



ASHCROFT PUBLIC SCHOOL

Enrolment and Orientation

Reviewed: 11/2022

To be reviewed: 2023

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
6.1	Regulation 160	Leading and operating department preschool guidelines
6.2	Regulation 161	Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy
7.1	Regulation 162	
	National Law S. 175	

Pre-reading and reference documents

[ACECQA National Quality Standard Information Sheet: Enrolment and Orientation](#)
[Application to enrol in a NSW Government preschool](#)

Procedure

Enrolment

- Children can enrol in a department preschool from the beginning of the school year if they turn four years of age on, or before, 31 July that year.
- A preschool enrolment package is given to prospective families by the office or preschool staff. These are updated each year, or as required.
- For each preschool class, children attend in two groups across the week to meet the requirements of *Universal Access* - 600 hours of quality education and care in the year before commencing school.
- Children do not have to reside within the school's catchment zone to attend the preschool.
- After receiving the wait list or enrolment forms, a panel is formed and 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*. This happens at the beginning of Term 4 each year. The principal, deputy principal, preschool supervisor and business manager will be part of the panel.
- Families are informed if their enrolment application has been successful or not via a note sent home with an enrolment interview date. If their application is unsuccessful, the child will be placed on a waiting list and may be offered a position if one becomes vacant.
- Families offered a position are asked to complete the *Application to enrol in a NSW Government preschool* and supply the required supporting documentation listed in the form, if not already. This information is checked by the APS office staff.
- The principal or deputy principal reviews each enrolment form and certifies if the child's application to enrol is accepted or declined. Office staff will ensure the application is complete prior.

<p>Transition and orientation</p>	<ul style="list-style-type: none"> • The preschool family information booklet provides families with general information about the preschool and summarises key preschool procedures. Preschool teacher will review the booklet annually to ensure it is current and make changes as required throughout the year. • Children and families are supported to transition into preschool through a range of planned practices e.g. orientation tours, interviews, play sessions, information sessions. • Families are asked to provide additional information about their child to enable the preschool educators to better understand and plan for their needs, including religious, cultural and/or dietary requirements, strengths, interests, toileting needs, rest requirements. • In some situations it is critical the preschool teacher meet with a family before their child commences preschool to discuss the child's needs and plan any required adjustments. This will include the parent or carer 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. The preschool supervisor will organise these interviews and invite any other school staff as required, such as the counsellor or LaST. • 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 decided upon by the principal on a case by case basis.
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Record of procedure's review	
Date of review and who was involved	
03/11/2022	Karen Ali, Sarah Philp, Shayla Rash
Key changes made and reason/s why	
Sections created to make procedure clearer to follow	
Record of communication of significant changes to relevant stakeholders	
Procedure displayed in preschool foyer and communicated to staff at staff meeting.	

Copy and paste a new table to record each occasion the procedure is reviewed.