



Preschool Enrolment and Orientation Procedures

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
6.1 6.2 7.1	Regulation 160 Regulation 161 Regulation 162 National Law S.175	Leading and operating department preschool guidelines 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	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <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. This includes: <ul style="list-style-type: none"> ● analysing complaints, incidents or issues and what the implications are for the updates to this procedure ● reflecting on how this procedure is informed by relevant recognised authorities ● planning and discussing ways to engage with families and communities, including how changes are communicated ● developing strategies to induct all staff when procedures are updated to ensure practice is embedded. 	

<p>Preschool educators</p>	<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 ● this procedure is stored in the preschool, and it is accessible to all staff, families, visitors and volunteers ● active involvement in the review of this procedure, as required, or at least annually ● the details of this procedure's review are documented.
<p>Procedure</p>	
<p>Enrolment</p>	<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. ● A preschool enrolment package is given to prospective families. This is reviewed yearly by the preschool staff and compiled by the preschool administration officer. Each pack contains a/an: <ul style="list-style-type: none"> - CPS Preschool Flyer - Det Preschool Brochure - enrolment form - additional information (Department form) - sunscreen note - kinderloop form and information - Dr permission note - 'Get to Know You' sheet - request for birth certificate and immunisation information flyer - Connected Community Brochure ● 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. One group attends Monday and Tuesdays and every odd Wednesday. The second group attends Thursday and Fridays and every even Wednesday. Children are offered days based on parent request, grouping requirements and complementing days attending other services. ● 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 the preschool teacher. If it is decided a child would benefit from a second year in preschool, they are considered to be a new application and prioritised in the same way as new applicants. <p>Examples of exceptional circumstances may be:</p> <ul style="list-style-type: none"> - Families have chosen to keep their child in preschool until they turn 6 years old and they are not accessing another preschool service. - Families have chosen to keep their child in preschool until they turn 6 years old and the child is living in a vulnerable situation.

- DCJ have requested an additional year of preschool for a child in their care, who is preschool age.

- If there are over 4 positions in each group not filled in exceptional circumstances and at the discretion of the school principal a child may be offered an individualised enrolment, which may vary days. This will be based on the child /families involvement with other agencies such as NDIS providers, Community Health and DCJ.
- Where possible, 2 positions are kept vacant in each group to provide for children who may enrol later and meet the criteria for high priority placement.
- Children do not have to reside within the school's catchment zone to attend the preschool, however, children from Coonamble must be enrolled first.
- Preschool staff consult with community agencies and key staff within the school to identify potential enrolments and potential high priority students. The families of these students will then be contacted and supported with enrolment.
- After receiving enrolment forms, forms are checked by the assistant principal and families are supported by preschool staff to provide an Immunisation History Statement (please see infectious disease procedure) and a birth certificate. If a birth certificate can not be provided alternative documents such as a passport, a blue book, a hospital birth card or a baptism , christening, name giving or similar record may be provided.
- Positions will be offered to families based on the criteria and priorities outlined in the *Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy. Being:*
 - Aboriginal or Torres Strait Islander Children
 - children living in low socio-economic circumstances. (health care cards and/or receiving income support payments)
 - children who are unable to access other early childhood services due to disadvantage or financial hardship.
- As part of the Coonamble Public School's local procedure, after priority is given to the families who meet the above criteria, consideration will be given to:
 - a) children who are not enrolled in other local early childhood services,
 - b) children with additional needs e.g. speech, language, physical etc.
 - c) children who intend to enrol in and/or have siblings enrolled at Coonamble Public School.

Note: After all priorities have been filled, other applications will be considered.

- If more enrolments have been received than positions available a panel is formed and positions are offered to families, based on the criteria and priorities outlined in the *Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy*. The panel is made up of:
 - A parent
 - A staff member
 - The Assistant Principal
 - A member of the AECG (The principal approaches the AECG about a representative sitting on the preschool panel).

- Families are informed if their enrolment application has been successful or not through a letter of acceptance being sent home. Included in this pack is a preschool information booklet, a healthy food brochure and a Munch and Move lunches flyer. If an applicant is unsuccessful a letter is sent home to notify families and the child will be added to the waiting list.

- The Principal reviews each enrolment form and certifies if the child's application to enrol is accepted or declined. Prior to the principal receiving the form the Assistant Principal checks the form and gathers any additional forms or information required.

- At the beginning of Term 2, enrolment for the following year will be advertised. This will occur through:
 - Flyers
 - CPS Facebook post
 - An advertisement in the local newspaper
 - An open day
 - Specifically targeting prior to school children in the community
 - Two instances of contact with parents, to encourage completion of enrolment forms.
 - Providing support to complete the enrolment forms.

- The preschool enrolment form and flyer; along with a birth certificate application form and immunisation information brochure will be available for collection from Term 2 each year. This will be advertised on the school website, school Facebook page, relevant school newsletters, in the paper, announced on the community radio and on flyers displayed at local businesses.

- The preschool can be viewed at any time by prospective enrolments.

- An open day will be held in Term 4 for children and their families, to complete and hand in enrolment forms. This will be advertised in the

	<p>paper, announced on the community radio and on flyers displayed at local businesses.</p> <ul style="list-style-type: none"> • Enrolment forms will be accepted up until the end of week 3 , Term 4 for consideration of first priority placement. Placements will be given following the above stipulated method by the end of week 4. Letters of acceptance will be sent to families by end of week 5 informing them of their allocated days, pending completed enrolment form.
<p>Waiting List</p>	<p>If enrolment applications exceed available places, the preschool staff will store enrolment forms and add children to the waiting list. The waiting list is valid for the current preschool year. If a vacancy occurs during the year, the school will offer the place to the child with the highest priority on the waiting list. The criteria will be:</p> <ul style="list-style-type: none"> - Aboriginal or Torres Strait Islander Children - children living in low socio-economic circumstances. low income families (health care cards and/or receiving income support payments) - children who are unable to access other early childhood services due to disadvantage or financial hardship. - age of the child - children who intend to enrol in and/or have siblings enrolled at Coonamble Public School. - Children who have additional needs
<p>Cancellation of an Enrolment</p>	<p>Consistent non-attendance</p> <p>If there are periods of consistent non-attendance the following process will occur:</p> <ol style="list-style-type: none"> 1. After two weeks of non-attendance with no satisfactory explanation, parents or carers will be contacted by telephone or letter. 2. After an additional week, if the child still does not attend and there has been no satisfactory explanation, an interview with the teacher will be arranged by telephone, letter or Aboriginal Education Officer home visit. 3. Failure to attend this meeting will result in the child's placement in the Preschool being DECLARED VACANT and another child on the waiting list will be offered the position. 4. If the meeting resolves the issue, the child will be eligible to continue to attend. <p>Consistent partial attendance</p> <p>A child who does not meet the priority criteria will be at risk of losing their enrolment if they are attending CPS Preschool less than 2 days per week, for 3 consecutive weeks.</p> <p>The following steps will be taken:</p>

1. The child's parents will be asked to provide a reason for the absence, in person or via phone

2. If a satisfactory explanation is provided enrolment continues. Please be aware that leave will not be granted for children attending another service on their enrolled CPS Preschool day.

or

If leave is not granted, the parents/carers will be notified via letter that they may lose their child's position if their child does not attend on their designated days.

3. If absences continue after **two more weeks**, a letter may be sent to notify families that their position has been **DECLARED VACANT**.

Forfeiting a Child's Position

A family may choose to forfeit their child's preschool position for a variety of reasons. Upon forfeit of the position, the vacant place will be immediately offered to the next child on the waiting list, following the waiting list procedures. Confirmation of the decision will be sent in writing.

If the position is forfeited and the family wishes the child to return to preschool, the child's name would be placed on the waiting list. The child would be reconsidered for preschool placement when a vacancy arises.

**Transition
and
orientation**

- The preschool family information booklet provides families with general information about the preschool and summarises key preschool procedures. The preschool information booklet is reviewed annually if there is a change of practice.
- Children and families are supported to transition into preschool through a range of planned practices. These include open days, orientation tours, interviews and invitation to whole school events.
- 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. This 'Get to Know You Sheet' is part of the enrolment pack.
- In some situations it is critical that the preschool teacher formally 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 carer 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. The Assistant Principal organises and conducts these meetings after the requirement is identified. If required other school staff such as the counsellor or LaST may be involved. All families are required to have a meeting with the Assistant Principal prior to enrolment.
- 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 will be determined during the enrolment meeting based upon parent/carers discussion. If a tailored transition is recognised after enrolment a program may be put in place then.

Record of procedure's review

Date of review and who was involved

3/8/2021 Carolyn Jones, Leanne McMaster, Natalie Kenny, Shiralee Robinson and Annette Thomson

Key changes made and reason/s why

Format was changed to make the procedure more comprehensive.

Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review

Date of review and who was involved

16/2/2022 Carolyn Jones, Leanne McMaster, Miriam McKeown, Shiralee Robinson and Anthea Robinson

Key changes made and reason/s why

Some editing, the addition of a cancellation of enrolment section and the addition of the waiting list section. These additions were made based on the number of families seeking to enrol this year.

Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Anthea Robinson and added to Kinderloop for parents/carers to view.

Record of procedure's review

Date of review and who was involved

10/8/22 Carolyn Jones, Leanne McMaster, Miriam McKeown, Shiralee Robinson and Annette Thomson

Key changes made and reason/s why

- Additional criteria
- Addition of information about children attending 2 years
- Additional positions for high priority children coming to the area.

Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review

Date of review and who was involved

9/8/23 Carolyn Jones, Miriam McKeown, Shiralee Robinson and Annette Thomson

Key changes made and reason/s why

Formatting

Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.