

Bass Hill Public School

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 160	Leading and operating department preschool guidelines
6.2	Regulation 161	
7.1	Regulation 162 National Law S.175	Department Preschool enrolment procedures: 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		
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	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.	
Preschool educators	<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. 	

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
Procedure		
Enrolment	<ul style="list-style-type: none"> ● 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. ● Initially, families complete a waitlist form to express their interest in attending the preschool. Waitlists are kept with the school office. After the preschool positions have been filled, waitlist forms are revisited when placements become available. When a form is received the office staff inform the preschool supervisor. ● Before enrolling families, the Principal, SAM and Preschool Supervisor meet as a panel at the end of term 3/ beginning of term 4 to select prospective families from the waitlist 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 will offer enrolment in the following order, with priority given to Aboriginal children and those who are disadvantaged <ol style="list-style-type: none"> 1. to children living within the school's enrolment catchment area 2. to children living outside the school's catchment area and who have siblings enrolled in the school 3. to children living outside the school's enrolment catchment area ● A preschool enrolment package is given to prospective families. Packs are compiled by the school office. Families enrolling are to visit the school office to collect their enrolment pack. Contents of the pack are reviewed and updated each year prior to handing them out to families. ● 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. Students attend over a 5 day fortnight – Preschool Blue attend every Monday, Tuesday and every alternate Wednesday. Preschool Yellow attend Alternate Wednesdays and every Thursday and Friday. ● Children do not have to reside within the school's catchment zone to attend the preschool. ● Families are informed if their waitlist application has been successful or not via the school office. Unsuccessful applicants continue to remain on the waitlist. ● 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. Enrolments are reviewed and managed through the school office. 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. ● Families that don't complete the <i>Application to enrol in a NSW Government preschool</i> and attend an orientation interview will be contacted by the school office. If they don't make an appointment for an orientation interview, a letter will be sent by mail, informing them that their position will be forfeited if they don't respond to the letter in 14 days. ● Children generally attend our preschool classes for one year only, in the year before starting school. In exceptional circumstances, children may attend 	

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
		<p>preschool for an additional year. This can only occur with the approval of the principal following consultation with the child's family and preschool teacher. If it is decided a child would benefit from a second year in preschool, they are considered a new application and prioritised in the same way as all new applicants.</p> <ul style="list-style-type: none"> Enrolment in our preschool will not guarantee enrolment into our school for kindergarten. An <i>Application to enrol in a NSW Government School</i> still needs to be completed and submitted.
Transition and orientation		<ul style="list-style-type: none"> The preschool family information booklet provides families with general information about the preschool and summarises key preschool procedures. Review of the booklet is completed by either the preschool teacher or supervisor to ensure it is current Children and families are supported to transition into preschool through one to one induction meetings. These are held in term 4. These meetings include: <ul style="list-style-type: none"> -information session - set up of class dojo - tour of the preschool - question and answer opportunities - development of student goals - medical conditions - disability or support needs/ out of home care/ plan adjustments if necessary. - interests and strengths - toileting needs - lunchbox items - rest requirements 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 is determined after meeting with the families at the one to one induction session.
Immunisation and Enrolment		<ul style="list-style-type: none"> An up to date immunisation certificate or exemption must be presented and a copy kept by the school when submitting the application for a position at Bass Hill Public School Preschool. In addition a register of immunisation is maintained and updated through collaborative practice between office staff and preschool educators to ensure all children within our care are safe from an outbreak of vaccine preventable diseases.
Temporary visa holders		<ul style="list-style-type: none"> 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.
Early Intervention Classes		<ul style="list-style-type: none"> 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.

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
Communicating enrolment information	<p>We ensure critical information collected in the preschool application form is communicated by the school office to the preschool educators through a duplicate form. Critical information required by the preschool includes each child's:</p> <ul style="list-style-type: none"> ● emergency contacts ● authorisations for collection ● permission to publish ● court orders ● learning and support needs (including the need for a risk assessment) where relevant ● medical and health conditions (including dietary) where relevant ● immunisation status. 	

Record of procedure's review
Date of review and who was involved
Term 2 – 3 rd May 2021 by Kristen McNeill
Key changes made and reason/s why
Inclusion of orientation – one to one family induction meetings
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan – Principal Joanne Jurgeit – Preschool teacher Hayley Cook – preschool teacher Patricia May – Preschool SLSO Staff covering educator's breaks
Record of procedure's review
Date of review and who was involved
Term 2 – 17 June 2022 by Joanne Jurgeit
Key changes made and reason/s why
Inclusion of procedure for families who don't make contact to accept preschool position.
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan – Principal Joanne Jurgeit – Preschool teacher Hayley Cook – preschool teacher Patricia May – Preschool SLSO Staff covering educator's breaks