school
 - children living outside the school's enrolment designated intake area.
- 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.
- Families offered a position are asked to complete the *Application to enrol in a NSW Government preschool* and supply the required supporting documentation

listed in the form, if not already. There are 15 different translated versions of the enrolment form available and the school office will be able to provide one if needed. The enrolment form is collected and checked by the school office staff.

- The principal reviews each enrolment form and certifies if the child's application to enrol is accepted or declined.
- 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.
- 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 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.
- 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.
- 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.
- 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.

Transition and orientation

- The preschool handbook provides families with general information about the preschool and summarises key preschool procedures. It is reviewed and updated as necessary annually by the preschool staff. A copy is available on the school's website and in the preschool.
- 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.
- 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, 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.
- 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.
- These meetings are organised by the office staff in consultation with the preschool teacher and principal and occur early in term 4. They are held in the preschool and all families (including returning families) are expected to attend. If a family can not attend their allocated meeting, another time will be arranged to meet with them. At least one parent / carer and the preschool child need to be in attendance.
- 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, it will be determined in consultation with the principal. Preschool teacher, parent / carer and therapist.
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Record of procedure's review
Date of review and who was involved
Sarah Beesley 21/09/2022
Key changes made and reason/s why
Annual review Align with department's new template
Record of communication of significant changes to relevant stakeholders
Sent to Principal for review 27/09/22 Posted on Kinderloop for parent and community input 17/10/22

Copy and paste a new table to record each occasion the procedure is reviewed.