

Preschool Procedure

Enrolment and Orientation



Current	Term 2 2019
Next Review	Term 2 2020
Regulation(s)	R.160-162, 177
National Quality Standard(s)	2.1.2 Effective illness and injury management and hygiene practices are promoted and implemented. 6.1.1: There is an effective enrolment and orientation process for families. 6.1.3: Current information about the service is available to families. 7.3.1: Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements.
Relevant DoE Policy and link	
Relevant School Policy	Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy PD/2002/0006/V01 Departmental Preschool Classes: Enrolment procedures
Leading and Operating a Departmental Preschool	Enrolment p. 94-95
Key Resources	Application to enrol in a NSW government preschool Schedule of Visa Subclasses and Enrolment Conditions Preschool waiting list application form Immunisation Enrolment Toolkit Family information- enrolling in a DoE preschool Welcome to Preschool- a family guide

General guidelines

- department preschools enrol children for one year only, the year before they start school
- children can enrol from the beginning of the school year if they turn four years of age on or before 31 July that year
- 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, with priority given to Aboriginal children and those who are disadvantaged

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
- the application to enrol in a NSW Government preschool must be completed and submitted
 - documentation regarding immunisation must be supplied, unless the child fits the criteria for a 12 week exemption
 - enrolment applications are accepted from the beginning of Term 2 the year before the child starts preschool
 - when the number of applications exceeds availability, children's names will be placed on a waiting list. The school's placement panel will consider and prioritise these applications
 - in exceptional circumstances, children may attend 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.
 - If additional information is needed about a child, such as for a child with additional learning or health needs, the preschool teacher will contact and arrange a meeting with the parents/carers to devise an action plan to ensure a smooth transition to the preschool.

Enrolment at Bass Hill Public School Preschool

- 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. The placement panel will include the principal, a staff member and a member of the school community. Where a significant number of Aboriginal children are seeking enrolment, the panel will include a nominee from the local Aboriginal Education Consultative Group.
- 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.

Immunisation and Enrolment

- 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

- 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

- 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.

Communicating enrolment information

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:

- 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.