



Enrolment and orientation procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
6.1	Regulation <u>160</u>	<u>Leading and operating department preschool guidelines</u>
6.2	Regulation <u>161</u>	<u>Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy</u>
7.1	Regulation <u>162</u> National Law <u>S. 175</u>	

Pre-reading and reference documents

ACECQA National Quality Standard Information Sheet: Enrolment and Orientation

Application to enrol in a NSW Government preschool

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• all procedures are current and reviewed as part of a continuous cycle of self-assessment.
Preschool supervisor	<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 includes;</p> <ul style="list-style-type: none">• analysing complaints, incidents or issues and what the implications are for

	<p>the updates to this procedure</p> <ul style="list-style-type: none"> • 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.
<p>Preschool educators</p>	<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.
<p>Procedure</p>	
<p>Enrolment</p>	<ul style="list-style-type: none"> • Children can enroll 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. • Children who are enrolled at preschool and wish to complete a second year will need to reapply . Children are not able to automatically able to have a second year of preschool. • A preschool enrolment package is given to prospective families. This pack contains information about Department preschools, immunisation and enrolment procedures. • 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. Group 1 attend every Monday and Tuesday and alternate Wednesdays. Group 2 attend every Thursday and Friday from and alternate Wednesdays. Families are able to indicate their group preference on the application form. • Initially, families complete a waitlist form to express their interest in attending the preschool. Waitlist application forms are available from the school office from the start of Term 2. • Children do not have to reside within the school’s catchment zone to attend the preschool. • After receiving the wait list application, office staff enter details int a goggle document and check documentation. • A panel is formed in June and positions are offered to families, based on the criteria and priorities outlined in the <i>Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy</i>. Priority is given to

	<ul style="list-style-type: none"> - Aboriginal or Torres Strait Islander children - children living in low socio-economic circumstances - children who are unable to access other early childhood settings due to financial hardship. The panel, consisting of the school principal, preschool supervisor, preschool teacher and SAM. • The google document will be color coded to indicate the status of applications <ul style="list-style-type: none"> - White- application received - Orange- all application documents received and ready to be reviewed for enrolment - Green- offer can be made (only Assistant Principal can make this change on the google document) - Blue- offer made and enrolment form sent - Pink - enrolment complete • Families are informed if their enrolment application has been successful or not. All families who have applied receive a letter. Those families who are unsuccessful are placed on the wait list and may be offered a place when one becomes available. • Families offered a position are asked to complete the <i>Application to enrol in a NSW Government preschool</i> and supply the required supporting documentation listed in the form, if not already. Office staff collect and check all required documentation. • Office staff to review each enrolment form. If a child has a medical condition a health care plan needs to be complete +and any other relevant medical reports need to be provided by the families. • Upon returning the enrolment form, families attend an enrolment meeting with the preschool supervisor. • The principal reviews each enrolment form and certifies if the child’s application to enrol is accepted or declined. Office staff ensure that each application is completed.
<p>Transition and orientation</p>	<ul style="list-style-type: none"> • Children and families are supported to transition into preschool through a range of planned practices. A formal parent orientation session is held in Term 4 for parents and caregivers, to provide valuable information regarding what to expect from their child’s year at Edgeworth Public School Preschool. • A Meet-and-Greet playdate is offered at the end of Term 4 for children and their parents/carers to meet the teachers, Principal, other parents, and other children. This provides an informal opportunity to talk, ask questions and allay any concerns that families may have. • Formal interviews or meetings with educators are a pre-requisite for enrolment in our preschool, to make the transition for both the child/ren,

families and preschool staff, a success. This is an opportunity for sharing, setting goals and developing an understanding of the child and family's needs. During this meeting, each family is provided with information about routines and what the first few days of preschool will look like for their child.

- 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 and family goals.
- In some situations, it is critical the Learning Support Team 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. The preschool supervisor and educator collaboratively organise the meetings.
- 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.

Record of procedure's review

Date of review and who was involved

May 2021 Claire Callinan

Key changes made and reason/s because

Record of communication of significant changes to relevant stakeholders

Date of review and who was involved

June 2022 Claire Callinan, Nicola Fogarty, Jen Mitchell, Leanne Morgan

Key changes made and reason/s why

Remove enrollment t timeline as no longer required

Record of communication of significant changes to relevant stakeholders

Communicated with families and exec week 1 Term 3 2022

Date of review and who was involved

March 2023 Claire Callinan, Jen Mitchell, Kadi Carr

Key changes made and reason/s why

Google document information added to ensure consistency in enrolment

Record of communication of significant changes to relevant stakeholders

Communicated with families and exec week 7 Term 1 2023