



Guliyali Preschool Procedure

Enrolment and Orientation



Current	13/03/2017
Next Review	13/03/2018
Regulation(s)	R.160-162, 177
National Quality Standard(s)	6.1.1: There is an effective enrolment and orientation process for families. 6.1.3: Current information about the service is available to families. 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 School Procedure	Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy PD/2002/0006/V01 Departmental Preschool Classes: Enrolment procedures
DoE Preschool Handbook January 2016	Access, pages 11-14
Key Resources	Application to enrol in a NSW government preschool Schedule of Visa Subclasses and Enrolment Conditions Preschool waiting list application form Immunisation Enrolment Toolkit Family information- enrolling in a DoE preschool Welcome to Preschool- a family guide

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.

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 Offices.