

Coota Gulla Preschool Procedures



Enrolment and Orientation

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Departmental policies, procedures or guidelines
6.1 7.1	160 161 162 S.175	<ul style="list-style-type: none"> ▪ Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy ▪ Department Preschool Classes: Enrolment procedures
Next Review Date:	06/09/23	

Enrolment Package: -

- Includes Information Booklet; Application to Enrol in a NSW Government Preschool, Internet Policy, Authority to Publish, ClassDojo, Collection of Preschool Children, Permission to Provide Personal Information to Third Party Websites, Select Healthier Snacks, Healthier Lunchboxes, Healthy Eating for Children, Sun Smart, Tips for helping you get your kids to school, Elements of Early Years Learning Framework, National Quality Framework - how can it help me?, Student Health in NSW Public Schools: A summary and consolidation of policy.
- All items in the Enrolment Package are available on the LWPS Website.
- All items except the Application to Enrol in a NSW Government Preschool are in a package and given to all families on Open Day. Any parents/carers who are unable to attend will be given a package.
- Any families who enrol their child during the year are given an Enrolment Package during the Enrolment Interview.

Enrolment Process: -

- Parents/carers can call the school at any time to add their child's name to the waiting list for any subsequent year. Parents/carers will be asked to complete a waiting list application form. Once this is completed and returned, their child's name will be added to the waiting list.
- Offers of enrolment are made, by phone, in keeping with the Department of Education's policy of targeting the most disadvantaged children in the local community. Priority is given to Aboriginal children (as we are a Designated Aboriginal Preschool) followed by children who are at risk or whose families experience disadvantage, in particular families experiencing financial hardship and who are unable to access other children's services.
- Once an offer of enrolment has been accepted, parents/carers are asked to come to the school with all necessary paperwork to enrol their child. Application forms in other language can be provided on request and can also be access on the LWPS Website. Bilingual Community Liaison Officers (CLOs) and School Learning Support Officers (SLSOs) can also assist with the paperwork. All paperwork is managed by the LWPS office staff. A Pupil Record Card (PRC) is created holding all paperwork. Copies of relevant information are given to the preschool.
- When the number of applications exceeds the number of places available the principal will establish a placement panel to consider and prioritise these applications. The placement panel will include the principal or delegate, a staff member and a member of the school community. Where a significant number of Aboriginal children are seeking enrolment, the panel will include a nominee from the local Aboriginal Education Consultative Group (AECG).

- Parent/child interviews are held in November. These are usually conducted by the Preschool Supervisor, one of the preschool teachers and, when interviewing Aboriginal families, the Aboriginal Education Officer (AEO). A Preschool Enrolment Interview Proforma is completed, including information about the child's likes/dislikes/interests, strengths, learning needs, toileting, rest requirements, health care needs and to answer any questions/concerns any family members may have in regard to their child starting preschool. A Preschool Child Profile is created. Both the Proforma and the Profile are kept in the preschool to be accessed by the educators.
- We have two preschool groups: Goannas – Children attend Mondays, Tuesdays and Wednesdays and Gynea Lilies – Children attend Thursdays and Fridays in Semester 1. In Semester 2, Goannas attends Mondays and Tuesdays, and Gynea Lilies attends Wednesdays, Thursdays and Fridays. Parents have the opportunity to request a particular group and we do our best to accommodate our families.
- As part of the enrolment process, the preschool obtains 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.
- On enrolment families are informed that if they are out-of-area they will not be able to enrol their child at LWPS in Kindergarten.
- Children generally attend our preschool classes for one year only, in the year before starting school.
- Once children have been allocated a class parents are formally informed via mail including their group's start date.

Exceptions:

- Placements may be offered prior to Term 4 for the following year in exceptional circumstances as deemed by the Educational Leader and Preschool Team.
- Children may attend preschool for an additional year. This decision is based on a number of factors, including child's date of birth, learning needs, progress already made, parent agreement.
- A child may be offered a full-time position based on the child's and/or family's circumstances. The principal will decide on a case-by-case basis after meeting with the family in consultation with Early Learning.

Orientation: -

To support our culturally and linguistically diverse (CALD) community we hold two, one and a half-hour **orientation mornings** in Term 4. During these morning sessions attendance records are kept to ensure all families are orientated to the preschool.

Observations are conducted during activity time to address safety, health and wellbeing of students. These observations, combined with information contained in the *Preschool Child Profile* gathered at interviews, support decisions when placing students in Goannas or Gynea Lilies.

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.

Preschools designated for Aboriginal children: -

- Coota Gulla Preschool is one of the eleven designated Aboriginal Preschools that cater specifically for Aboriginal children. If vacancies occur every effort is made to ensure the places are filled by Aboriginal children. If there are insufficient numbers of Aboriginal children, then places can be offered to non-Aboriginal children. This school maintains a buffer of two places per group for Aboriginal children.
- Schools with designated preschools and those in communities with significant numbers of Aboriginal children are to liaise with the local Aboriginal Education Consultative Group when considering priorities for enrolment.

Early Intervention Classes: -

- Enrolment in early intervention classes is through an Access Request application process. This process is initiated because educators have identified that an assessment is required by the Itinerant Support Teacher/Early Learning. All completed applications are submitted to a regional panel that determine eligibility for and make offers of placement to these classes. Enrolment forms are completed after this process. Further information is available from local Education Services Offices.