



## Enrolment and orientation

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><b>NQS: 6.1, 6.2, 7.2</b></p> <p><b>Law Section: 175</b></p> <p><b>Regulations: 160, 161, 162</b></p>	<p>Leading and operating department preschool guidelines</p> <p><a href="#">Enrolment of Students in NSW Government Schools</a></p> <p><a href="#">Department preschool enrolment procedures [PDF 154 KB]</a></p> <p><a href="#">Application to enrol in a NSW Government Preschool [PDF 893 KB]</a></p> <p>Application to enrol in a NSW Government Preschool – <a href="#">translated versions</a></p>	<p><a href="#">ACECQA information sheet – Enrolment and Orientation [PDF 901 KB]</a></p> <p>ACECQA's policy and procedures guidelines – <a href="#">Enrolment and orientation [PDF 249 KB]</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.</p> <p>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> </ul>
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	<ul style="list-style-type: none"> <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>
<b>Preschool supervisor</b>	<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> <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 from the beginning of the school year if they turn four years of age on, or before, 31 July that year.</li> <li>• A preschool enrolment package is given to prospective families. This pack is reviewed annually by the preschool supervisor , staff and principal and is compiled by the school office. The pack contains the preschool handbook, which contain all of the relevant information about the preschool and an enrolment form.</li> </ul>
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- For each preschool class, children attend in two groups across the week to provide 600 hours of quality education and care in the year before commencing school.
- The attendance pattern is a 5 day fortnight, which is either Monday, Tuesday and alternate Wednesdays or Thursday, Friday and alternate Wednesdays. Parents are asked on their waiting list application which half of the week they would they prefer. Allocation is then made considering parent's preferences as much as possible.
- The principal will offer a 5-day week placement to children who are considered a priority enrolment due to their circumstances. The principal will offer enrolment in the following order:
  - to children living within the school's enrolment catchment area with priority given to Aboriginal children and those who are disadvantaged
  - to children living outside the school's enrolment catchment area and who have siblings enrolled in the school, with priority given to Aboriginal children and those who are disadvantaged
  - to children living outside the local school's enrolment catchment area with priority given to Aboriginal children and those who are disadvantaged.
- Children do not have to reside within the school's catchment zone to attend the preschool.
- Enrolment forms are collected by school office staff and stored in the school office. Forms are available at all times from the school office, with notices put out on School bytes , Seesaw and local community pages to advertise that enrolments are open for the following year.
- After receiving the wait list or enrolment forms, 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 preschool supervisor, principal and school office representative meet on term 3 to assess applications.
- Families are informed if their enrolment application has been successful or not via email in term 4. If the application has not been successful, the child is placed on a waiting list.
- Families offered a position are asked to complete the Application to enrol in a NSW Government preschool and supply the required supporting documentation listed in the form, if they have not already.

	<ul style="list-style-type: none"> <li>• Completed enrolment forms and supporting documentation are collected by the the school office and entered on to the system</li> <li>• The principal reviews each enrolment form and certifies if the child's application to enrol is accepted or declined.</li> <li>• School office staff are responsible for checking that each child's enrolment form is complete.</li> <li>• Children who are absent for a period of time due to holidays or illness are not unenrolled from the preschool. In their absence, additional days are offered to another child(ren) in the preschool, based on the priority of access outlined in the department's preschool enrolment procedures. On the absent child's return, all children resume their usual attendance.</li> </ul>
<p><b>Transition and orientation</b></p>	<ul style="list-style-type: none"> <li>• The preschool family information or orientation booklet provides families with general information about the preschool and summarises key preschool procedures.</li> <li>• This is reviewed annually by the preschool supervisor , principal and office staff.</li> <li>• Children and parents are supported to transition into preschool through a range of planned practices. The preschool remains open during these sessions.</li> <li>• In term 4, the year prior to starting, families are invited to attend an information morning at preschool to meet other families, educators and the school Principal. At this session, parents will be provided with lots of information about preschool, with an open forum at the end to ask questions.</li> <li>• All Families and children are also allocated a parent/teacher meet and greet session the week before starting preschool to discuss any needs relating to their child and formulate goals to start working on for the beginning of the year at preschool. The school office organises a schedule for these sessions and emails families their allocated date and time in term 4 the year prior to starting.</li> <li>• During this session (and at orientation) parents are asked to provide additional information (verbally or in writing) about their child to enable the preschool teachers and educators to better understand and plan for their needs, including religious, cultural and/or dietary requirements, strengths, interests, toileting needs, allergies.</li> <li>• For children with a medical condition, additional needs or in out of home care, the teacher will discuss the child's needs during the meet and greet</li> </ul>

	<p>session. Depending on the child, this discussion may address things such as how they can be most effectively supported to transition into preschool or what required adjustments need to be made. It is also an opportunity to collaboratively develop the child’s risk assessment plan and discuss their health care needs. If required, the school counsellor, learning support co-ordinator or principal may also attend this session, or another date will be arranged if necessary.</p> <ul style="list-style-type: none"> <li>• Children with additional needs may be allocated extra meetings to help formulate plans to ensure their successful transition and that their needs are met at preschool. External agencies are consulted and may be invited to these meetings to ensure that children with additional learning or behaviour needs are supported appropriately.</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> <li>• This will be done in consultation with families, school learning and support, the school principal and any external support networks. Children requiring extra support will be offered additional orientation visits to gain further clarity of their needs in the preschool context and a plan will be developed to best support the child and their family.</li> </ul>
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## Record of procedure’s review

<b>Date of review</b>	13/10/23
<b>Who was involved</b>	Preschool Staff, families, children
<b>Key changes made and reason why</b>	Changed to new DoE template .
<b>Record of communication of significant changes to relevant stakeholders</b>	Principal: Helen Te Rata Staff: all preschool staff read, reflected, and signed off. Procedure also posted on Sentrall for K-6 staff to engage with. Emailed to P&C representatives. Parents: notified via Seesaw. 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.