



## Preschool enrolment and orientation procedure

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p>NQS: 6.1, 6.2, 7.1</p> <p>Law Section: <a href="#">S. 175</a></p> <p>Regulations:</p> <p><a href="#">Regulation 168(2)(k)</a></p> <p><a href="#">Regulation 160</a></p> <p><a href="#">Regulation 161</a></p> <p><a href="#">Regulation 162</a></p>	<p><a href="#">Leading and Operating Department Preschool Guidelines</a></p> <p>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></li> <li>• <a href="#">Application to enrol in a NSW Government preschool</a></li> <li>• <a href="#">Birth Certificates</a></li> <li>• <a href="#">Immunisation</a></li> </ul>	<p><a href="#">ACECQA National Quality Standard Information Sheet: Enrolment and Orientation</a></p> <p><a href="#">Immunisation and Enrolment Toolkit</a></p>

## Responsibilities

<p><b>School principal</b></p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool. The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>• the preschool is compliant with legislative standards related to this procedure at all times.</li> <li>• all staff involved in the preschool are familiar with and implement this procedure.</li> <li>• all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<p><b>Preschool supervisor</b></p>	<p>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 could include:</p> <ul style="list-style-type: none"> <li>• analysing complaints, incidents or issues and the implications for updates to this procedure</li> </ul>

	<ul style="list-style-type: none"> <li>• reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<b>Preschool teacher(s) and educator(s)</b>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>• they are actively involved in the review of this procedure, as required, or at least annually</li> <li>• details of this procedure's review are documented.</li> </ul>

## Procedure

<b>Enrolment</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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. Children attend either the Monday, Tuesday and every second Wednesday or Thursday, Friday and every second Wednesday.</li> <li>• A preschool enrolment package is given to prospective families.</li> <li>• The Principal will advise parents/carers in writing of the decision regarding their enrolment application. Decision outcomes will fall into one of the following categories: <ul style="list-style-type: none"> <li>○ offer to proceed with enrolment</li> <li>○ child does not meet one or more of the eligibility criteria</li> <li>○ application placed on waiting list pending availability of places in the Preschool.</li> </ul> </li> <li>• 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.</li> <li>• In exceptional circumstances, children may attend preschool for an additional year. This will occur with the approval of the Principal, after discussions with the</li> </ul>
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	<p>parent and consultation with the preschool educators. If it is decided that a child would benefit from a second year at preschool, the child would be considered as a new application and prioritised in the same way as all new applications.</p> <ul style="list-style-type: none"> <li>• Enrolment in our preschool will not guarantee enrolment into Lismore South Public School for Kindergarten. The <i>Application to enrol in a NSW Government School</i> still needs to be completed and submitted.</li> <li>• 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 is on a recognised catch-up schedule if their child has fallen behind with their vaccinations. There is a 12-week temporary exemption for children evacuated during a state of emergency and those in emergency out of home care. This exemption is extended to all children in out of home care and Aboriginal and Torres Strait Islander children.</li> </ul> <p>Temporary visa holders</p> <ul style="list-style-type: none"> <li>• Children who are temporary visa holders may enrol in a Department of Education Preschool under the same conditions as Australian citizens, however there are some short-term visa holders who are ineligible to enrol.</li> <li>• Temporary visa holders enrolled in a Department of Education 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</li> </ul>
<p><b>Transition and Orientation</b></p>	<ul style="list-style-type: none"> <li>• The Preschool Handbook provides families with general information about the preschool and summarises key preschool procedures. This is reviewed by the preschool team annually and/or as necessary.</li> <li>• Children and families are supported to transition into preschool through a play session/s and meet and greet session. The “Meet and Greet” session is held with educators before beginning preschool. All aspects of the child’s development, interests, family, health, goals, medical needs and additional needs are discussed in this session. This additional information about their child will enable the preschool educators to better understand and plan for their needs.</li> <li>• 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.</li> </ul>

## Record of procedure’s review

<p><b>Date of review</b></p>	<p><b>25/10/2023</b></p>
<p><b>Who was involved</b></p>	<p>Maree Guy, Sonya Murphy, Larissa Polak</p>
<p><b>Key changes made and reason why</b></p>	<p>Update to new revised localised procedure template.</p>

<b>Record of communication of significant changes to relevant stakeholders</b>	Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.
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Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.