

## 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>NQS: 6.1, 6.2, 7.2 Law Section: 175 Regulations: 160, 161, 162</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>School principal</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 able to 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>Preschool supervisor</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> <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>
<p>Preschool teacher(s) and</p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p>

educator(s)	<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>
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**Procedure**

Enrolment	<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>▪ Initially, parents/carers contact the school, via phone or in person, to add their child's name to the waiting list. This can occur at any time.</li> <li>▪ The waiting list is kept electronically on SharePoint and is managed by the office staff and the preschool school administration officer (SAO).</li> <li>▪ In Semester 2, the school advertises that we are open to take registrations. This is done through our website, ClassDojo and our electronic sign. Additionally, we provide flyers to our Liverpool Local AECG and its members to encourage Aboriginal families to our preschool.</li> <li>▪ Enrolment priority is given as follows:             <ol style="list-style-type: none"> <li>1. Aboriginal or Torres Strait Islander children</li> <li>2. children living within the school's enrolment designated intake area</li> <li>3. children living outside the school's designated intake area but who have siblings enrolled in the school</li> <li>4. children living outside the school's enrolment designated intake area.</li> </ol> </li> <li>▪ <a href="#">Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy</a></li> <li>▪ Placements are offered, via phone, to all the Aboriginal children first then to those who are in the designated catchment area and, finally, those out-of-area. Positions are offered in the order according to the date they registered.</li> <li>▪ Consideration is given to children living in low socioeconomic circumstances and children unable to access other early childhood services due to disadvantage or financial hardship. The principal has the final decision and may meet with the family.</li> <li>▪ 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.</li> <li>▪ The forms and supporting documentation are collected and checked by the office staff. The preschool school administration officer (SAO) follows up to ensure all families who have accepted a placement complete the enrolment form and that all documentation is provided.</li> <li>▪ For each preschool class, children attend in two groups across the week to provide 600 hours (15 hours per week) of quality education and care in the year before commencing school.</li> <li>▪ The attendance pattern is semester-based.             <ul style="list-style-type: none"> <li>- <b>Goannas groups:</b> <u>Semester 1</u> – Monday, Tuesday, Wednesday (18 hours) <u>Semester 2</u> – Monday, Tuesday (12 hours)</li> <li>- <b>GyMEA Lilies groups:</b></li> </ul> </li> </ul>
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Semester 1 – Thursday, Friday (12 hours)

Semester 2 – Wednesday, Thursday, Friday (18 hours)

At the start of the preschool year there are a minimum of three positions available for Aboriginal children who may enrol at a later date.

- In Term 4, enrolment interviews occur. This is a time to gather additional information about each child. Parents/carers can nominate which days they prefer. Priority is given to families with work or study commitments. We try to accommodate all families as best we can.
- In Term 4, we hold an orientation session. During this time families receive an orientation package. This is compiled by the preschool SAO and includes the 'Coota Gulla Information Booklet', advice on healthy eating, sun care, tips for starting school, 'Early Years Learning Framework' summary, 'National Quality Framework' summary, accessing ClassDojo, immunisation brochure and the 'Student Health in NSW Public Schools: A summary and consolidation' document. This package is reviewed annually and can be accessed on the school website at any time.
- Children who are absent for a period of time due to holidays or illness are not unenrolled from the preschool.

Transition and orientation

- The 'Coota Gulla Information Booklet' provides families with general information about the preschool and summarises key preschool procedures.
- This booklet is reviewed by the preschool educators and preschool supervisor.
- Children and parents/carers are supported to transition into preschool through a range of planned practices. These practices include orientation, a tour of the preschool space, play session for the children and an information session for parents.
- At the enrolment interview, parents/carers 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; strengths; interests; toileting needs; rest requirements.
- Medical conditions, additional needs or in out-of-home care, needs will be discussed at the enrolment interview. 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 necessary.
- The preschool SAO organises the interviews. All families are interviewed. Interviews are conducted by the preschool teachers and supervisor. Where a child is indicated to have additional needs or health conditions, subsequent meetings may be required and would involve the Learning and Support Team (LST) coordinator.
- 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/carer or therapist.
- Transition plans are determined on a case-by-case basis in consultation with the family, external therapist and the principal.

**Record of procedure's review**

Date of review	19/9/24
Who was involved	Preschool educators
Key changes made and reason why	Updated and reviewed to include new team members.
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure  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.

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.

Date of review	6/12/23
Who was involved	Preschool staff
Key changes made and reason why	Updated and reviewed to reflect the new preschool environment.
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure  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.

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.

Date of review	30/8/23
Who was involved	Preschool educators
Key changes made and reason why	Updated and reviewed to reflect the new template.
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure  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.

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.