



## Enrolment and orientation – preschool procedure table

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>
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	<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> <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><b>Preschool teacher(s) and educator(s)</b></p>	<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 the preschool 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>• Sefton Infants Preschool provides a two and a half-day program per week for two separate groups of children. One program operates Monday, Tuesday and Wednesday morning while the other program takes place on Wednesday afternoon, Thursday and Friday meets the requirements of <i>Universal Access</i> - 600 hours of quality education and care in the year before commencing school. There is a maximum of 20 children in each program, making a total enrolment of 40 children.</li><li>• 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.</li><li>• 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.</li><li>• Visa holders do not require an <i>Authority to Enrol</i>, as is the case with K-12 students.</li><li>• All children enrolling in the preschool must have an immunisation history statement demonstrating all vaccinations are up-to-date for their age or have a written medical immunisation exemption from a registered medical doctor.</li><li>• Families complete an application to enrol form to express their interest in attending the preschool.</li><li>• Applications for enrolment are made by completing the <i>Application to enrol in a NSW Government preschool</i>. These can be obtained from the school office or printed from the <i>Enrolment</i> section of the Sefton Infants School website which also lists the required accompanying documents. Applicants need to provide original documentation verifying the child's proof of age (such as a birth certificate or passport), proof of current residential address, as well as current immunisation history statement. Visa documentation also needs to be provided if applicable. Copies of these documents are made by the school administration staff and kept with the application to enrol form.</li></ul>
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- Sefton Infants School administration staff members assist families with the process of applying for preschool enrolment. If required, translator or interpreter services are obtained from school staff or TIS National (Translating and Interpreting Service).
- Children do not have to reside within the school's catchment zone to attend the preschool for an application to be lodged.
- Applications are accepted from the first week of March of the year prior to enrolment. The submission date and order of applications is noted on the form. All applications are submitted to the school office for checking and storage until the formation of the placement panel.
- Applications considered for the first round of offers of preschool placement close on 31 August of the previous year.
- If the number of children applying for preschool exceeds the 40 places available, the following priority of enrolment will be made:
  - Children of families living within the boundary of Sefton Infants School who have siblings who will also be enrolled in K-2 Sefton Infants School (during the applicant's preschool year).
  - Children of families living within the boundary of Sefton Infants School with no have siblings enrolled at the school.

If the number of 'in area' applications exceeds the number of preschool placements available, then priority will be given as follows:

  - Children legally required to start school the following year, with applications in order of oldest to youngest.
  - In order of applications received.
- Children of families living outside the boundary area of Sefton Infants School who have siblings who will be enrolled at the school (during the applicant's preschool year).
- Children living outside the boundary area of Sefton Infants School with no siblings enrolled at the school.

- If the number of 'out of area' applications exceeds the number of preschool placements available, then priority will be given as follows:
  - Children legally required to start school the following year, with applications in order of oldest to youngest.
  - In order of applications received.
- Under each of the criteria above, preschool offers 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 hardship and who are unable to access other children's services.
- Groups and attendance patterns are arranged in accordance with parent preference. They are also arranged in the best interest of inclusion and gender balance.
- The placement panel is formed in early September to follow the above criteria for priority of enrolment. The placement panel consists of the nominated supervisor/principal, a preschool staff representative and a member of the school community. 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.](#)
- All decisions reached by the panel are recorded and the minutes of the meeting are made available on request by the school's Director Educational Leadership.
- Written offers of preschool positions are posted to families commencing in late September/early October for the following year. Parents need to respond to an offer of enrolment via telephone with 4 weeks to accept the preschool position.
- The principal reviews each enrolment form and certifies if the child's application to enrol is accepted or declined.
- Children generally attend our preschool classes for one year only, in the year before starting school. In exceptional educational circumstances, children may attend preschool for an additional year. This can occur with the approval of the nominated supervisor/principal after discussions with the parents and in

	<p>consultation with the preschool teacher. If it is decided that a child would benefit from a second year of preschool, the family needs to submit a new application for enrolment in a government preschool form and the application is considered with the new round of applications and the same criteria used for priority of enrolment.</p> <ul style="list-style-type: none"> <li>• After the 40 preschool places have been filled, a prioritised waiting list is formed based on the eligibility criteria and the school's priority enrolment criteria (see above).</li> <li>• This waiting list is valid only for that particular preschool year. If a position becomes available during the year, the position will be offered to the family with the highest priority on the waiting list.</li> <li>• Enrolment in our Department of Education Preschool does not guarantee enrolment into Kindergarten at Sefton Infants School. An application to enrol in a NSW Government school needs to be completed and submitted to be considered as part of the school's K-2 Enrolment Policy and Procedures.</li> </ul>
<p><b>Transition and orientation</b></p>	<ul style="list-style-type: none"> <li>• Prospective preschool applicants may call or visit the preschool to arrange a meeting and preschool tour with the educators during the application process.</li> <li>• Orientation visits are arranged in Term 4 of the previous year for small groups when enrolments are confirmed. During these orientation sessions, the children and their families visit the preschool. The parents tour the site and engage in information presentations delivered by the preschool teacher and the nominated supervisor. There is opportunity for parent questions and involvement in orientation discussions. The children experience a range of indoor and outdoor activities as part of their orientation to preschool.</li> <li>• At the time of orientation, parents are asked to provide additional information, verbally and/or in writing (Child's Individual Information form), 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.</li> <li>• Individual interviews are held at the beginning of the year with families to collaboratively discuss goals for children.</li> <li>• Parents are given information verbally and in the form of an orientation pack that includes:</li> </ul>

- the Parent Information Book which details aspects of the preschool and its operation, including service philosophy, staffing, operational matters, program information and daily timetable plus a summary of procedures related to illness, absences, additional health needs, the EYLF learning outcomes, arrivals and departures. This is updated annually,
  - Child's Individual Information form for completion by the parent and return to the preschool,
  - Collection of Children form for completion by the parent and return to the preschool,
  - Voluntary Preschool Contributions letter,
  - letter confirming relevant session days and time for the child,
  - *Belonging, Being & Becoming – The Early Years Learning Framework for Australia* brochure,
  - the Department's *Getting Ready for Preschool* booklet,
  - *Too Sick for School* brochure,
  - NSW Police *School Zone Driving Offences* brochure.
- The preschool family information booklet provides families with general information about the preschool and summarises key preschool procedures. It is reviewed annually by the supervisor/principal and preschool educator.
  - In some situations it is critical the preschool teacher and/or supervisor/principal meet with a family before their child commences preschool to discuss the child's needs and plan any required adjustments if particular needs have been noted in the application. This will include the parent or care of children for whom it has been indicated on their enrolment form that they have a medical condition, disability or support needs, or are in out of home care.
  - 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. This is determined when early intervention has been commenced.

	<ul style="list-style-type: none"> <li>• Prior to commencement, additional information about each child is collected through a 'Meet and Greet' session between families and the child's educators. This seeks information regarding the child's home language, family context, interests, care history, health and any other information the family wants to share with the educators. This information is recorded on and kept with the child's enrolment forms.</li> <li>• Learning intentions and goals are also discussed and recorded with individual families and children as part of these meet and greet sessions.</li> <li>• If families start throughout the year, families are asked to meet before or after preschool to engage in these orientation and information exchanging activities individually.</li> </ul>
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## Record of procedure's review

<b>Date of review</b>	12 April 2024
<b>Who was involved</b>	Sharna Labbe, Deana Talevska, Alex Arancibia, May Meesorn-iam
<b>Key changes made and reason why</b>	Added provision of translating services as part of family support during enrolment to ensure equitable access to preschool
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: 12 April 2024</p> <p>Staff: 29 April 2024 – Weekly staff meeting</p> <p>Parents: 30 April 2024 – website and community procedure folder updated – message sent via Story Park</p> <p>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.</p>