

Soldiers' Settlement Public School Preschool Procedure



Enrolment and orientation

Reviewed: Educators will monitor and review the effectiveness of this procedure during the lead up to transition time each year. Soldiers' Settlement Public School Preschool's procedures must be reviewed and updated every 12 months. Due for Review in February 2022.

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

Pre-reading and reference documents

[ACECQA National Quality Standard Information Sheet: Enrolment and Orientation](#)

[Application to enrol in a NSW Government preschool](#)

Rationale

Transitions form a large part of a child's life. They experience many transitions throughout any given day and more significantly, the transitions from home and community into a preschool setting and then from a preschool setting, into a formal schooling. Our job as educators is to ensure that children feel safe, secure and supported throughout all transitions.

Procedure Statement

This procedure outlines the processes in place at MSSPS Preschool, to ensure a smooth transition between home to preschool and then into Kindergarten, for children and their families.

PROCEDURE

Enrolment

Soldiers' Settlement Public School Preschool is one of 100 department preschools located in government schools across NSW.

- Children attend department preschool classes for one year only, the year before they start school. 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.
- 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. They complete a waiting list application

form to record their expression of interest. Parents will need to provide the following documentation:

- birth certificate and/ or proof of identity and residency status
- immunisation documentation as specified by the Australian Government. (If a child turns 4 during their preschool year, families are sent a letter to advise them to provide the school with an updated immunisation record promptly.)
- proof of residential address
- passport or ImmiCard and evidence of visa status for children who are not Australian citizens
- low-income health care card if applicable and
- copies of any family law or other relevant court orders if applicable.
- During Term 3 and 4, waiting list applications are sorted through. Priority is given to:
 - Aboriginal or Torres Strait Islander children
 - children living in low socio-economic circumstances
 - children who are unable to access other early childhood services due to disadvantage or financial hardship.
- The principal will offer enrolment in the following order:
 - to children living within the school's enrolment catchment area with priority given to Aboriginal children and those who are disadvantaged
 - 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
 - to children living outside the local school's enrolment catchment area with priority given to Aboriginal children and those who are disadvantaged.
- Parents/carers will be informed in writing of the result of their application and advised if they have been placed on a waiting list.
- If a vacancy occurs during the year, the position will be offered to the child with the highest priority on the waiting list.
- Upon being allocated a position, families will be sent a preschool enrolment form as well as a Soldiers' Settlement Preschool Information Card to fill out and return.
- 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.

Transition into Soldiers' Settlement Public School Preschool

Soldiers' Settlement Public School Preschool encourage families to enquire about our centre at any time. Families are then invited to visit our centre to look around at a designated time organised each term. We recognise that transitions are an opportunity to begin to build relationships with families and children and aim to make them feel welcome and valued. We engage in the following practices to ensure a smooth transition into our preschool;

- Open-door policy. Once children are enrolled their families are invited to visit at any time including the term prior to their child's commencement of preschool. They are encouraged to join in play, ask questions and engage with other children and educators.
- Formal interviews or meetings with educators are offered.
- Families are provided with an enrolment package which includes a parent handbook, expectations, lunch box ideas and other relevant information.
- Formal session. 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.
- Children with 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.
- Visits to playgroup by preschool and staff to assist with transition.

First Day

On the first day of preschool, educators welcome families based on scattered starting times. This ensures that each family has the opportunity to be shown routines without feeling overwhelmed.

- Parents are encouraged to stay for as long as required to settle their child.
- The school phone number is provided to families and they are encouraged to call throughout the day, if they are concerned about their child settling in.
- Educators reassure children and families who are feeling anxious about the first few days or weeks.
- At the end of each day, educators share aspects of their child's first day, through discussions or sharing photos and work samples.

Transition from Preschool to Kindergarten (Soldiers' Settlement Public School)

Soldiers' Settlement Public School Preschool is in the grounds of Soldiers' Settlement Public School (MSSPS). This provides our Preschool with unlimited transition opportunities to children who will be transitioning into Kindergarten at Soldiers' Settlement Public School in the following year. These opportunities include;

- Visiting classrooms, library, hall and playground
- Utilising school resources, such as the library, playground
- Meeting teachers from MSSPS
- Engagement in school-wide events such as assemblies, Easter Hat parade, NAIDOC Day, Harmony Day, evacuation practices, whole school disco's, supporting our school sporting ventures
- Collaborative learning with classes from SSPS
- Visits from our school principal
- From Term 3 regular visits are scheduled for Preschool to visit the Kindergarten classrooms and engage in learning sessions.

Our formal transition process includes;

- Two planned visits to Kindergarten rooms, to meet prospective Kindergarten teachers. Parents are invited to attend separate information sessions and purchase uniforms.
- Regular meetings between Preschool and Early Stage 1 teachers to discuss grouping of children, friendships, behaviour needs, additional support required.
- Learning and Support Team meetings to discuss transition needs.
- Individual Learning and Support meetings which can include parents, teachers, external agencies and the school counsellor, if required.
- Involvement of the Learning and Support Teachers (LaST) and school counsellor, if required.
- Applications for funding – Access Request (For children with identified additional needs).

Transition from Preschool to Kindergarten (another school)

Soldiers' Settlement Public School Preschool services a number of local schools. We recognise the importance of smooth transitions for all of the children in our care and aim to provide an effective process for all. This process can begin as early as Term 2 for some schools and involves;

- Accommodating the need for teacher from incoming school, to come and observe the child in the preschool environment.
- Fielding phone calls and/or emails regarding incoming children.
- Access Request applications completed and submitted.
- Preschool educators attending transition meetings with teachers and support staff from incoming school.

Evaluation

We always encourage families to stay in touch, by visiting, emailing photos or calling in to say hello. It's important to ensure that families feel valued and sometimes this includes being interested in how children are progressing after transition out of our service.

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

Early Learning Coordinator, Early Learning and Primary Education

Phone 02 9266 8165