

Rydalmere Public School Preschool Procedure Enrolment and orientation



Reviewed: 4 - 3 - 19

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	Relevant National Quality Standard/s	School policy or procedure, where applicable
<p><u>Regulation 168(2)(k)</u></p> <p><u>Regulation 160</u></p> <p><u>Regulation 161</u></p> <p><u>Regulation 162</u></p>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> • Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy PD/2002/0006/V01 • Department Preschool Classes: Enrolment procedure (attached below) • Preschool waiting list application form • Application to enrol in a NSW Government preschool • Schedule of Visa Subclasses and Enrolment Condition 		

- Children who are to attend preschool the following year are offered an orientation session in December of the year preceding. During this session children are provided with an assortment of activities (indoors and outdoors). The parents are informed of preschool procedures and programs. They are provided with documents to be completed to give preschool information about their child.
- Families are contacted via email where possible to offer a position for their child to attend preschool the following year. If no email address is available offers are sent in the mail.
- During the year prior to attending the parent completes a preschool application which indicates their desire to secure a preschool position the following year. Preschool operates two groups which attend on different days. When the parent completes the application form they are asked to indicate which group they would prefer. Where possible their preference is accommodated.
- The parent of any child with additional learning or health needs noted on their application forms are contacted prior to starting preschool to obtain further details of this condition. This can be done either at orientation for minor medical conditions or contact can be made.

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 year.
- **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 due to religious beliefs, or is on a recognised catch-up schedule if their child has fallen behind with their vaccinations.**
- 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 and a member of the school community. Where a significant number of 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 all 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 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.

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 Office.