

# Casino Public School - Djanenjam Preschool

## Localised Procedure

### Enrolment and orientation



Reviewed: 25/9/2019

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	<a href="#">Preschool Handbook</a> reference	School policy or procedure, where applicable
<p><a href="#">Regulation 168(2)(k)</a></p> <p><a href="#">Regulation 160</a></p> <p><a href="#">Regulation 161</a></p> <p><a href="#">Regulation 162</a></p>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's <a href="#">website</a>;</p> <ul style="list-style-type: none"> <li>• Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy PD/2002/0006/V01</li> <li>• Department Preschool Classes: Enrolment procedure (attached below)</li> <li>• Preschool waiting list application form</li> <li>• Application to enrol in a NSW Government preschool</li> <li>• Schedule of Visa Subclasses and Enrolment Condition</li> </ul>	<p>Governance</p> <p>Pg. 88</p>	
<ul style="list-style-type: none"> <li>• At Djanenjam Preschool, we orientate children and their families into the preschool by hosting open an afternoon session at the end of the previous school year upon receiving and accepting a letter of offer.</li> <li>• Family partnership meetings are held in the last week of the current year to learn about the interests of their child and to answer any questions/concerns any families may have in regard to starting preschool. These organised meetings with families also will focus on any additional learning or health needs about their child.</li> <li>➤ <b>Preschools designated for Aboriginal children: -</b></li> <li>• Djanenjam Preschool is one of the eleven designated Aboriginal preschools which cater</li> </ul>			

specifically for Aboriginal children. If vacancies occur then every effort needs to be made to ensure the places are filled by Aboriginal children. If there are insufficient numbers of Aboriginal children, then places can be offered to non-Aboriginal children.

- Schools with designated preschools and those in communities with significant numbers of Aboriginal children are to liaise with the local Aboriginal Education Consultative Group when considering priorities for enrolment.
- At Djanenjam Preschool, we have two preschool groups; Platypus Group attend on Monday and Tuesday and Kangaroo Group attend on Thursday and Friday with alternating Wednesday between the two.
- If a child turns four during their preschool year, the process for collecting the updated immunisation record is managed by the preschool teacher and Sharon Burston, Student Administration Officer (SAO).

*The following information has been taken directly from the DoE Preschool Handbook (January, 2016);*

➤ **Enrolment: -**

- Children generally attend our 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.
- As part of the enrolment process, the preschool will obtain documents from parents that show the child is fully vaccinated for their age, or has a medical reason not to be vaccinated, or has a conscientious objection to vaccination due to religious beliefs, or is on a recognised catch-up schedule if their child has fallen behind with their vaccinations.
- Applications for enrolment are made by completing the Application to enrol in a NSW Government preschool.
- Offers of enrolment will be made in keeping with the department's policy of targeting the most disadvantaged children in the local community. Priority will be given to Aboriginal children and children whose families experience disadvantage, in particular families experiencing financial hardship and who are unable to access other children's services.
- 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 principal will then establish a

placement panel to consider and prioritise these applications. The placement panel will include the principal, a staff member, a member of the school community and a nominee from the local Aboriginal Education Consultative Group.

- In exceptional circumstances, children may attend preschool for an additional year. This will occur with the approval of the principal after discussions with the parent and consultation with the preschool teacher. If it is decided that a child would benefit from a second year in the preschool, the child would be considered as a new application and prioritised in the same way as all new applications.
- 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.

➤ **Early Intervention Classes: -**

- Enrolment in early intervention classes is through an access request application process. All applications are submitted to a regional panel that determine eligibility and make offers of placement to these classes. Enrolment forms are completed after this process. Further information is available from local Education Services Offices.

# Department preschool classes

## Enrolment procedures

### Background

There are 100 department preschools located in government schools across NSW. Eleven of the classes are designated specifically for Aboriginal children. Four of the classes are delivered by distance education.

The preschool classes are an integral part of the school in which they are located and operate within the same hours as the school. Attendance patterns vary and are determined to meet the needs of the local community. Schools need to ensure they are able to offer at least 600 hours of preschool education over the year which equates to approximately 15 hours per week.

Parents pay a fee for their children to attend preschool. There are a range of fees. Families who are experiencing financial hardship are able to obtain fee relief.

### General principles of enrolment

1. Children attend department preschool classes for one year only, the year before they start school.
2. In exceptional circumstances, the principal may consider an additional year of attendance after consultation with the parent/carer, the preschool teacher and other relevant personnel. If this is the case, the child is to be considered as a new application and prioritised in the same way as all new applications.
3. Priority is given to:
  - I. Aboriginal or Torres Strait Islander children
  - II. children living in low socio-economic circumstances
  - III. children who are unable to access other early childhood services due to disadvantage or financial hardship.
4. The principal will consult with the school community to develop enrolment procedures that are specific to the preschool and which reflect the community's profile and needs.

5. Schools with designated preschools and those in communities with significant numbers of Aboriginal or Torres Strait Islander children should liaise with the local Aboriginal Education Consultative Group.

### **Eligibility criteria**

6. Children can enrol from the beginning of the school year if they turn four years of age on or before 31 July in that year.
7. The principal will offer enrolment in the following order:
  - I. to children living within the school's enrolment catchment area with priority given to Aboriginal children and those who are disadvantaged
  - II. to children living outside the school's enrolment catchment area and who have siblings enrolled in the school, with priority given to Aboriginal children and those who are disadvantaged
  - III. to children living outside the local school's enrolment catchment area with priority given to Aboriginal children and those who are disadvantaged.

### **8. Eligibility for enrolment in a designated Aboriginal preschool**

Designated preschools specifically cater for local Aboriginal or Torres Strait Islander children.

Every effort needs to be made to ensure that vacant places are filled by Aboriginal or Torres Strait Islander children. Any vacancies may then be offered to non-Aboriginal children although a buffer of two places for Aboriginal children is to be maintained throughout the year.

### **9. Enrolling temporary visa holders in preschool**

Preschool children who are temporary visa holders enrol in department preschools under the same conditions as Australian citizens. However some temporary visas such as visitor/tourist visas are not eligible. For more information refer to the [Schedule of Visa Subclasses and Enrolment Conditions](http://bit.ly/1OzOxxm) [http://bit.ly/1OzOxxm].

Temporary visa holders enrolled in preschool do not complete the Temporary Residents Program Application Form (Authority to Enrol) or pay the Temporary Residents Fee.

### **10. Eligibility for enrolment in distance education preschool**

Distance education preschools cater specifically for geographically isolated children. Eligibility criteria for enrolment differ from the rest of the department preschools. For specific criteria refer to page 5 of [Distance Education Enrolment Procedures](http://bit.ly/1Oay0za) [http://bit.ly/1Oay0za]



### Applications for enrolment

11. Schools can accept enrolment applications for the following year from the beginning of term two of the current school year.
12. Parents/carers apply on the [Application to enrol in a NSW Government preschool](http://bit.ly/1TT6zOV) [http://bit.ly/1TT6zOV] although in some cases, schools may request the parent to initially use a waiting list application form (see section 18).
13. Enrolment requires the following documentation to be provided:
  - a. birth certificate and/ or [proof of identity and residency status](http://bit.ly/2cxWTJR) [http://bit.ly/2cxWTJR]
  - b. [immunisation documentation](http://bit.ly/1ObRB8r) [http://bit.ly/1ObRB8r] as specified by the Australian Government
  - c. proof of residential address
  - d. passport or immicard and evidence of visa status for children who are not Australian citizens
  - e. low-income health care card if applicable and
  - f. copies of any family law or other relevant court orders if applicable.
14. When enrolling young children with disabilities or special learning needs, the principal will seek support from the Learning and Wellbeing officer in the local Educational Services team.

## **Enrolment panel**

15. When applications for enrolment exceed places available, the principal will establish an enrolment panel. The panel will review each application, place applications into priority order, establish a prioritised waiting list and record all decisions.
16. The enrolment panel is to include at least one staff member (other than the principal), a school community member and a community member nominated by the local Aboriginal Education Consultative Group where applicable. Panel members must declare any conflict of interest with regard to any applications.
17. Parents/carers will be informed in writing of the result of their application and advised if they have been placed on a waiting list.

### **Waiting list**

18. Schools may choose to ask parents to complete a waiting list application form if there is a possibility that the number of applications for enrolment will exceed the number of places available.
19. The waiting list is valid for the year prior to enrolment in the preschool class and for the current preschool year.
20. If a vacancy occurs during the year, the position will be offered to the child with the highest priority on the waiting list.

### **Previous policies replaced by this document**

- A. *Enrolment (section 15.6.5) Preschool Education Policy, School Manual: Educational Management, 1 October 1987*
- B. *Memorandum to Principals of Schools with Preschool Classes 91.004, Entry Age to Government Preschools, 28 January 1991*
- C. *The Enrolment of Students in Government Schools – A Summary and Consolidation of Policy, August 1997*
- D. *Memorandum to Principals with Preschool Classes DN/04/00420, Enrolment of Children in New and Existing Preschool Classes, 4 July 2005*

### **Contact**

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