### 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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| 6.1  6.2  7.1 | 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. | |
| **Preschool Teacher** | The preschool teacher 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. | |
| **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. | |
| 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 form ( *Application to enrol in a NSW Government preschool)* is given to prospective families. Our preschool SAO (Sharon Burston) compiles and delegates the enrolment form. These are then returned to Sharon Burston who checks all details and supporting documentation is included and provides these to the principal for approval and review. * The principal reviews each enrolment form and certifies if the child’s application to enrol is accepted or declined. * 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. Children are enrolled into either a Monday-Tuesday (Jungbung) group with alternating Wednesdays or a Thursday-Friday (Gurrahman) group with alternating Wednesdays. Children days are allocated on a need’s basis, which is balanced with attendance at alternative services and early intervention supports. As a designated aboriginal preschool, we aim to allocate 50% of places to children who identify as aboriginal and Torres strait islander and reserve an allocation of 2 spaces for children who identify as aboriginal or Torres strait islander who may enroll at a later date. * Children do not have to reside within the school’s catchment zone to attend the preschool. * When enrolment applications exceed 40 children prior to the allocation of places, enrolments are considered by a panel. After receiving the enrolment 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 school’s policy.* The panel is made up of the principal, preschool teacher, a member of the AECG and member of community.This panel convenes in week 5 of term 4 to determine the following years classes. * Families are informed if their enrolment application has been successful or not. Families are informed of their child’s successful placement through a letter of offer and phone call from the preschools SAO, Sharon Burston. Places are allocated in weeks 3 and 8 of each term, for children to commence enrolment in week 1 or 5 of each school term- minimising disruption to the room. During terms 1-3 places are allocated to the current year, with places closing in week 3, term 3 for the current year. * Applications for the consecutive year are open from term 2, however the progression of these places occur for the following year in week 8, term 3, and again in week 3 and 8 of term 4. * Where a child’s application is unsuccessful, their enrolment form will be retained to be considered in future panels or consecutive years. | |
| **Transition and orientation** | * The preschool family information pack provides families with general information about the preschool and summarises key preschool procedures. This pack includes a family and child handbook, and key health and safety pamphlets. The contents of these packs are reviewed yearly by the preschool teacher. Enrolment packages are provided to families upon successful enrolment by their preschool teacher. This occurs during the meet and greet. * Children and families are supported to transition into preschool through a range of planned practices. An orientation tour and play session is arranged following a parent partnership meeting. This generally takes place on a Thursday or Friday during term 1. To commence the year children, arrive and finish the day at staggered times to ensure each child is able to be greeted on arrival and gently settled in their new learning environment. * 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. This is embedded within the parent partnership interview and covers the child’s strengths, interests, toileting and developmental needs and sleep and rest requirements. * Families initially engage in a family partnership interview with their child’s primary teacher, or the lead preschool teacher which allows opportunity to discuss the needs of the child in a sensitive manner. * In some situations, it is critical the preschool teacher 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 that they have a medical condition, disability or support needs, or are in out of home care. These interviews will include the Teacher and SLSO as well as the school counsellor and learning support if required. These interviews are arranged by the lead preschool teacher prior to the child’s enrolment or as soon as possible following enrolment if support needs have not previously been identified. * 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. This will be determined by the Teacher in collaboration with the learning support team and child’s family. | |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 1/9/2022, Emily Roalfe, Sharon Burston and Trudi Charnock |
| **Key changes made and reason/s why** |
| Update from old template to new template. Minor changes as needed. |
| **Record of communication of significant changes to relevant stakeholders** |
| Communicated with core staff 1/9/2022 with printed policy to review in detail.  Families informed using storypark platform, printed copy on sign on table. |

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