



Adelong Preschool

Enrolment and Orientation Policy – Interest of Enrolment Procedure

Quality Area: 6

Collaborative Partnerships with Families and Communities

Procedures

Who is
affected by
this
procedure?

Parents
Staff
Volunteers
Ancillary
Staff
Children
Management
Students

1. Interest of enrolment form can be collected from the preschool or accessed and downloaded from Adelong Preschool Website www.adelongpreschool.com or complete online form which is linked to software platform Xplor.
2. Form is returned to the preschool and given to the Nominated Supervisor and added manually to the Xplor platform or submitted online which is received in the Xplor platform then added to the waitlist.
3. A return date, directors' signature and parent's signature to be completed on form and or date is accessible in the Xplor platform.
4. Days will be allocated using the priority of Access Guidelines which are:

Services are required to give equal priority of access to:

- children who are at least 4 years old on or before the 31 July in that preschool year and not enrolled or registered at a school
- children who are at least 3 years old on or before 31 July in that preschool year and from low income and First Nation families
- children with English Language needs
- children with disability and additional needs
- children who are at risk of significant harm (from a child protection perspective).

There is no order of priority assigned to the list of points above. Priority must be given to the groups outlined above before any other groups, including non-equity three-year olds.

All eligible funded children will be allocated 2 days, as per the "Start Strong" NSW Government, Early Education and Care Funding Guidelines. This aims for all children to be enrolled in 600 hours of Preschool in the year before they are eligible to start school.

If there are still vacancies, they may be allocated extra days if required.

5. Parents /caregivers will be offered a position at the centre through a formal letter which requires parents/ caregivers to accept the position and complete the full enrolment form. Access to this enrolment form will be emailed from the service’s software platform - Xplor and submitted electronically.
6. All paperwork must be submitted by the date specified on the formal letter with the enrolment application. This includes all required documentation – Birth Certificate, AIR Current Immunisation Status.
7. An enrolment interview is arranged and conducted by the Nominated Supervisor. This will allow for formal identification of parent/ guardians, completion of Medical Condition forms, risk assessment if required as well as Membership, Department Consent and Privacy Declarations.

Please note that:

- Continuing enrolments must complete the Interest of enrolment form each year and complete an update of enrolment details form.
- Enrolments for the following year will open in August and days will be allocated using the priority of Access Guidelines and the interest of enrolment return date.

Version	Review/ Mod Date	Modification	Next Review
1		Created	2 years or when required.
2	Nov 2017	Reviewed and updated	Nov 2019 or when required
3	September 2020	New enrolment software – processes review to reflect these changes.	Sept 2022 or when required
4	September 2022	Changed to reflect “First Nation families”	September 2024 or when required