



7.1 Admissions, Enrolment, Orientation and Withdrawals

Applies to: All Koorana staff working in Preschools and families attending Koorana Preschools.

Purpose

To ensure that all available Preschool places are allocated to families in an equitable and reasonable manner.

Version: 2

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Approved by: CEO

Policy context: This policy relates to

Standards or other external requirements	National Quality Standards – Quality Area 6 – Standard 6.1, Element 6.1.1
Legislation or other requirements	Children (Education and Care Services National Law Application) Act 2010 Education and Care Services National Regulations [(2)(k) under Regulation 168] NSW Public Health Act (Part 5, Division 4, Sections 85-88). NSW Public Health Regulation (Part 7, Division 2, Sections 42-44A)
Contractual obligations	Koorana’s Funding Agreements
Resources	Universal Access Criteria Immunisation Enrolment Toolkit for Early Childhood Education and Care Services – NSW Health

Documents related to this policy

Related policies	6.1 Collection of Children 7.2 Fees
Forms, record keeping or other organisational documents	Intake Stage 1 & 2 Procedures Annual Early Intervention Allocation Process Koorana Preschool Waitlist Form Preschool Enrolment Pattern External Waiting Lists



[Internal Waiting Lists](#)

Definitions

“Koorana” means Koorana Child and Family Services Incorporated.

“Parents” includes a legal guardian.

“Staff” is a Koorana staff member working in the Preschool, e.g. Educator, Administrator or Key Worker. This may also include other Koorana staff such as Case Managers, Early Linker, Therapists, Head Office Administrators, Home and Community Based Key Workers and Koorana Management when visiting or working in the Preschool.

POLICY STATEMENT

Koorana is committed to providing transparent and fair processes for gaining access to Preschools. Furthermore, Koorana is committed to ensuring that the enrolment process is easy, welcoming and children and their parents feel comfortable. In addition to that, Koorana is committed to welcoming families and encouraging their involvement in Preschool through a thorough orientation process. Lastly, Koorana will ensure that exit or change processes are clear and easily followed. Parents of children may choose to exit their child from the Preschool services at any time.

PRACTICES

Filling Preschool Mainstream Vacancies

The Administrator in each preschool (Croydon Street & Phillip Street) is responsible for maintaining:

- the External Waiting List for mainstream preschool, consisting of new children who wish to attend a Koorana preschool, placed on the list by an Administrator through Intake stage 1
- the Internal Waiting List, consisting of children who are currently attending a Koorana preschool who wish to attend for additional days, placed on the list by the preschool Administrator. Any parent wishing to place their child on the Internal Waiting List should be directed to the preschool Administrator. Any staff member becoming aware of a child wishing to enrol must ensure the preschool Administrator is informed.

In allocating a child to any vacancy that arises Koorana must ensure that we comply with:

- the Education and Care Services National Regulations
- Koorana’s Funding Agreements, which require
 - that under the universal access criteria “children eligible for a government funded preschool place will be either
 1. at least four years old on or before 31 July in that preschool year and not yet in compulsory schooling; or
 2. at least three years old on or before 31 July and from a disadvantaged background (i.e. from a family holding a low income Health Care Card or Aboriginal children)”
 - that children of indigenous background are prioritised

- that children whose parents live or work in the Canterbury Local Government Area are prioritised.

The Preschool Administrator is responsible for filling any mainstream preschool vacancy that arises. In allocating a child to the vacancy the preschool Administrator:

- implements the preschool enrolment pattern *where possible* (which specifies age ratios and the spread of enrolments across the days of the week)
- prioritises children in the following order:
 - i. any child of indigenous background on the Internal Waiting List; then
 - ii. any child of indigenous background on the External Waiting List; then
 - iii. children on the Internal Waiting List who meet the universal access criteria, are from the Canterbury LGA, are currently attending for one day, and wish to extend their days; then
 - iv. children on the External Waiting List who meet the universal access criteria and are from the Canterbury LGA; then
 - v. any other child on the Internal Waiting List from the Canterbury LGA; then
 - vi. any other child on the External Waiting List from the Canterbury LGA; then
 - vii. any other child on the waiting lists
 - viii. where more than one child in any of categories i to vii above meets the criteria, the child who has been on the waiting list the longest has priority.
- consults with the Preschool Leader and where necessary the Service Operations Manager Inner West.

Once the decision has been taken the Preschool Administrator:

- makes a verbal offer over the phone to the parents (using interpreters as needed)
- arranges for the parents to come to the preschool to complete the required forms, bring the required documentation, and pay the bond (if the child is from the External Waiting List)
- updates Qikkids and Penelope
- informs the Preschool Leader of the successful placement.

Referral by the Department of Family and Community Services to Koorana of a child at risk

Should a child be referred to Koorana by FACS this can result in a child being immediately placed in a Koorana preschool outside of the standard waiting list based allocation process. In these circumstances the Preschool Leader in consultation with the Service Operations Manager Inner West is responsible for deciding on the placement.

Filling Preschool Supported Place Vacancies

The Preschool Leader is responsible for filling any preschool supported place vacancy that arises. In allocating a child to the vacancy the Preschool Leader:

- implements Koorana's early intervention allocation criteria
- considers the waiting list established through the previous annual early intervention allocation process
- consults with the Skill Development & Therapy Team Leader and Service Operations Manager Inner West.

- informs the preschool Administrator of the allocation.

Once the allocation decision has been taken the preschool Administrator:

- makes a verbal offer to the parents (using interpreters as needed)
- arranges for the parents to come to the preschool to complete the required forms, bring the required documentation, and pay the bond, coordinating with the Preschool Leader to ensure they are available to meet the parents when they come in
- updates Qikkids and Penelope.

Orientation for the New Family

- A newly-placed child and their family are oriented to the preschool over an agreed period. The orientation includes the child and their parent(s) visiting the preschool usually on their enrolled days. The visits supports the child and family adjusting to their new environment and routines, and provides an opportunity for relationships to be developed with the parents. There is no charge to parents for orientation visits.
- The Preschool Administrator is responsible for scheduling the orientation, in consultation with the Preschool Leader. The Preschool Leader allocates the child to a focus educator.

Enrolment Procedures

Preschools are approved services under the Education and Care Services National Regulations. The approval to operate an Education and Care Service stipulates the age and total number of the children that are able to attend the Preschool. These vary between Preschools.

As part of the enrolment process parents are asked to:

- Complete and return the child's enrolment form prior to the child's commencement date.
- Provide a duly certified copy of a birth certificate, Australian Citizenship or passport or let the Administrator sight originals.
- Provide proof of their child's immunisation status through an Australian Immunisation History Statement or an approved 'specified exemption' in the case of a non-immunised child. Please note that children are unable to commence at the Preschool with an Australian Immunisation History Statement. The "Blue Book", overseas record or records from the GP cannot be accepted. If parents fail to produce an Australian Immunisation History Statement after their child was meant to commence at Preschool, parents are liable to pay fees and their child will not be allowed to attend until the Australian Immunisation History Statement is presented at Preschool.
- Provide the family's Health Care Card (if applicable).
- Make an appointment with the Preschool Administrator to review the enrolment form.
- The enrolment process is designed to identify and address these needs prior to the child's first day to ensure that staff are able to effectively settle children in at the Preschool. Individual needs may include:
 - Allergies
 - Medication requirements
 - Learning Difficulties
 - Diagnosed Disabilities



- Physical/emotional/intellectual difficulties
- Non English Speaking strategies
- Any other concern the family identifies.

If the child is receiving assistance from other organisations, then permission will be sought to contact that service to discuss the child's progress, current program and any specific strategies that the Preschool may need to follow. This will assist staff to begin programming for the child at the appropriate level.

Required notification Periods for withdrawing/reducing days of enrolment

Parents are required to provide the Preschool with 2 weeks' notice, preferably in writing, on their intent to withdraw their child or reduce their child's enrolment at the Preschool. The two weeks' notice can include the current week if it is given before the child starts their days for the current week (but not if the child has already started in that week). Full payment is required for the 2 week notice period. If a family cancels or adjusts their child's enrolment without the required 2 week notice, fees will be charged and due for payment.

Please note that during November and December the 2 week notification period does not apply. Where a family has a confirmed booking for November and December the Preschool will not accept any cancellation or changes to the booking pattern and the family is liable for all fees incurred. No refunds will be given should a family decide to leave the Preschool early, take a holiday, or access other services, such as Vacation Care prior to their child starting school. The families deposit will be used to cover any outstanding fees if required.

Re-enrolment in the service for the following year

- Parents will be asked to specify care requirements for the following year, either if their child is returning to Preschool or going to school.