

# Dubbo West Public School Preschool

## Procedure: Enrolment and Orientation

### Education and Care Services National Law or Regulation:

160

161

162

S.175

### Links to National Quality Standard:

6.1

7.1

### Links to Department Policy, Procedure or Guideline:

*Enrolment of Students in NSW Schools: a summary and consolidation of policy*

*Department Preschool Classes: Enrolment Procedures*

### Date to be reviewed:

July 2020

### Introduction:

At Dubbo West Public School Preschool it is important Preschool children and their families feel a sense of belonging and feel safe, secure and supported enrolling their child at Preschool.

### Aims:

- To assist children and their families to make a smooth transition into our preschool.
- To make the process as simple as we can for the families that enter our service as well as ourselves.
- To prepare children and families for what they can expect when they start at preschool.
- For Educators to gain knowledge and understanding of children's backgrounds prior to starting preschool.

### Procedures:

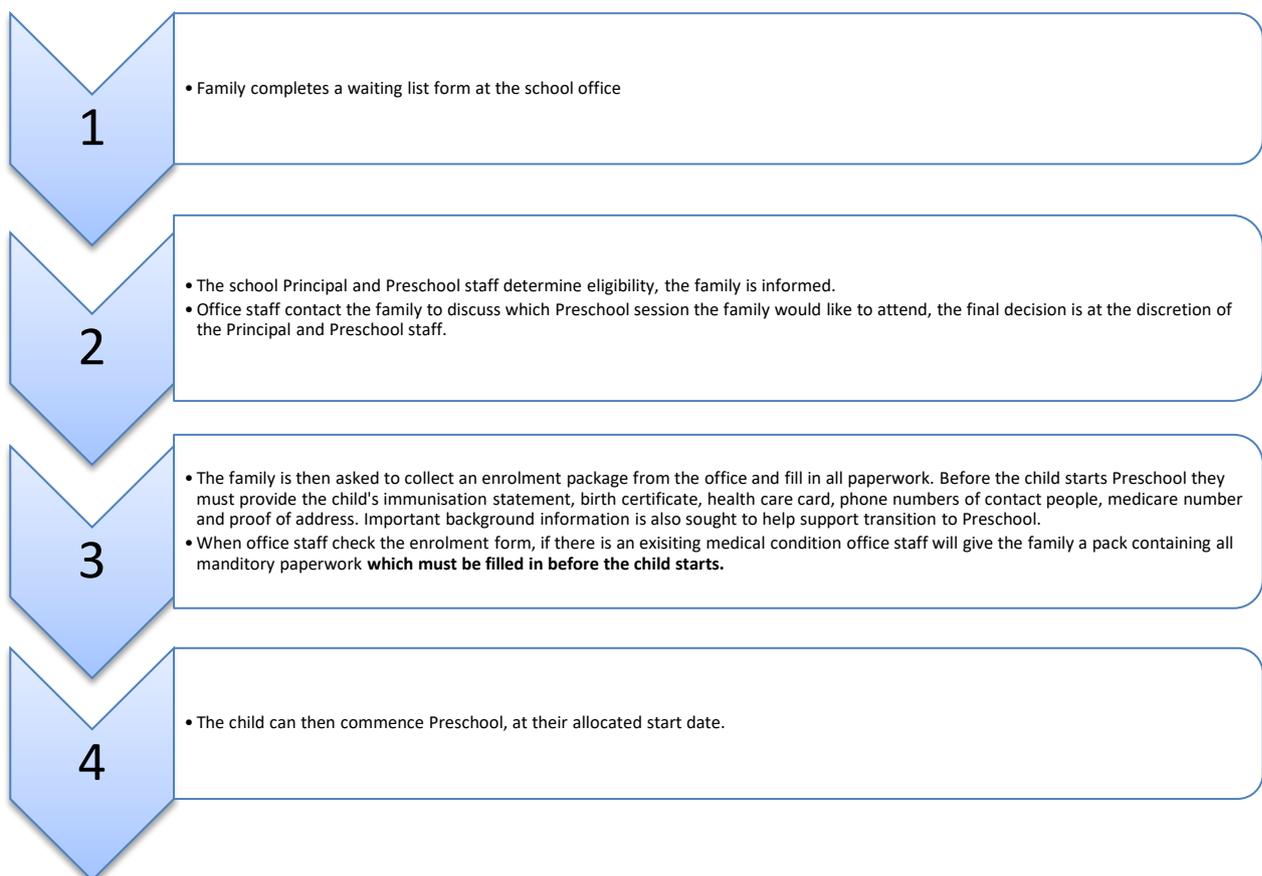
- Children attend department preschool classes for one year only, the year before they start school.
- In exceptional circumstances, the principal may consider an additional year of attendance after consultation with the parent/carer, the preschool teacher and other relevant personnel. If this is the case, the child is to be considered as a new application and prioritised in the same way as all new applications.

- Priority is given to:
  - Aboriginal or Torres Strait Islander children
  - Children living in low socio-economic circumstances
  - Children who are unable to access other early childhood services due to disadvantage or financial hardship.

Children can enrol from the beginning of the school year if they turn four years of age on or before 31 July in that year.

- The principal will offer enrolment in the following order:
  - to children living within the school's enrolment catchment area with priority given to Aboriginal children and those who are disadvantaged
  - to children living outside the school's enrolment catchment area and who have siblings enrolled in the school, with priority given to Aboriginal children and those who are disadvantaged
  - to children living outside the local school's enrolment catchment area with priority given to Aboriginal children and those who are disadvantaged

### Procedure for enrolling a child at Preschool:



- The above procedure for enrolling a child (the 4 steps), will be provided to families when they initially enquire about enrolling their child at Preschool.
- During the enrolment time the family is offered a tour and time to ask questions. An orientation afternoon is held during Term 4, to support families attending the following year.
- Educators seek informal and formal moments to communicate with families regarding any interests, strengths or concerns they may have about their child.
- Families are encouraged to bring their child as often as they feel they need to for visits leading up to starting Preschool.
- During the year, parents will continue to be supported both formally and informally through conversations, to ensure their child continues to feel safe, secure and supported whilst attending Preschool.
- Staff will continue to ensure lines of communication are open with families when their child is unsettled through telephone, emails and written communication books.
- Preschool staff will ensure all children have relevant enrolment information as per NSW Education and care services National regulations available on the premises at all times.

