**Enrolment and Orientation**

**Reviewed: 03/09/2018 Next Review: 03/09/2019**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** | **National Quality Standard(s)** | [**Preschool Handbook**](https://schoolsequella.det.nsw.edu.au/file/caddbee8-92ca-422b-a9df-cffdd34d5ccf/1/preschool-handbook.pdf) **reference** | **School policy or procedure, where applicable** |
| [Regulation 168(2)(k)](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s168.html)  [Regulation 160](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s160.html)  [Regulation 161](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s161.html)  [Regulation 162](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s162.html) | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures):   * Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy PD/2002/0006/V01 * Department Preschool Classes: Enrolment procedure (attached below) * Preschool waiting list application form * Application to enrol in a NSW Government preschool   Schedule of Visa Subclasses and Enrolment Condition | **6.1.1: Engagement with the service**  Families are supported from enrolment to be involved in the service and contribute to service decisions.  **6.1.3: Families are supported**  Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.  **7.1.2: Management Systems**  Systems are in place to manage risk and enable the effective management and operation of a quality service. | Access, pages 11-14 |  |

At Edgeworth Public School Preschool, we orientate children and their families into the preschool by hosting an open afternoon session including a barbeque and the opportunity to buy optional Edgeworth Public School Preschool uniforms at the end of the school year upon receiving and accepting a letter of offer.

Yarns with all families are also planned for the first week of Term 1 each 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 yarns with families also will focus on any additional learning or health needs about their child. This is also an opportunity to begin planning the learning goals of our ATSI children for PLP’s (Personalised Learning Plans).
* At Edgeworth Public School Preschool, we have two preschool groups:

P1 - who attend on Monday and Tuesday with alternating Wednesday.

P2 - who attend on Thursday and Friday with alternating Wednesday.

* If a child turns four during their preschool year, the process for collecting the updated immunisation record is managed by the preschool teacher and Ruth Broughton-Rouse, Student Administration Officer (SAO) in the Edgeworth Public School administration office.

*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.
* 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.
* **Preschools designated for Aboriginal children:-**
* Edgeworth Public School Preschool is one of the eleven designated Aboriginal preschools catering 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. The school may choose to maintain a buffer of two places for 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.
* ***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.