

# Preschool 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 <a href="#">160</a>	<a href="#">Leading and operating department preschool guidelines</a>
6.2	Regulation <a href="#">161</a>	
7.1	Regulation <a href="#">162</a> National Law <a href="#">S. 175</a>	
<b>Pre-reading and reference documents</b>		
<a href="#">ACECOA National Quality Standard Information Sheet: Enrolment and Orientation</a>		
<a href="#">Application to enrol in a NSW Government preschool</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	<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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul>	
<b>Preschool supervisor</b>	<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"> <li>analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>reflecting on how this procedure is informed by relevant recognised authorities</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>	

<p><b>Preschool educators</b></p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, as required, or at least annually</li> <li>• ensuring the details of this procedure's review are documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Enrolment</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• A preschool enrolment package is given to prospective families. Preschool educators and executives update preschool enrolment packs on a yearly basis to ensure they have all relevant information. This is then given to the office to be duplicated ready for distribution.</li> <li>• 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. We have 3 different patterns of attendance at the preschool. Children can attend 2.5 days at the beginning of the week or 2.5 days at the end of the week. Parents are asked on their waiting list application which half of the week would they prefer. Allocation is then made considering parent's preferences as much as possible. The principal will offer a 5-day week placement to children who are considered a priority enrolment due to their circumstances. The principal will offer enrolment in the following order: <ul style="list-style-type: none"> <li>○ to children living within the school's enrolment catchment area with priority given to Aboriginal children and those who are disadvantaged</li> <li>○ 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</li> <li>○ to children living outside the local school's enrolment catchment area with priority given to Aboriginal children and those who are disadvantaged.</li> </ul> </li> <li>• Initially, families complete a waitlist form to express their interest in attending the preschool. (Parents can apply for enrolment at the school's front office for the following year from the beginning of Term 2 of the current school year.</li> <li>• Children do not have to reside within the school's catchment zone to attend the preschool.</li> </ul>

	<ul style="list-style-type: none"> <li>• After receiving the wait list or enrolment forms, a panel is formed 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>. The principal, preschool supervisor and preschool teacher meet during Term 3 to review the wait list.</li> <li>• Families are informed if their enrolment application has been successful or not. families are informed by letter during Term 4 if their application was successful. If it was unsuccessful, their child is placed on a waiting list</li> <li>• 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. The school office collects the application forms and check that families have provided all supporting evidence required.</li> <li>• The principal reviews each enrolment form and certifies if the child's application to enrol is accepted or declined. The school office checks each enrolment form is completed.</li> </ul>
<p><b>Transition and orientation</b></p>	<ul style="list-style-type: none"> <li>• The preschool family information booklet provides families with general information about the preschool and summarises key preschool procedures. Preschool educators, supervisor and principal all review the preschool handbook together to ensure it has the most relevant information families need for starting preschool. This is reviewed annually.</li> <li>• Children and families are supported to transition into preschool through a range of planned practices. Families and children are invited to attend our Preschool to meet other families, educators and the school Principal. At this session, parents will be provided with lots of information relevant for their child to start preschool, as well as allowing their child to participate in the morning preschool session. Families are also allocated a parent and teacher meeting the week before starting school to discuss any needs relating to their child and formulate goals to start working on for the beginning of the year at preschool.</li> <li>• 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. They are also asked about medications the child is on, interests, strengths, weaknesses, toileting needs, and fears</li> <li>• 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. Children with</li> </ul>

	<p>additional needs may be allocated extra meetings to help formulate plans to ensure their successful transition and that their needs are met at preschool. External agencies are consulted and may be invited to these meetings to ensure that children with additional learning or behaviour needs are supported appropriately.</p> <ul style="list-style-type: none"> <li>• Some children may 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. Staff look through enrollment information to understand which children may require additional support in transitioning to preschool. All preschool children also receive a meeting with their families prior to starting preschool. If the preschool educator notes after this meeting that the child will require additional support at preschool, they will discuss this with the preschool executive team. Any child who does receive this additional support will have additional meetings with families and therapists to ensure the best plan is made for their transition to preschool.</li> </ul>
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**Record of procedure's review**

**Date of review and who was involved**

3/2/22 preschool team, whole school staff team, children, and families

**Key changes made and reason/s why**

Transferred to new DOE format.

**Record of communication of significant changes to relevant stakeholders**