



Enrolment and Fees Policy

Rozelle Public School Preschool

RATIONALE

Governance provides leadership and direction to the service. The approved provider must ensure that there are effective systems, procedures and processes in place to support the service to operate effectively and ethically. This promotes the confidence of families and the local community in the service. All states and territories have signed the National Partnership Agreement on Universal Access to Early Childhood Education. Preschools are required to comply with mandatory universal access when establishing enrolment and attendance patterns.

Universal Access to early childhood education ensures that a quality, early childhood education program is available for all children in the year before school. Programs are to be delivered by a qualified early childhood teacher for 15 hours per week or 600 hours a year, with a focus on participation by Aboriginal, vulnerable or disadvantaged children.

Quality Area 7 – Governance and leadership

Effective leadership and governance of the service contributes to quality environments for children's learning and development. Effective leaders establish shared values for the service and set clear direction for the service's continuous improvement.

Standard 7.1: Governance

Governance supports the operation of a quality service

Element 7.1.2 Management Systems

Systems are in place to manage risk and enable the effective management and operation of a quality service

Education and Care Services National Regulations: summary -

160, 161 and 162- child enrolment records to be kept by approved provider and inclusion in the record of authorisations from families relating to medical treatment, regular outings and health information

177-178 - Section 175 relating to requirement to keep enrolment and other documents including child's attendance records

RELATED DOCUMENTS AND POLICIES

Document: Enrolment of students in NSW government schools: a summary and consolidation of policy

Enrolment of non-Australian Citizens Procedures and eligibility

<https://education.nsw.gov.au/content/dam/main-education/policy-library/associated-documents2/Enrolment-of-Non-Australian-Citizens-Procedures-and-Eligibility>. PDF

Section 34A of the Education Act 1900 External link indicates a principal may require a person seeking to enrol a child in a school to provide proof, to the satisfaction of the principal, of the child's identity, date of birth and home address.

Planning needs to occur to determine the best way for the individual health support needs to be met in the context of the school.

The principal should coordinate plans to provide for the individual student's health and safety in the school environment. As part of that process, he or she should seek to develop an effective partnership with parents and staff so that arrangements for student health care support can be made. *See RPS Preschool Local Medical Policy*

It is not compulsory for parents to immunise their children. The Public Health Act 1991 External link specifically indicates that apart from exclusion during an outbreak of a disease, children should not be subject to any detriment as a result of their immunisation status. Students who are not immunised may be excluded from the school during an outbreak of a vaccine-preventable disease.

Legal issues Bulletin 43-Enrolment of children in government schools

<https://education.nsw.gov.au/about-us/rights-and-accountability/legal-issues-bulletins/enrolment-of-students-in-government-schools>

POLICY STATEMENT

Children are eligible for enrolment in preschool classes from the beginning of the school year if they turn four years of age before July 31 of that year.

Preschools are required to offer two attendance patterns across a week. Preschools must operate and be open to children the same days and hours as the whole school. A staggered start to support the children's transition into preschool meets universal access requirements.

In accordance with the NSW Department of Education's Preschool Enrolment Policy, Rozelle Public School is required to provide priority to disadvantaged children in the local community who are unable to access other early childhood centres. Disadvantage may be related to race, socio-economic status or disability.

Priority categories will include children:

- of Aboriginal and/or Torres Strait Islander origin
- from families experiencing financial hardship
- with disabilities
- with refugee status or who are non-English speakers

If applying for enrolment under these specific priority criteria, documentation to support the application will be necessary and an interview with the Principal may also be required.

In exceptional circumstances, children may attend preschool for an additional year. This can only occur with the approval of the principal following consultation with the child's family and preschool teacher.

In some cases, a family may seek to enrol their child at two different department preschools. Approval for dual enrolment is at the principal's discretion.

Page 94 Leading and operating department preschool guidelines

Leading and operating department preschool guidelines page 89 -90:

Further information is provided in our Preschool Information booklet available on the school's website at www.rozellepublicschool.com.au/preschool

A map showing the Rozelle school boundaries is available on the school website or from the school office.

The principal is responsible for approving all enrolment applications in his or her school. Various procedural aspects of the enrolment process can be delegated to other staff, such as collating relevant material, sighting birth certificates and confirming residential details. However, parents and students should not be advised their applications have been successful until they have been approved by the principal.

PROCEDURE

To comply with Universal Access, Rozelle Public School Preschool will have two classes with a maximum of 20 children in each class (a total of 40 enrolment positions), in a five day per fortnight program as follows:

Class 1 Monday, Tuesday, Wednesday - Week A
Monday, Tuesday - Week B

Class 2 Thursday, Friday - Week A
Wednesday, Thursday, Friday - Week B

The Application Process

Applications for enrolment in Rozelle Public School preschool for the following year will be accepted from the beginning of Term 2 of the current year. Application forms can be obtained from the school office or downloaded from the school web site. Applications close at 3:00pm on the Friday closest to 30th June of the current year.

Applications received after 3.00pm on that day will be considered only if positions are still available once all other applications have been considered and all applicants on the waiting list have been offered places.

Applications must be submitted in person with the originals of all necessary documentation. Once decisions have been made by the Placement Panel, all applicants will receive a letter informing them of whether their application was successful. These will be sent out in the last week of July each year.

Placement Panel Decisions

Rozelle Public School has established a placement panel to consider and make recommendations on all enrolment applications to the Preschool.

The panel is comprised of the Principal, the Preschool teacher and the President of the Parents and Citizens' (P & C) Association.

Following the closing date for applications, the placement panel meets to review each application and other documentation to place applications into priority order according to the stated eligibility criteria and specific priority enrolment criteria.

Priority Group 1

Children who live within the Rozelle Public School catchment area

Primary Placement Criteria*

Priority places are offered to students who meet the specific priority criteria and live within the Rozelle Public School catchment area:

- of Aboriginal and/or Torres Strait Islander origin
- from families experiencing financial hardship
- with disabilities
- with refugee status or who are non-English speakers

Secondary Placement Criteria

Children living within the local school boundary, with additional priority given according to age (older students will have greater priority)

Please note: one enrolment position will be held open for Term One, to ensure a priority place is available should a child meeting the priority criteria, living in the local area, require enrolment. In Week 10, Term One, the vacant position may then be filled by the child with the highest priority on the waiting list.

Once places are offered to students who meet the specific **Priority Group 1** criteria, any remaining places will then be offered following this order:

Priority Group 2

Children living outside the school boundary with siblings enrolled at the school.

Primary Placement Criteria*

Children living outside the school boundary with siblings enrolled at the school Priority places are offered to students who meet the specific priority criteria:

- of Aboriginal and/or Torres Strait Islander origin
- from families experiencing financial hardship
- with disabilities
- with refugee status or who are non-English speakers

Secondary Placement Criteria

Children living outside the school boundary with siblings enrolled at the school, with additional priority given according to age (older students will have greater priority)

Priority Group 3

Children living outside the local school boundary

Primary Placement Criteria*

Children living outside the school boundary - places are offered to students who meet the specific priority criteria:

- of Aboriginal and/or Torres Strait Islander origin
- from families experiencing financial hardship
- with disabilities
- with refugee status or who are non-English speakers

Secondary Placement Criteria

Children living outside the local school boundary with additional priority given according to age (older students will have greater priority).

Acceptance of Offers

Parents/guardians will have 7 days to accept an offered position, once they have been contacted by the preschool/office, by telephone and/or email.

If a parent/guardian has failed to respond the telephone or email offer, the position will be forfeited and then offered to the family/child who are next on the waiting list.

On the enrolment request form, parents will have nominated their preferred days. Parents may choose to forgo their alternate Wednesday. This may be due to their child attending another childcare centre or preferring not to attend an alternate Wednesday program.

Parents may nominate to be considered for an additional Wednesday that may become available due to withdrawal of an alternate Wednesday position, as listed above. Any additional Wednesday positions will be filled by the child with the highest priority on the waiting list. Some children may therefore attend six days per fortnight whilst others have nominated to attend for only four days per fortnight.

Documentation

Parents need to provide the following original documents:

- child's birth certificate or passport
- proof of child's residential address - originals of two documents such as your council rates notice or residential lease and electricity bill
- Commonwealth Health Care Card (if applicable)
- family law or relevant court orders (if applicable)
- reports related to child's disability or special need (if applicable).

Successful applicants will then be required to submit a Department of Education Preschool Enrolment form. These forms are available from the school office or can be downloaded from the Department's website.

Final placement decisions rest with the Principal and School Education Director.

Waiting List

Where the number of children applying exceeds the number of places available, names will be placed in order of priority on a waiting list. If a vacancy occurs during the year, the position will be filled by the child with the highest priority on the waiting list.

Once all positions have been filled, from Term Two onwards vacancies will be offered according to the waitlist priority groups. However, a late application from a family of a child who meets the Primary Placement Criteria* and living within the school catchment will take priority over Out of Area and any late applications.

No vacancies will be filled in Term Four except in exceptional circumstances (Primary Placement Criteria) at the Principals discretion

Declaration As part of the enrolment process parents will be asked to sign a declaration stating that all information given is not false or misleading. False or misleading information may influence their child's enrolment status or offer of a placement.

Preschool Enrolment of Non-Australian Citizens In accordance with the Department of Education and Communities' Procedures and Eligibility for the Enrolment of Non- Australian Citizens policy in relation to preschool enrolments, it is important to note that priority for enrolment in Rozelle Public School is given to Australian citizens and permanent residents, New Zealand citizens holding current New Zealand passports and their dependants, Norfolk Islanders, resident provisional visa holders and temporary humanitarian visa holders. Enrolment of children in these visa categories is subject to proof of identity and residency. Eligible children may enrol in NSW Department of Education and Communities preschools under the same conditions as Australian citizens. Holders of some temporary visas are not eligible to enrol in Department of Education and Communities preschools. Details of visa

subclasses and eligibility are available from the school office. Temporary Visa Holders who obtain a preschool place do not have to pay the Temporary Residents' Fee but are liable for payment of any preschool fees which apply.

Fees

Currently, fees are waived for all Department of Education Preschools.

Out of School Hours Care for Preschoolers

Before School Care may be available by OSH CLUB (Out of School Hours Care) for eligible children attending preschool. OSH CLUB is an independent provider, which operates on the school grounds. (phone) 02 9818 3472 • (email) admin@rozelleoosh.com.au to discuss enrolment in their service

Record of procedure's review
Date of review and who was involved
<p>June 2021 Reviewed with preschool teacher, Principal/Nominated Supervisor – Andrew Braiding, President of P&C - and Sass Officer for preschool - Amanda</p> <p>July 2022 – Adjusted 7 day acceptance of offer period -Andrew, Sandy & Amanda</p> <p>February 2023 – Andrew & Sandy clarified priority placement procedure to improve transparency for all stakeholders.</p> <p>September 2023 – Andrew & Sandy clarified procedure in response to late enrolment applications and Term Four offers.</p>
Key changes made and reason/s why
<p>Updates from DoE and ACECQA Policy Guidelines and COVID-19 Adjustments preschool fees waiver</p>
Record of communication of significant changes to relevant stakeholders
<p>No fees for 2023 – see below</p>

