

| National Quality Standard<br>Education and Care Services<br>National Law and National<br>Regulations | Associated department policy,<br>procedure or guideline                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Reference document(s)<br>and/or advice from a<br>recognised authority                                                                                                                                         |
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| <b>NQS: 6.1, 6.2, 7.2</b><br><b>Law Section: 175</b><br><b>Regulations: 160, 161, 162</b>            | Leading and operating department<br>preschool guidelines<br><br><a href="#">Enrolment of Students in NSW<br/>Government Schools</a><br><br><a href="#">Department preschool enrolment<br/>procedures [PDF 154 KB]</a><br><br><a href="#">Application to enrol in a NSW<br/>Government Preschool [PDF 893 KB]</a><br><br>Application to enrol in a NSW<br>Government Preschool – <a href="#">translated<br/>versions</a>                                                                                                                                                                                                                                                                                                             | <a href="#">ACECQA information sheet –<br/>Enrolment and Orientation<br/>[PDF 901 KB]</a><br><br>ACECQA's policy and<br>procedures guidelines –<br><a href="#">Enrolment and orientation<br/>[PDF 249 KB]</a> |
| <b>Responsibilities</b>                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                               |
| <b>School principal</b>                                                                              | The principal as nominated supervisor, educational leader and responsible<br>person holds primary responsibility for the preschool.<br><br>The principal is responsible for ensuring: <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this<br/>procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement<br/>this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle<br/>of self- assessment.</li> </ul> These tasks may be delegated to other members of the preschool team,<br>but the responsibility sits with the principal.                                                            |                                                                                                                                                                                                               |
| <b>Preschool supervisor</b>                                                                          | The preschool supervisor supports the principal in their role and is<br>responsible for leading the review of this procedure through a process of<br>self-assessment and critical reflection. This could include: <ul style="list-style-type: none"> <li>analysing complaints, incidents or issues and the implications for<br/>updates to this procedure</li> <li>reflecting on how this procedure is informed by stakeholder feedback<br/>and relevant expert authorities</li> <li>planning and discussing ways to engage with families and<br/>communities, including how changes are communicated</li> <li>developing strategies to induct all staff when procedures are updated<br/>to ensure practice is embedded.</li> </ul> |                                                                                                                                                                                                               |
| <b>Preschool teacher(s) and<br/>educator(s)</b>                                                      | Preschool teachers and educators are responsible for working with the<br>preschool leadership team to ensure: <ul style="list-style-type: none"> <li>all staff in the preschool and daily practices comply with this<br/>procedure</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                               |



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|                  | <ul style="list-style-type: none"> <li>• this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>• they are actively involved in the review of this procedure, as required, or at least annually</li> <li>• details of this procedure's review are documented.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Procedure</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Enrolment</b> | <ul style="list-style-type: none"> <li>• Children can enrol from the beginning of the school year if they turn four years of age on, or before, 31 July that year.</li> <li>• A preschool enrolment package is given to prospective families. These packs are compiled by the school office staff and the preschool AP, the contents of these packs are reviewed and updated annually towards the end of term 2. Each pack contains a parent handbook, DET preschool booklet,</li> <li>• For each preschool class, children attend in two groups across the week to provide 600 hours of quality education and care in the year before commencing school.</li> <li>• We are a 2.5-day sessional preschool. Adventurers Mittaggar attend Monday, Tuesday and Wednesday am (9-11:30). Explorers Mittaggar attend Wednesday pm (12:30-3pm), Thursday and Friday. Prior to offering enrolment children are prioritized using the DET enrolment guidelines. If all places are not filled, we offer a 4 and a half day program for any students who require additional support and we use the above mentioned DET guidelines as our way of prioritising need. I</li> <li>• Initially, parents complete a waitlist form to express their interest in attending the preschool, this can be completed online or in person.</li> <li>• These expression of interest forms are collated by the school office staff and are printed and stored in a folder in order of when they are received. These forms are available year-round and are updated as necessary in line with DET changes, parents are notified by email or phone when forms are received.</li> <li>• Children do not have to reside within the school's catchment zone to attend the preschool.</li> <li>• 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.</li> <li>• The school enrolment panel begins prioritizing the expression of interest forms in week 6 of term 3. This panel consists of the preschool Assistant Principal and the preschool Administration Officer.</li> <li>• Families are informed if their enrolment application has been successful or not, via phone. If the application is unsuccessfully the child/children will be placed on our waiting list.</li> </ul> |



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|                                   | <ul style="list-style-type: none"> <li>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 they have not already. These forms are collected by the school office staff who are responsible for checking the supporting documentation.</li> <li>The principal holds interviews with all preschool families in term 4 to review each enrolment form and certify if the child's application to enrol is accepted or declined. All enrolment forms are then checked again to ensure they are fully completed by the school office staff before being filed in the preschool filing cabinet in the preschool office.</li> <li>Children who are absent for a period of time due to holidays or illness are not unenrolled from the preschool. In their absence, additional days are offered to other child(ren) in the preschool, based on the priority of access outlined in the department's preschool enrolment procedures. On the absent child's return, all children resume their usual attendance.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Transition and orientation</b> | <ul style="list-style-type: none"> <li>The preschool family information or orientation booklet provides families with general information about the preschool and summarises key preschool procedures. This booklet is reviewed annually by the Principal, preschool Assistant Principal and school office staff.</li> <li>Children and parents are supported to transition into preschool through a range of planned practices. The preschool remains open during these sessions. At the beginning of the year parents are invited to bring their child to the preschool for a morning or afternoon session where they meet educators and children get to play with some of their new preschool classmates. Parents are provided with additional information and given a staggered start time for their child to ensure each parent and child is given time to learn new routines and say good-bye with the assistance of a preschool educator.</li> <li>At the time of orientation, parents are asked to provide additional information (verbally or in writing) about their child to enable the preschool teachers and educators to better understand and plan for their needs, including religious, cultural and/or dietary requirements. Information is also collected around individual child strengths and interests as well as any goals the parents have for their child during their time with us in the preschool.</li> <li>For children with a medical condition, additional needs or in out of home care, the teacher will meet with their parent before they commence preschool, these interviews are organized by the teacher in charge of that group and are conducted in the preschool office. Depending on the child, this discussion may address things such as how they can be most effectively supported to transition into preschool or what required adjustments need to be made. It is also an opportunity to collaboratively develop the child's risk assessment plan and discuss their health care needs. Only families who children have indicated particular needs are interviewed</li> </ul> |



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|                                                                                                | <p>(medical/health/behavioural). All families are invited to partake in our Get to Know Your Child night in term 1 as a part of the whole schools assessment schedule and encouraged to talk to educators of any concerns.</p> <ul style="list-style-type: none"> <li>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 determined at the time of the enrolment interviews after discussions with parents. These plans are formulated with families, any additional therapists, additional DET support (where applicable) and preschool educators.</li> </ul> |
| Record of procedure's review                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Date of review</b>                                                                          | August 30, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Who was involved</b>                                                                        | Principal, Preschool Staff, Whole-School Staff, Parents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Key changes made and reason why</b>                                                         | Procedure layout updated to reflect the changes made in the leading and operating department preschool guidelines document.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Record of communication of significant changes to relevant stakeholders</b>                 | <p>Principal: consultation, staff meeting and email</p> <p>Staff: preschool induction and email</p> <p>Parents: noticeboard in the preschool, newsletter and school website</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>                                                                                                                                                                                                                                                                                                      |
| Copy and paste the last 4 rows to the bottom of the table each time a new review is completed. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Date of review</b>                                                                          | 13 August, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Who was involved</b>                                                                        | Principal, Preschool Staff, Whole-School Staff, Parents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Key changes made and reason why</b>                                                         | No changes made.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Record of communication of significant changes to relevant stakeholders</b>                 | <p>Principal: consultation, staff meeting and email</p> <p>Staff: preschool induction and email</p> <p>Parents: noticeboard in the preschool, newsletter and school website</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>                                                                                                                                                                                                                                                                                                      |
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