



IRRAWANG PUBLIC SCHOOL

PRESCHOOL

Enrolment and Orientation Procedure

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

Responsibilities

<p>School principal</p>	<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 ● all procedures are current and reviewed as part of a continuous cycle of self-assessment. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<p>Preschool supervisor</p>	<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"> ● analysing complaints, incidents or issues and the implications for updates to this procedure ● reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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.
<p>Preschool teacher(s) and educator(s)</p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> ● all staff in the preschool and daily practices comply with this procedure ● this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers ● they are actively involved in the review of this procedure, as required, or at least annually ● details of this procedure's review are documented.

Procedure

<p>Enrolment</p>	<ul style="list-style-type: none"> ● Children can enrol from the beginning of the school year if they turn four years of age on, or before, 31 July that year. ● If your child is offered a position, A preschool enrolment package is given to prospective families to complete which includes an application to enrol in a public preschool. ● The SAO works with the school principal and educator to update the Preschool Information Booklet annually or when required throughout the year. This booklet contains all of the information a family/carer may need to know about when sending their child to Preschool. Information such as: Attendance days, what to pack, food and nutrition, the program etc. The
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SAO then provides enough printed booklets for new families to receive during their enrolment interview and any returning students are given an updated information booklet at the start of each year.

- 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.
- Attendance is a five day fortnight program, with three days one week and two days in the alternate week for two separate groups of children (12 hours one week and 18 hours the next).
- Children are placed into groups in order of priority:
 - 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 (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.
- If there are a few positions left vacant, where possible, to be allocated to children who are ATSI and/or OOHC enrolments.
- Children do not have to reside within the school's catchment zone to attend the preschool.
- Initially, parents/carers complete a **Department of Education and Community Preschool - Expression of Interest** form to express their interest in attending the preschool.
- The SAO collates and stores these in the Front Office and notifies the Preschool Educator. At the **end of Term 2**, the Principal, Preschool Educator and Pedagogical Leader meet to decide on who is to be offered available vacancies based on the criteria and priorities outlined in the [Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy](#).
- Families are informed if their enrolment application has been successful via phone call and letter. At this point, families who are successful are required to complete an **Application to enrol in a NSW Government preschool** and supply the required supporting documentation listed in the form, if they have not already. If an offer of placement is not taken up within four weeks, the position will be declared vacant.
- After initial offers of placement have been granted, if other parents/carers express an interest in attending the preschool, they will also be required to fill out a **Department of Education and Community Preschool - Expression of Interest** form. This will be passed onto the Preschool Educator who will discuss the potential enrolment with the Principal and Pedagogical Leader and a decision will be made based on the criteria and priorities outlined in the [Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy](#). Once all considerations are taken into account, families are informed if their enrolment application has been successful or not via phone call and letter. If they are successful, families are required to complete an **Application to enrol in a NSW Government preschool** and supply the required supporting documentation listed in the form, if they have not

	<p>already. If an offer of placement is not taken up within four weeks, the position will be declared vacant.</p> <ul style="list-style-type: none"> ● If a families application is unsuccessful, the child will be placed on a waiting list. ● The SAO collects and checks the enrolments and supporting documentation. The SAO will liaise with the Preschool Educator and the SAO will follow up if there are any discrepancies in the documents. ● The Principal, Preschool Educator and Pedagogical Leader reviews each enrolment form and the Principal certifies if the child's application to enrol is accepted or declined. ● Documentation regarding immunisation must be supplied, unless the child fits the criteria for a 12 week exemption. ● Department preschools enrol children for one year only, the year before they start school. ● 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. ● 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.
<p>Leaving Preschool</p>	<ul style="list-style-type: none"> ● If a child is leaving the service families are required to complete a 'A Relinquishment of Placement' form and return it to the preschool prior to the child leaving preschool.
<p>Transition and Orientation</p>	<ul style="list-style-type: none"> ● Once families have accepted their offer of enrolment, enrolment interviews with the Preschool Educator are organised and scheduled by the SAO. ● The Preschool Family Information Booklet provides families with general information about the preschool and summarises key preschool procedures. ● The Preschool Educator and Pedagogical Leader review and update the Information Booklet annually. The SAO then copies enough printed booklets for new families to receive during their enrolment interview and any returning children are given an updated booklet. ● Children and families are supported to transition into preschool through a range of planned practices. The preschool remains open during these sessions. These include: <ul style="list-style-type: none"> - Orientation Tour: Families can walk through the preschool, supervised by the principal or delegate, following all sign-in procedures, - Information Sessions: Families have enrolment interviews where they get the time to speak in detail with the Preschool Educator, - Participating in the organised Preschool Transition Playgroup sessions (4 playgroup sessions in Term 4) and/or - Looking at the school website (preschool tab). ● At the enrolment interviews, 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, medical, cultural and/or dietary requirements. Questions regarding strengths, interests, medical needs, additional needs, external provider support/NDIS, family

	<p>circumstances, toileting needs, rest requirements etc. will also be discussed. If necessary, the school counsellor and/or LaST may be contacted to come and observe a child during the Preschool Transition Playgroup Sessions in order to support/prepare for a child's transition/enrolment to Preschool.</p> <ul style="list-style-type: none"> • For children with a medical condition, additional needs or in out of home care, the Preschool Educator 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. • The Preschool Educator and LaST may specifically organise meetings based on a child's medical/support needs. At these meetings, additional school personnel, NDIS support workers and/or allied health professionals may be invited to the meeting. Other DoE staff who may attend include the school counsellor, WHIN and/or OOHC Coordinator. • 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. The Preschool Educator will arrange these with the principal, LaST, Counsellor and/or Wellbeing Health Nurse and contact families to arrange suitable times.
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Record of procedure's review

<p>Date of review and who was involved</p>	<p>17/12/2020 Hylie McEvoy (Preschool Teacher) Stacy Mathieson (Nominated Supervisor/School Principal)</p> <p>30/11/2021 Hylie McEvoy (Preschool Educator)</p> <p>23/11/2022 Michelle Lynch (Pedagogical Leader) Colleen Taylor (P-2 Initiatives Officer)</p> <p>15/12/23 Hylie McEvoy (Preschool Educator) Michelle Lynch (Pedagogical Leader)</p> <p>14/11/24 Hylie McEvoy (Preschool Educator) Michelle Lynch (Pedagogical Leader)</p>
<p>Key changes made and reason why</p>	<p>23/11/2022 - Addition of specific guidelines from the Leading and Operating Department Preschool Guidelines highlighting enrolments of children for the year PRIOR to Kindergarten. Points added specifying how the process of enrolment and transition work during Term 4.</p> <p>15/12/23 -Updated as per Early Learning Leading and Operating Preschool Guidelines vSept2023</p> <p>14/11/24 - Updated with Leaving Preschool section and the requirement of the completion of 'A Relinquishment of Placement' form</p>
<p>Record of communication</p>	<p>Principal: Email & Acknowledgement Spreadsheet 15/11/24</p>

**of significant
changes to
relevant
stakeholders**

Staff: Email & Acknowledgement Spreadsheet 15/11/24

Parents: Sentral Parent Portal 15/11/24

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.