

Stockton 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
6.1 6.2 7.1	Regulation 160 Regulation 161 Regulation 162 National Law S. 175	Leading and operating department preschool guidelines pgs. 105-107 Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools' policy
Pre-reading and reference documents		
<p>ACECQA National Quality Standard Information Sheet: Enrolment and Orientation</p> <p>Application to enroll in an NSW Government preschool</p>		
Staff roles and responsibilities		
School Principal	<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"> • 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. <p>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</p>	
Preschool supervisor	<p>The preschool supervisor supports the Principal in their role and is responsible for supporting the educators in reviewing this procedure through a process of self-assessment and critical reflection. These could include:</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. • 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	<p>Department preschools enrol children for one year only, the year before they start school.</p> <ul style="list-style-type: none"> • 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. This enrolment pack is compiled by the office administration staff and has important information about the preschool enrolment process. It is reviewed by the administration staff yearly and they reflect on the process with the principal and preschool educators as part of the update of this procedure. • For each preschool class, children attend in two groups across the week to meet the requirements of <i>Universal Access</i> - 600 hours of quality education and care in the year before commencing school.

At Stockton Public School Preschool, we have two preschool groups:

- Group A - Bathu Bila - who attend on Monday/Tuesday with alternating Wednesday.
- Group B - Garuwa - who attend on Thursday/ Friday with alternating Wednesday.
 - The children are allocated into each group from the parent's preference and if there are availabilities on those days.

Priority is given to:

- Aboriginal or Torres Strait Islander children
- children living in low socio-economic circumstances
- children who are unable to access other early childhood services due to disadvantage or financial hardship

The principal will offer enrolment in the following order, with priority given to Aboriginal children and those who are disadvantaged:

1. to children living within the school's enrolment catchment area

2. to children living outside the school's catchment area and who have siblings enrolled in the school

3. to children living outside the school's enrolment catchment area

- If all positions are not filled, vulnerable children may be offered a full - time place depending on the individual circumstances and priority.
- Initially, families complete an *Application to enroll in an NSW Government preschool* to express their interest in attending the preschool. These are stored in the school office and collected by the office administration staff.
- Schools accept enrolment applications from the beginning of Term 2 the year before the child starts preschool and is advertised on many digital platforms that enrolments for preschool have started.
- Children do not have to reside within the school's catchment zone to attend the preschool.

- Families offered a position are asked to complete the *Application to enroll in an NSW Government preschool* and supply the required supporting documentation listed in the form, if not already. The office administration staff collect these and ensure that they have included all the relevant documentation.
- The principal reviews each enrolment form and certifies if the child's application to enroll is accepted or declined. The office administration then check that each enrolment form has been fully completed, with support provided to families, if required.
- When enrolling their child, a family must provide documentation as evidence of the child's identity and date of birth. However, if no birth certificate is available, this can be shown through a secondary document (Legal Issues Bulletin 43- Enrolment of children in government schools). Similarly, regulation 160 notes that only confirmation of a date of birth is required. Examples of secondary documents are a: a passport, blue book, hospital birth card, christening, name giving or similar record. If none of these documents are available, a statutory declaration should be obtained from the parents stating the date of birth of the child and the reason why such a document is not available.
- Preschool children who are temporary visa holders may enrol in departmental preschools under the same conditions as Australian citizens. However, temporary residents who hold visitor/tourist visas are not eligible for enrolment. The schedule of visa subclasses and enrolment conditions provides eligibility information on the temporary visa subclasses. Temporary visa holders are required to pay preschool class fees but are not liable for the temporary resident's fee.
- Critical information collected in the preschool application form is communicated by the school office to the preschool educators. Critical information required by the preschool includes each child's:
 - emergency contacts
 - authorisations for collection
 - permission to publish
 - court orders
 - learning and support needs (including the need for a risk assessment) where relevant
 - medical and health conditions (including dietary) where relevant
 - immunisation status

	<ul style="list-style-type: none"> • Documentation regarding immunisation must be supplied unless the child fits the criteria for a 12-week exemption. • This information is collected on the legally binding enrolment form. Any updates made throughout the year are entered directly onto the enrolment form, entered into ERN, and communicated with the preschool educators. • In exceptional circumstances, children may attend preschool for an additional year. This can only occur with the approval of the principal following consultation with the child's family and preschool teacher. If it is decided a child would benefit from a second year in preschool, they are considered a new application and prioritised in the same way as all new applicants. • Enrolment in a preschool class within a school does not automatically translate to an entitlement to enrol in a school in kindergarten. The Enrolment of students in NSW government schools' policy and Implementation procedures apply for enrolment from kindergarten onwards.
<p>Transition and orientation</p>	<ul style="list-style-type: none"> • The preschool family information booklet provides families with general information about the preschool and summarises key preschool procedures. The preschool educators, the preschool supervisor and Principal review the booklet each year to ensure that it is current. • Children and families are supported to transition into preschool through a range of planned practices. Families are offered to meet with the principal to enquire about the preschool program and can go on a tour through the school before the application process begins. The preschool children also attend orientation sessions, invited to social and school events leading up to them starting preschool and information sessions and parent teacher meetings prior to the children starting the following year. • It is a great opportunity for the preschool teacher to meet with a family before their child commences preschool to discuss the child's needs and plan any required adjustments. This will include the parent or care of children for whom it has been indicated on their enrolment form. Topics discussed can include medical condition, disability, or support needs, or are in out of home care, child's interests etc. This is organised by the school Principal and preschool educators and all families are given the opportunity to attend

	<p>scheduled individual student meetings.</p> <ul style="list-style-type: none"> • Families are asked to provide additional information about their child to enable the preschool educators to better understand and plan for their needs e.g., strengths, interests, toileting needs, rest requirements, religious, cultural beliefs, dietary requirements etc. • 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. It will be determined which children will require additional transition support through observation during the preschool orientation process and discussed at the preschool committee meeting. As well as discussions with the parent/ carers.
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Record of procedure's review
Date of review and who was involved
16/8/21- Kristyn Drewe, Jodie Holt, 27/8/21 - Christine Hayes, Alexis Scott 24/11/21
Key changes made and reason/s why
New format in line with the Leading and operating department Preschool guidelines;
Record of communication of significant changes to relevant stakeholders