

Preschool Enrolment and Orientation Procedures

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
6.1	160	Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy Department preschool classes: Enrolment procedures
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Common Procedures:

Preschool Enrolment

Children are eligible to enrol in NSW public preschools if they turn four on or before 31 July of that year. Applications for next year are taken from term two of the current school year.

Please make an appointment with us to apply to enrol your child. You will need to bring these documents with you:

- your child's birth certificate or identity documents
- your child's immunisation records
- proof of child's address - originals of different documents such as your council rates notice or residential lease and electricity bill
- low income health care card (if applicable)
- family law or relevant court orders (if applicable).

Children attending a DoE preschool are entitled to do so for one school year only prior to commencing Kindergarten.

Specific Priority categories for Pre-School Placement

When placing children into the pre-school, the guidelines for placement are decided in accordance with DoE guidelines.

Priority will be given to children whose families are experiencing disadvantage and who are unable to access other prior to school services. Priority is also given to

families who are in the designated intake area of the school and to families with current siblings in the school.

Specific Priority categories will include children:

- of Aboriginal and /or Torres Strait Islander background
- with additional needs, with no prior to school experience
- from families experiencing financial hardship
- families who are designated in-area for the primary school
- families of preschool applicants who currently have siblings in the primary school.

Preschool Hours

Punchbowl Public School runs a 3 day and 2 day sessional

program: Monday-Wednesday: 9.00am to 3.00pm
Thursday and Friday: 9.00am to 3.00pm

Payment: \$20.00 per day (this includes the government rebate). Families on a Health Care Card are charged \$10.00 per day.

Enrolment committee

The Punchbowl Public School Enrolment Committee considers and makes decisions on out-of-area enrolment application. The enrolment committee comprises:

- a Deputy Principal
- one staff member and
- one school community member nominated by the school's Parents' and Citizens' Association

The Enrolment Committee is chaired by the Deputy Principal who has the casting vote. Decisions made by the Enrolment Committee must be made within the criteria for out-of-area enrolment. The enrolment committee will keep minutes of meetings which are available to the Principal and Director, Educational Leadership on request.

Waiting list management – Preschool

Where the number of preschool applicants exceeds the number of places, the Enrolment Committee will meet and prioritise applicants in accordance with the specific priority areas mentioned above. Applications will be ordered by date

and time stamp when received.

Applications for enrolment are made by completing the *Application to enrol in a NSW Government preschool*. Only the current blue and white form will be accepted. Completed enrolment forms are accepted by the school office from the start of the year prior to commencement. Translated forms are available from [Department of Education](#) translated documents and given to parents when required.

The completed forms are given to the preschool teachers at the end of the year prior to the new children commencing, so they are able to view and act on the information.

- The School Administration Officer is responsible for collecting Individual health care plans before a child enrolls, must be:
 - Original in colour
 - Signed and dated by medical practitioner
 - Include the child's photo
- **Once copied to SRC ORIGINAL in COLOUR must be sent to preschool to be displayed and kept with child's medication.**

CHILD CANNOT COMMENCE until this is received and a communication

- As part of the enrolment process, the **School Administrative Officer** 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 due to religious beliefs, or is on a recognised catch-up schedule if their child has fallen behind with their vaccinations.
- Offers of enrolment are made by letter in September of the year prior. Offers are 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.
- 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.
- Groups and attendance patterns are arranged in accordance with parent preference where possible. They are also arranged in the best interest of inclusion and gender balance.

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.
- Visa holders do not require an *Authority to Enrol*, as is the case with K-12 students.

Parent Conferences and Orientation

- Prior to commencement, additional information about each child is collected through a 'Preschool Enrolment Parent Conference Form' which is mailed with interview time and date letter. This seeks information regarding the child's home language, family context, interests, care history and intentions, health and any other information the family wants to share with the educators.
- Orientation "Play and Stay" visits are arranged when enrolments are confirmed and this information is communicated to parents with confirmation of enrolment letter.
- During their visit the children experience preschool activities in the indoor and outdoor environment and parents take part in a 'parent information session' where they have the opportunity to meet the preschool teachers, learn about the preschool program and ask any questions they may have. This generally occurs in the 2nd half of Term 4.
- Parents are able to access information from this various sources:
 - An enrolment package at parent conference, which includes a Parent Information Book e.g. 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 and opportunities for parent involvement.
 - Orientation 'Play and Stay' Visits through teacher presentation parents have the opportunity to clarify any further questions they may have.
 - Seesaw prior to the commencement of the school year.
 - School website (currently being updated)