



ACT
Government

Education

ACT PUBLIC PRESCHOOL – ENROLMENT AND ORIENTATION PROCEDURE FOR PRESCHOOL

ACT PUBLIC PRESCHOOL – ENROLMENT AND ORIENTATION PROCEDURE FOR PRESCHOOL

Overview

- 1.1. An offer of preschool is guaranteed to all preschool aged children who are residents within the ACT.
- 1.2. This document provides guidelines surrounding enrolment and orientation processes specific to preschools. It takes into consideration existing policies and structures within the ACT Education Directorate that support enrolment processes for all children and families.
- 1.3. It also considers preschool specific needs and best practice when enrolling and orientating families and children to, and beyond the preschool environment.

2. Rationale

- 2.1. The aim of this document is to provide guidance surrounding preschool enrolment procedures for nominated supervisors, Education Directorate staff, and families of prospective students.
- 2.2. It provides a commitment to supporting processes that enable collaborative partnerships between parents, schools and alternate educational settings accessed by the child prior to/during/and beyond, their preschool year.

3. Enrolment Procedures

- 3.1. Prior to the commencement of enrolment procedures, schools are encouraged to connect with their community in a manner that effectively communicates information about their preschool.
- 3.2. The enrolment process in each school will provide avenues to meet the individual enrolment and transition needs of each family.
- 3.3. The development of processes that encourage collaborative partnerships between families; education and care services; preschools; and governing schools, are encouraged to support individualised enrolment and transition procedures.
- 3.4. Information surrounding enrolment and transition to preschool must be provided to families in a clear and accessible manner.
- 3.5. Families seeking to enrol their child within an ACT Public Preschool are able to do so via the online enrolment form on the Education ACT website:
<https://form.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1087>
- 3.6. The preschool's service approval provides the maximum number of enrolments allowed within a preschool space. This number must be supported by a supervision ratio of 1:11. The service approval determines how many students may be enrolled within each preschool.
- 3.7. Conditions on Priority Enrolment Areas (PEA) may or may not apply when enrolling a child in preschool. Current and up to date information should be communicated annually between principals/nominated supervisors and their Director of School Improvement.
- 3.8. Specific placement requirements apply to specialist schools, early childhood schools and the Allen Main Memorial Preschool.
- 3.9. Principals/nominated supervisors are requested to consult with the *School Operations* when liaising with NSW residents who seek to enrol a child within an ACT Public Preschool.

4. Offers and acceptance of placement procedures

- 4.1. Once a child's enrolment has been accepted, families will be provided with a letter of offer to accept their placement. This will be accompanied with requests to site birth certificate; proof of address and immunisation records.
- 4.2. School's will provide families with site specific enrolment packs that contain relevant and up to date information about the preschool. These may include:
 - The preschool philosophy;
 - A site-specific preschool handbook;
 - an *ACT Public Preschool parent and guardian authorisation form*;
 - relevant policies and procedures;
 - Third Party Software permission forms;
 - Templates or information surrounding necessary medical action plans, communication plans or risk minimisation plans;
 - Requests for information relating to the child as a learner e.g. Interest, strengths, areas of concern;
 - Permission to liaise with children's current education and care providers to support transition processes.

5. Orientation procedures to preschool

- 5.1. Preschool teachers or members of the leadership team are encouraged to meet with each family and their child individually for an enrolment interviews, so that information relating the specific needs of each child and their family may be considered. Where necessary this may provide a starting point for initiate access to inclusion support.
- 5.2. Schools are encouraged to provide orientation visits for families and children that enable a connection to the preschool learning environment. The aim of these visits are to develop a sense of belonging within the school community while establishing a basis for effective partnerships between families, children and their learning community.
- 5.3. Parents and guardians are encouraged to communicate openly and work collaboratively with preschool staff, to support their child's orientation prior to attendance and once they begin. This may involve enabling communication about their child between the receiving preschool and current education and care services.

6. Orientation procedures from preschool to kindergarten

- 6.1. School leadership and preschool teachers are encouraged to establish opportunities for families and children to develop genuine connections with their governing school community, throughout the preschool year.
- 6.2. School leadership will facilitate avenues to support effective communication, roles and responsibilities within the orientation process.
- 6.3. School Leadership will plan and implement orientation visits for children transitioning from preschool to kindergarten.
- 6.4. Orientation to kindergarten will engage an individualised approach that supports the needs of each child and their family.

6.5. When a child and their family are transitioning to an alternate setting, school leadership are encouraged to work with families to support orientation processes. This may include effective communication with the receiving school to support an individualised transition.

7. Contact

7.1. The Director, School Improvement is responsible **for this procedure**.

7.2. For support contact **The School Operations Branch** on 6205 3313 or email SchoolOperations@act.gov.au

8. Monitoring and review

8.1. The procedure owner will be responsible for monitoring the policy through annual scans. A full review will occur as necessary, or within a three-year period.

9. Complaints

9.1. Any concerns about the application of this procedure or the procedure itself, should be raised with:

- the school principal in the first instance;
- the Directorate's Liaison Unit on (02) 6205 5429;
- online at http://www.det.act.gov.au/contact_us;
- see also the *Complaints Policy* on the Directorate's website.

10. References

10.1. Definitions

- **Enrolment** – is the term used for the administrative procedure by which a person becomes a student of an education provider.
- **Orientation** – the act of supporting familiarity and understanding with reference to a setting, processes and people.
- **Placement** – refers to the process of allocating a student to a particular preschool
- **Preschool age** - A child is considered of preschool age if they turn 4 prior to 30 April during the year they start preschool.

11. Related Policies and Implementation Documents –

11.1. Education Participation Policy

11.2. Enrolment in ACT Public Schools Procedure

11.3. Attendance at ACT Public Schools Procedure

11.4. Enrolment form 2018

11.5. Early Entry for Children ATSI

11.6. Early Entry for Children EALD

11.7. Authority for phot_video Form

11.8. Enrolment of the Dependants of Temporary Residents Policy

11.9. Enrolment Dependants temporary Residents Procedure

11.10. Parent Enrolment Guide

11.11. ACT Public Preschool Transition Procedure

11.12. Written Authorisation Enrolment Insert

11.13. Additional Information

- Priority Enrolment Area webpage
- Online enrolment form - <https://form.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1087>
- NQS PLP eNewsletter No. 70
- Starting School – A Guide for families 2018-2019
- Timeline for Enrolments in 2019
- Review of Preschool Enrolments