



KOONAWARRA PUBLIC SCHOOL PRESCHOOL



(k) Enrolment and Orientation

Current	May 30, 2017
Next Review	May 2018
Regulation(s)	R.177, R168
National Quality Standard(s)	Element 6.1.1: There is an effective enrolment and orientation process for families. Element 6.1.3: Current information about the service is available to families. Element 7.3.1: Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements.
Relevant DoE Policy and link	Enrolment of Students into a Government School https://education.nsw.gov.au/policy-library/related-documents/V03_pd02_06_enrolment_of_students.pdf Preschool Class Fees in Government Schools PD/2011/0423/V01 Enrolment in a Department Preschool
Relevant School Policy	
DoE Preschool Handbook January 2016	Access, pages 12-13
Key Resources	Application to enrol in a NSW government preschool http://www.schools.nsw.edu.au/gotoschool/enrolment/preschool.php Schedule of visa subclasses and enrolment conditions http://www.detinternational.nsw.edu.au/media-assets/trp/visa-subclasses.pdf DEC Preschool Fees- Frequently asked questions (Appendix 2) Department of Education and Communities: Preschool Classes- Fee Schedule for 2014 Immunisation Enrolment Toolkit http://www.health.nsw.gov.au/immunisation/Documents/Immunisation-Enrolment-Toolkit.pdf

Enrolment

- Children generally attend our preschool classes for one year only, in the year before starting school.
- In exceptional circumstances, the principal may consider an additional year of attendance after consultation with the parent/carer, the preschool teacher and other relevant personnel. If this is the case, the child is to be considered as a new application and prioritised in the same way as all new applications.
- 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 year.
- 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 hardship and who are unable to access other children's services.
- When the number of applications 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, a member of the school community and a member of the local Aboriginal Education Consultative Group (AECG).
- 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. All out of zone preschool enrolments are informed of this in writing.
- As part of the enrolment process, the preschool will obtain documents from parents that show the child is fully vaccinated for their age, or has a medical reason not to be vaccinated, or has a conscientious objection to vaccination, or is on a recognised catch-up schedule if their child has fallen behind with their vaccinations. Only specified Australian Immunisation Register (AIR) forms can be accepted.

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.

Transition into Koonawarra Preschool

Koonawarra Preschool advertises our vacancies year round and we encourage families to enquire and/or visit our centre at any time. We promote our preschool through advertising in newsletters, websites and engaging in promotional activities such as local council expos. We recognise that transitions are an opportunity to begin to build relationships with families and children and aim to make them feel welcome and valued. We engage in the following practices to ensure a smooth transition into our preschool.

- Open-door philosophy where families are invited to visit at any time to join in play, ask questions and engage with other children and educators.
- Meeting times with educators are arranged with the children being offered a 1hr play session.
- Families are provided with an enrolment form and distributed a Preschool Flyer in either digital or hard copy.
- Consultation is sought with other Early Childhood External agencies to ensure that children with additional learning or behaviour needs are supported appropriately.

First Day

On the first day of preschool, educators welcome families based on scattered starting times. This ensures that each family has the opportunity to be shown routines without feeling overwhelmed.

- Parents are encouraged to stay for as long as required to settle their child.
- The preschool phone number is provided to families and they are encouraged to call throughout the day, if they are concerned about their child settling in.
- Educators reassure children and families who are feeling anxious about the first few days or weeks.
- At the end of each day, educators share aspects of their child's first day, throughout discussions or sharing photos and work samples.

Transition from Preschool to Kindergarten (Koonawarra Public School)




Rationale: Starting school is an important time in the lives of children, families, educators and communities. It is a time when children, and their families, are expected to manage changes in their physical environment; changes in social interactions and expectations; changes in the type and structure of learning environments; and changes in how children feel about themselves as learners. A successful start to school is regarded as setting the foundation for future engagement and success (academic, social and emotional) within the context of the school.

Aim:

- To develop positive, secure, respectful and reciprocal relationships between the children, parents and educators. (EYLF Principle 1)
- To share and gather information.
- To form partnerships between the school and the child's family.
- To familiarise the child with their future new environment.
- Build on the child's competencies, extend their social supports and relationships, and promote ongoing school success.

Procedures:

Developmental play visits with Kindergarten	Wednesday 1.40pm - 2.30pm from Week 5 Term 1.
Library visits.	Wednesday 10.00am – 11.00am
Doing Things Together Days	When Applicable
Sports Carnival Days, for one race	When Applicable
Assembly Visits (Junior School). Start with small groups first with SLSO, increase to full group with both staff.	Term 3/4
Playland	From Term 3

<p>Lunch visits followed by time in the playground. (Eating from a lunchbox whilst sitting on the seats).</p>	<p>Term 3.</p>
<p>Toilet Visits</p>	<p>Following lunch visits.</p>
<p>Formal Orientation Process</p>	<p>Term 3/4</p> <p>Session 1: Children/Parents in room</p> <p>Session 2: Children/Parents in room</p> <p>Session 3: Lunchbox talk (Munch and Move.)</p> <p>Session 4: Transition talk</p> <p>Session 5: Literacy/Numeracy/Best Start talk.</p> <p>Session 6: Formal Kinder Orientation Afternoon.</p> <ul style="list-style-type: none">  uniforms  visit office, canteen, library  Barbecue? <p>All visits 1.45-2.40pm</p> <p>Parents are expected to accompany their children for all sessions. for all</p>

Department preschool classes

Enrolment procedures

Background

There are 100 department preschools located in government schools across NSW. Eleven of the classes are designated specifically for Aboriginal children. Four of the classes are delivered by distance education.

The preschool classes are an integral part of the school in which they are located and operate within the same hours as the school. Attendance patterns vary and are determined to meet the needs of the local community. Schools need to ensure they are able to offer at least 600 hours of preschool education over the year which equates to approximately 15 hours per week.

Parents pay a fee for their children to attend preschool. There are a range of fees. Families who are experiencing financial hardship are able to obtain fee relief.

General principles of enrolment

1. Children attend department preschool classes for one year only, the year before they start school.
2. In exceptional circumstances, the principal may consider an additional year of attendance after consultation with the parent/carer, the preschool teacher and other relevant personnel. If this is the case, the child is to be considered as a new application and prioritised in the same way as all new applications.
3. Priority is given to:
 - I. Aboriginal or Torres Strait Islander children
 - II. children living in low socio-economic circumstances
 - III. children who are unable to access other early childhood services due to disadvantage or financial hardship.
4. The principal will consult with the school community to develop enrolment procedures that are specific to the preschool and which reflect the community's profile and needs.
5. Schools with designated preschools and those in communities with significant numbers of Aboriginal or Torres Strait Islander children should liaise with the local Aboriginal Education Consultative Group.

Eligibility criteria

6. Children can enrol from the beginning of the school year if they turn four years of age on or before 31 July in that year.
7. The principal will offer enrolment in the following order:
 - I. to children living within the school's enrolment catchment area with priority given to Aboriginal children and those who are disadvantaged
 - II. 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
 - III. to children living outside the local school's enrolment catchment area with priority given to Aboriginal children and those who are disadvantaged.

8. Eligibility for enrolment in a designated Aboriginal preschool

Designated preschools specifically cater for local Aboriginal or Torres Strait Islander children.

Every effort needs to be made to ensure that vacant places are filled by Aboriginal or Torres Strait Islander children. Any vacancies may then be offered to non-Aboriginal children although a buffer of two places for Aboriginal children is to be maintained throughout the year.

9. Enrolling temporary visa holders in preschool

Preschool children who are temporary visa holders enrol in department preschools under the same conditions as Australian citizens. However some temporary visas such as visitor/tourist visas are not eligible. For more information refer to the [Schedule of Visa Subclasses and Enrolment Conditions](http://bit.ly/1OzOxxm) [http://bit.ly/1OzOxxm].

Temporary visa holders enrolled in preschool do not complete the Temporary Residents Program Application Form (Authority to Enrol) or pay the Temporary Residents Fee.

10. Eligibility for enrolment in distance education preschool

Distance education preschools cater specifically for geographically isolated children. Eligibility criteria for enrolment differ from the rest of the department preschools. For specific criteria refer to page 5 of [Distance Education Enrolment Procedures](http://bit.ly/1Oay0za) [http://bit.ly/1Oay0za]

Applications for enrolment

11. Schools can accept enrolment applications for the following year from the beginning of term two of the current school year.
12. Parents/carers apply on the [Application to enrol in a NSW Government preschool](http://bit.ly/1TT6zOV) [http://bit.ly/1TT6zOV] although in some cases, schools may request the parent to initially use a waiting list application form (see section 18).
13. Enrolment requires the following documentation to be provided:
 - a. birth certificate or [proof of identity and residency status](http://bit.ly/1NsmSAK) [http://bit.ly/1NsmSAK]
 - b. [immunisation documentation](http://bit.ly/1ObRB8r) [http://bit.ly/1ObRB8r] as specified by the Australian Government
 - c. proof of residential address
 - d. passport or immicard and evidence of visa status for children who are not Australian citizens
 - e. low-income health care card if applicable and
 - f. copies of any family law or other relevant court orders if applicable.
14. When enrolling young children with disabilities or special learning needs, the principal will seek support from the Learning and Wellbeing officer in the local Educational Services team.

Enrolment panel

15. When applications for enrolment exceed places available, the principal will establish an enrolment panel. The panel will review each application, place applications into priority order, establish a prioritised waiting list and record all decisions.
16. The enrolment panel is to include at least one staff member (other than the principal), a school community member and a community member nominated by the local Aboriginal Education Consultative Group where applicable. Panel members must declare any conflict of interest with regard to any applications.
17. Parents/carers will be informed in writing of the result of their application and advised if they have been placed on a waiting list.

Waiting list

18. Schools may choose to ask parents to complete a waiting list application form if there is a possibility that the number of applications for enrolment will exceed the number of places available.

19. The waiting list is valid for the year prior to enrolment in the preschool class and for the current preschool year.
20. If a vacancy occurs during the year, the position will be offered to the child with the highest priority on the waiting list.

Previous policies replaced by this document

- A. *Enrolment (section 15.6.5) Preschool Education Policy, School Manual: Educational Management, 1 October 1987*
- B. *Memorandum to Principals of Schools with Preschool Classes 91.004, Entry Age to Government Preschools, 28 January 1991*
- C. *The Enrolment of Students in Government Schools – A Summary and Consolidation of Policy, August 1997*
- D. *Memorandum to Principals with Preschool Classes DN/04/00420, Enrolment of Children in New and Existing Preschool Classes, 4 July 2005*

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