**Localised Procedure**

**Enrolment and Orientation**

**Reviewed: 12/10/2019 Next Review: 12/10/2020**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** | **National Quality**  **Standard(s)** | **Preschool Guide reference** | **School policy or procedure, where applicable** |
| Regulation 168 (2)(k)  Regulations 160  Regulations 161  Regulations 162 | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures):   * Enrolment of students in NSW Government Schools: A Policy PD/2002/0006/V01 * Department Preschool classes: Enrolment procedures (attached) * Application to enrol in NSW Government Preschool   Schedule of Visa Subclasses and Enrolment Condition | **6.1.1: Engagement with Service**  Families are supported from enrolment to be involved in the service and contribute to service discussions  **6.1.3: Families are supported**  Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing  **7.1.3 Roles and Responsibilities**  Roles and responsibilities are clearly defined, and understand, and support effective decision- making and operation of the service. | Page 89 |  |
| **Enrolment:**   * Children generally attend our 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 years. * As part of the enrolment process, the preschool will obtain documents from parents that show the child is fully vaccinated.   The recommended document can be downloaded from the child’s My Gov account. * Applications for enrolment are made by completing the Application to enrol in a NSW Government Preschool. * Offers of enrolment will be made in keeping with the Department’s policy of targeting the most disadvantaged children in the local community.  Priority will be given to Aboriginal children and children whose families experience disadvantage, in particular, families experiencing financial hardships and who are unable to access other children’s services. * When the number of application exceeds the number of places available in the preschool, children’s names will be placed on a waiting list.  The principal will then establish a placement panel to consider and prioritise these applications. The placement panel will include the principal, a staff member and a member of the school community.  Where Aboriginal children are seeking enrolment, the panel will include a nominee from the local Aboriginal Education Consultative Group. * In exceptional circumstances, children may attend preschool for an additional year.  This will occur with the approval of the principal after discussions with the parent and consultation with the preschool teacher.  If it is decided that a child would benefit from a second year in the preschool, the child would be considered as a new application and prioritised in the same way as new applications. * 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 Australia 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**   * The Casino West Public School Preschool is one of the 11 DoE preschools that are recognised as having significant number of Aboriginal enrolments. If vacancies occur every effort is made to promote the vacancies to Aboriginal families 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.  The school may choose to maintain a buffer of two places for Aboriginal children. * Schools with designated preschools and those in communities with significant numbers of Aboriginal children enrolled 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. All applications are submitted to a regional panel that determine eligibility and make offers of placement to these classes. Enrolment forms are completed after this process. Further information is available from local Education Services Offices.   **Casino West Public School Preschool Enrolment and Orientation Process:**  **Year prior to attending preschool:**  A waiting list application form is handed out to families making enquiries. This is to be completed and returned with preferred days noted and identity documents requested are to be sighted and copies. As forms are returned they are entered on the waiting list for the following year and given the next number. Forms are then processed.   * Enrolments for the next year are taken from the commencement of Term 3. * Children are offered places in line with the selection criteria set out by the Department of Education * When the completed enrolment form is received and other legal requirements met, the Principal will sign the enrolment form. * Orientation is held in Term 4 to coincide with kinder orientation. * Orientation is advertised in the preschool and primary school newsletters. Flyers are distributed in the community and with the Kinder orientation are placed in the local newspaper. An information evening session is held on the final orientation day and organised by the teacher. The family will then be invited in for the open afternoon session where the family meets the educators and the child is encouraged to meet his/her classmates and engage in a play session concurrently. * The enrolment packs, with the child’s name written on the front, are handed out during the information evening stating that the child will not be enrolled until paperwork is completed. If parents are unable to attend the packs will be posted. * A date for the child to begin attendance will then be made.   When families have received and accepted their letter of offer, we orientate children and their families into the preschool by hosting an open afternoon session at the end of the school year prior to attending preschool.  Family partnership meetings are also held in the last week of the current year to make connections with families and to deepen an understanding of family culture and routines. It also provides an opportunity to share with families the key role of child’s interests in their learning. Child interests are noted and any questions and concerns any families may have about starting preschool are answered or addressed. These organised meetings with families also focus on any additional learning or health needs of the child.  We have two preschool groups. The Burpi group attend on Monday and Tuesday each week and Wednesday every fortnight. The Gurraman Group attend on a Thursday and Friday and on a Wednesday every fortnight. The two groups of children alternate their attendance on A Wednesday so we can meet the universal access requirements of 15 hours per week for all children.  If a child turns four during the preschool year, the process for collecting the updated immunisation record is managed by the preschool teacher and the preschool Administration Officer SAO).  **During the term:**  A preschool enrolment pack is handed out to be returned before child commences so they may be accepted or declined by principal. Enrolment packs include:   * Application to enrol in a NSW Government Preschool * Sunscreen permission note * Immunisation Brochure * Term calendar * Information Booklet   Upon return of forms and required documents they are ticked off on checklists and parents are requested to provide missing or incomplete documents. Sight originals and keep copies of;   * Birth certificate. If one cannot be obtained, then a statutory declaration is to be filled out and signed by a justice of the peace and a copy of this is to be presented to the preschool. * Immunisation statement * Proof of current address * Current health care card (if applicable) * Medicare card   When complete the enrolment is accepted/rejected and signed by the principal before the student attends. The student’s details are then entered on to ERN.  The following information is sent home with students throughout the year, (as directed by the teacher):   * Information sheet – some infectious diseases of children   Nutrition localised procedure   * Information sheet of healthy food suggestions for preschool lunches * SunSmart policy   **Additional Information communicated at the time of enrolment through the enrolment packs and family partnership meetings:**   * Our nutritional requirements and expectations for healthy lunch boxes. * Details of any court orders * Home language and home culture to ensure preschool practices can be aligned with home practices. * Any special dietary requirements; health, religious, culture, additional needs * Birthday celebrations options * Health requirements (physical, speech, wellbeing, toileting, hearing etc) | | | | |