***IRRAWANG PUBLIC SCHOOL PRESCHOOL***

### Preschool Enrolment and Orientation Procedure

| Associated National Quality Standards | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
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| 6.16.27.1 | Regulation [160](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div1/subDiv1/reg160)Regulation [161](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div1/subDiv1/reg161)Regulation [162](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div1/subDiv1/reg162)National Law [S. 175](https://www.legislation.nsw.gov.au/acts/2010-104.pdf) | [Leading and operating department preschool guidelines](https://education.nsw.gov.au/teaching-and-learning/curriculum/early-learning/department-preschools) [Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy](https://policies.education.nsw.gov.au/policy-library/associated-documents/department-preschool-enrolment-procedures.pdf) |
| **Pre-reading and reference documents** |
| [ACECQA National Quality Standard Information Sheet: Enrolment and Orientation](https://www.acecqa.gov.au/sites/default/files/2018-11/QA6_EnrolmentandOrientation.pdf)[Application to enrol in a NSW Government preschool](https://education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents/enrolment-application-preschool) |
| **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.
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| **Preschool supervisor** | 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: * 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.
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| **Preschool educators** | The preschool educators are responsible for working with leadership to ensure:* 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.
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| **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 SAO works with the school principal and educator to update the Preschool Information Booklet annually. The 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 meet the requirements of *Universal Access* -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.
* There are a few positions left vacant, where possible, to be allocated to children who are ATSI and/or OOHC enrolments.
* Initially, families complete an enrolment form to express their interest in attending the preschool and go on a waitlist if there are no vacancies. The SAO collates and stores these in the front office. During the year, when a position becomes available, the SAO, principal and educator meet to decide on who is to be offered that position. At the end of each year, the SAO, principal and educator meet to create group lists and offer positions to new enrolments for the following year.
* The [application to enrol in a NSW Government preschool](https://schoolsequella.det.nsw.edu.au/file/fc42beb1-eff2-4592-b7da-a253901e002a/1/preschoolapptoenrol.pdf) must be completed and submitted.
* Documentation regarding immunisation must be supplied, unless the child fits the criteria for a 12 week exemption.
* Schools accept enrolment applications from the beginning of Term 2 the year before the child starts preschool.
* When the number of applications exceeds availability, children's names will be placed on a [waiting list](https://schoolsequella.det.nsw.edu.au/file/e647cf1b-7bcd-42dd-8042-f8dd431c9786/1/Preschool-waiting-list-application-form.pdf). The school's placement panel will consider and prioritise these applications.
* 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 do not have to reside within the school’s catchment zone to attend the preschool.
* After receiving enrolment forms, a panel is formed (Principal, Educator and SAO) and positions are offered to families by the middle of Term 4, based on the criteria and priorities outlined in the *Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government school’s policy.*
* Families are informed if their enrolment application has been successful or not. The SAO will ring families and then send out a letter of acceptance which needs to be completed and returned.
* Once families are notified, enrolment interviews for all new Preschool placements with the Preschool Educator are organised.
* 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. These documents are collected and checked by the SAO and school principal.
* The principal reviews and is responsible for each enrolment form. They certify if the child’s application to enrol is accepted or declined once the SAO has checked the enrolment form has been filled out correctly.
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| **Transition and orientation** | * The Preschool Family Information Booklet provides families with general information about the preschool and summarises key preschool procedures. The SAO works with the school principal, Pedagogical Leader, and the educator to update the Information Booklet annually. The 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.
* Children and families are supported to transition into preschool through a range of planned practices including:
* Walking through the preschool, supervised by the principal or delegate, following all sign in procedures,
* Speaking in detail with the educator as part of an organised formal enrolment interview,
* 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, 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.
* In some situations, it is critical the educator meets 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 carer of children for whom it has been indicated on their enrolment form that they have a medical condition, disability or support needs, or are in out of home care. For these interviews, the educator and LaST organise will arrange. If required, additional school personnel, support workers or Allied Health Professionals may be invited to the meeting. This could include, school counsellor, LaST, OOHC coordinator, NDIS support worker and/or Allied Health Professional 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. For additional transition visits, the educator will consult and arrange with the principal, LaST, Counsellor and/or Wellbeing Health Nurse. The educator then communicates this to the parent/carer and arranges suitable times.
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| **17/12/2020** Hylie McEvoy (Preschool Teacher)Stacy Mathieson (Nominated Supervisor/School Principal)**30/11/2021**Hylie McEvoy (Preschool Educator)**23/11/2022**Michelle Lynch (Pedagogical Leader)Colleen Taylor (P-2 Initiatives Officer) |
| **Key changes made and reason/s why** |
| **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. |
| **Record of communication of significant changes to relevant stakeholders** |
| All changes emailed to staff for acknowledgement and posted on Preschool Private FB page and School Website for families. |
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