Early Intervention and Preschool Procedure

Enrolment and Orientation



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| **Current** | September, 2017 |
| **Next Review** | 2018 |
| **Regulation(s)** | R.160-162, 177 |
| **National Quality Standard(s)** | Standard 6.1: Supportive relationships with families- Respectful relationships with families are developed and maintained and families are supported in their parenting role.Standard 7.1: Governance- Governance supports the operation of a quality service.  |
| **Relevant DoE Policy and link** | [Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy PD/2002/0006/V01](https://education.nsw.gov.au/policy-library/policies/pd02_06_enrolment_of_students.pdf) |
| **Relevant School Policy** | [Annandale Public School Enrolment Policy (P-6)](http://www.annandale-p.schools.nsw.edu.au/documents/82032029/82045172/Enrolment%20POLICY-1.pdf) February 2016- attached |
| **DoE Preschool Handbook January 2016** | Access, pages 12-13 |
| **Key Resources** | [Departmental Preschool Classes: Enrolment procedures](https://education.nsw.gov.au/policy-library/related-documents/preschool_memo.pdf)[Preschool waiting list application form](https://schoolsequella.det.nsw.edu.au/file/e647cf1b-7bcd-42dd-8042-f8dd431c9786/1/Preschool-waiting-list-application-form.pdf)[Application to enrol in a NSW Government preschool](http://www.schools.nsw.edu.au/media/downloads/gotoschool/enrolment/preschoolapptoenrol.pdf)[Schedule of Visa Subclasses and Enrolment Conditions](http://www.detinternational.nsw.edu.au/media-assets/trp/visa-subclasses.pdf)[Immunisation Enrolment Toolkit](http://www.health.nsw.gov.au/immunisation/Documents/Immunisation-Enrolment-Toolkit.pdf) [Preschool enrolment- DoE Website](https://education.nsw.gov.au/preschool/enrolment) |

**Common Procedures:**

**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.
* Applications for enrolment are made by completing the *Application to enrol in a NSW Government preschool.* Only the current blue and white form will be accepted. Completed enrolment forms are accepted by the school office from the start of the year prior to commencement. The completed forms are given to the preschool teachers at the end of the year prior to the new children commencing, so they are able to view and act on the information.
* The School Administration Officer is responsible for collecting Individual health care plans before a child enrols.
* 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.
* Offers of enrolment are made by letter in September of the year prior. Offers are 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.
* Generally, our preschool does not offer a second year of preschool to children unless there are particular educational reasons. 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.
* Visa holders do not require an *Authority to Enrol*, as is the case with K-12 students.

**Orientation**

* The preschool is represented at the whole school Open Day in Education Week, giving the community an opportunity to view the preschool program and talk to the educators.
* Groups and attendance patterns are arranged in accordance with parent preference. They are also arranged in the best interest of inclusion and gender balance.
* Orientation visits are arranged when enrolments are confirmed and children have been assigned to a group.
* During their visit the children experience preschool activities in the indoor and outdoor environment and parents take part in a ‘meet the teacher session’ where they have the opportunity to ask questions and exchange information with teachers.
* Parents are given information verbally and in the form of a Parent Information Book, eg. Philosophy, staffing, operational matters, program information and daily timetable plus a summary of procedures related to illness, absences, additional health needs, the EYLF learning outcomes, arrivals and departures and opportunities for parent involvement.
* Prior to commencement, additional information about each child is collected through an ‘Additional Information Form’. This seeks information regarding the child’s home language, family context, interests, care history and intentions, health and any other information the family wants to share with the educators.

**Early Intervention specific procedures:**

**ENROLMENT POLICY (P-6)**

**February 2016**

**Enrolment Principles and Guidelines**

The enrolment of students at Annandale PS is consistent with the DoE Policy, with particular attention paid to the following principles:

* Children are entitled to be enrolled at the government school that is designated for the intake area within which the child’s home is situated and that the child is eligible to attend
* Children living in the local area will be enrolled in accordance with the policies of the NSW Department of Education. The boundary of our local area is clearly marked on the School Catchment Map from the DoE Demographer (attached)
* The decision on where to enrol a student and, with what level of support, will depend on a number of factors, including the student’s educational needs, the express desires of parents and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location, and the availability of support services at alternative locations
* In the context of the above principles and their application, which clearly constrain an individual’s choice of provision, no person will be discriminated against in the enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

**Enrolment Processes and Procedures Local Enrolment**

Students are enrolled at Annandale Public School (APS) in accordance with the guidelines of the NSW Department of Education. A student is entitled to enrol at APS if the child’s permanent and principal place of residence is situated within the designated intake area and the child is eligible to attend school.

**Enrolment Ceiling**

A current enrolment ceiling for APS (K-6) has been established at 416 students (16 permanent teaching spaces with an average of 26 students per class). Once this number of enrolments has

been reached, in general, children who do not live within the designated local area will not be enrolled. This ceiling does not take into account preschool enrolments, for which a separate enrolment policy exists.

**Enrolment Buffer**

Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations, and on the number of families moving in and out of the area. Places in the buffer will not be offered to non-local children.

**Proof of Residency**

The school will seek evidence demonstrating that the child’s place of residence is within the designated intake area through the provision of current original documents. These are:

* Property ownership or tenancy documents in the name of the child’s parents or guardians

e.g. rate notice (in relation to property ownership) or tenancy agreement (of at least 12 months duration); and

* b) Three utility account statements (water, electricity, telephone or gas) displaying the name and address of the child’s parents or guardians.

Please be aware of the following paragraph on the front page of ‘Application to enrol in a NSW government school’ which states:

‘Giving false or misleading information is a serious offence. In the event that statements made in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.’

Please also note the following:

A child enrolling at APS is required to live with his/her parents or legal guardians. Staying with a relative or friend does not qualify a child as “a resident". Proof of Guardianship must be supported by the relevant papers endorsed by the Family Court of Australia.

Applicants are required to be permanently residing in the designated intake area at the time of making an application to the school.

If the child’s place of residence changes at any time after your child commences school, the child’s parent or guardian MUST notify the school immediately so that the school records remain accurate.

**Preschool Enrolment**

Children are eligible to enrol in NSW public preschools if they turn four **on or before 31 July** of that year. Applications for next year are taken from term two of the current school year.

Please make an appointment with us to apply to enrol your child. You will need to bring these documents with you:

* your child's birth certificate or identity documents
* proof of child's address - originals of different documents such as your council rates notice or residential lease and electricity bill
* low income health care card (if applicable)
* family law or relevant court orders (if applicable).

Children attending a Department of Education preschool are entitled to do so for one school year only prior to commencing Kindergarten.

**Specific Priority categories for Pre-School Placement**

When placing children into the pre-school, the guidelines for placement are decided in accordance with DoE guidelines.

Priority will give priority to children whose families are experiencing disadvantage and who are unable to access other prior to school services.

Specific Priority categories will include children:

* of Aboriginal and /or Torres Strait Islander background
* with special needs, with no prior to school experience
* from families experiencing financial hardship

**Preschool Hours**

Annandale Public School runs a 3 day and 2 day sessional program: Monday-Wednesday 9.00 to 3.00pm

Thursday and Friday 9.00-3.00pm

Payment: $45.00 per day (this includes the government rebate).

**Kindergarten Enrolment**

For students entering Kindergarten the principle place of residence must be re-confirmed at the commencement of the school year prior to the child’s first day of attendance. An original and current utilities or services bill must be presented to the school. Children may enrol at the beginning of the school year if they turn 5 years of age on or before 31 July in that year.

**Non-Australian Citizens**

Non-Australian citizens holding a visa granting permanent residence, New Zealand citizens holding a current New Zealand passport and permanent residents of Norfolk Island are eligible for enrolment and are not liable to pay the Temporary Visa Holders Education Fee. The school must sight the originals of passports and other travel documents and record the details of these documents before enrolment.

Applicants in this category are required to be permanently residing in the designated intake area at the time of making an application to the school.

Siblings of children currently enrolled at APS not living in the designated intake area, will have to make an application as a non-local enrolment. Offers to non-local applicants may only be made when places are available.

**Non-local enrolments**

A non-local enrolment is a student whose permanent and principal place of residence is beyond the designated local enrolment area.

Criteria for selecting non-local enrolment applications may include one or more of the following factors. The factors listed are not in priority order:

* a sufficient enrolment buffer exists for eligible local enrolments and the school is within its enrolment ceiling
* availability of appropriate staff and permanent accommodation
* siblings of students currently enrolled in the school
* children of current Annandale PS staff (subject to approval by the enrolment committee)
* compassionate grounds.

Criteria will be applied equitably to all applicants.

The Enrolment Committee reserves the right to consider, and accept, special case applications. The Enrolment Committee has the authority to give priority of criteria for successful special case applications.

**Enrolment committee**

The Annandale Public School Enrolment Committee considers and makes decisions on non-local enrolment application. The enrolment committee comprises:

* the Principal
* one staff member and
* one school community member nominated by the school’s Parents’ and Citizens’ Association

The Enrolment Committee is chaired by the Principal who has the casting vote. Decisions made by the Enrolment Committee must be made within the criteria for non-local enrolment. The enrolment committee will keep minutes of meetings which are available to the Director of Public Schools NSW, Port Jackson Network, on request.

**Waiting list**

Non-local students will be asked to submit an application for non-local enrolments by 31st July. Applications received by 31st July will be place on a waiting list. The enrolment committee will determine the priority of each application. The priority order of the waiting list will be reviewed

periodically.

**Appeals**

Appeals against a decision of the Enrolment Committee should be made in writing to the Principal. If the appeal is not resolved locally, it will be referred to the Director of Public Schools NSW, Marrickville Network.

**Document history and details**

Approval date

4 February, 2016

**Approving Officer**

Dace Elletson (Acting Principal)

**Implementation Date**

Term 1, 2016

Documents Following: **Document A: Annandale Public School Catchment Area Map Document B: Street Inclusions/Exclusions**

