



## Enrolment and Orientation

Reviewed: 25/07/2019    Next Review: August 2020

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| <b>Education and care services regulation/s</b>                    | <ul style="list-style-type: none"> <li>• <a href="#">Regulation 168(2)(k)</a> Education/care service must have policies and procedures</li> <li>• <a href="#">Regulation 160</a> Child enrolment records to be kept by approved provider</li> <li>• <a href="#">Regulation 161</a> Authorisations to be kept in enrolment record</li> <li>• <a href="#">Regulation 162</a> Health information to be kept in enrolment record</li> </ul>  |
| <b>NSW Department of Education policy, procedure or guidelines</b> | <p>The following department policies and relevant documents can be accessed from the preschool section of the department's <a href="#">website</a>;</p> <ul style="list-style-type: none"> <li>• <a href="#">Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy PD/2002/0006/V01</a> – Includes related document <a href="#">Department Preschool Classes: Enrolment procedure (PDF 347KB)</a></li> <li>• <a href="#">Preschool waiting list application form (PDF 133.27KB)</a></li> <li>• <a href="#">Application to enrol in a NSW Government preschool (PDF 555.29KB)</a></li> <li>• <a href="#">Schedule of Visa Subclasses and Enrolment Condition (PDF 144.58KB)</a></li> </ul> |
| <b>National Quality Standard(s)</b>                                | <p>Families are supported from enrolment to be involved in the service and contribute to service decisions.</p> <p><b>6.1.3: Families are supported</b><br/>Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.</p> <p><b>7.1.2: Management Systems</b><br/>Systems are in place to manage risk and enable the effective management and operation of a quality service.</p>  |
| <b><a href="#">Preschool Handbook</a> reference</b>                | <a href="#">Preschool Handbook (PDF 7.2MB)</a> – Access pages 11-14  |
| <b>School policy or procedure</b>                                  | Oak Flats Public School Enrolment Policy   |

### Introduction

Children generally attend departmental 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.

### Implementation

Applications for enrolment are made by completing the *Application to Enrol in a NSW Government Preschool* form and can be taken from the beginning of term two for enrolment the following year.

Offers of enrolment need to be made in keeping with department's policy of targeting the most disadvantaged children of the local community.

Priority should next be given to children whose families experience disadvantage, in particular families experiencing financial hardship and children from culturally and linguistically diverse (CALD) backgrounds that 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. In this case the Principal will establish a placement panel to consider all applications in priority order.

In exceptional circumstances, children may attend preschool for an additional year. This can occur with the approval of the Principal after discussions with the parent and preschool teacher. If it is decided that a child would benefit from an additional year in the preschool, it needs to be understood that the child would be considered as a new application and prioritised in the same way as all new applications.

At Oak Flats Public School Preschool, we orientate children and their families into the preschool by hosting transition/orientation session and parent/teacher meetings.

## Local Enrolment Procedure

- Early childhood education prepares a child for school and can have a positive impact on school attendance and academic success. <http://closingthegap.dpmc.gov.au/chapter-01/index.html>
- As part of the enrolment process, the preschool will obtain documents from parents that show the child is fully vaccinated for their age.
- Enrolment in our Preschool cannot begin before the completion of a *NSW DoE Preschool Enrolment* form and a Pre-enrolment interview between families and Preschool Teachers has taken place. It is a strong preference that these meetings take place inside the preschool, where conversations about what to expect and what is expected, what to bring, how best to dress children for 'play based learning', exploration of ways in which families can engage with the program and individual planning and learning priorities can be negotiated.
- 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.

## 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.