



# Five Dock Public School

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## **PRESCHOOL ENROLMENT POLICY - 2019**

### **Government Preschool Classes**

The NSW Department of Education and Communities' key focus is the delivery of educational services to school-aged children, that is, children attending school from Kindergarten to Year 12. In addition to this key focus, the Department recognises the importance of preschool education. A number of government schools offer preschool classes for children who are turning four by 31 July in the year they wish to attend preschool. Children in these preschool classes then go into Kindergarten the following year.

### **General Principles Governing Enrolment**

Children attend Five Dock Public School preschool classes for one year only. The program caters for forty children. Our preschool caters for forty children on a five day fortnight rotation. That is, in week 1 of the fortnight they will attend either Monday and Tuesday or Wednesday, Thursday and Friday. In week 2, they will attend Monday, Tuesday and Wednesday or Thursday and Friday. This enables us to comply with the national requirement that preschools have fifteen hours of preschool each week or thirty hours over two weeks.

In exceptional circumstances, an additional year of attendance may be approved by the Principal. A written application would need to be provided by the parents/caregiver. This would be followed by consultation with the Preschool teacher and any health care professionals involved in the child's care.

### **Specific Priority Enrolment Criteria**

In accordance with NSW Department of Education and Communities' (DEC) guidelines, specific enrolment criteria will give priority to children whose families are experiencing disadvantage and who are unable to access other prior-to-school services.

Disadvantage may be related to race, socio-economic status or disability. Priority categories will include children who are:

- of Aboriginal or Torres Strait Islander origin;
- living in low socio-economic circumstances;
- those with disabilities; and
- those who are refugees.

If applying under specific criteria, documentation to support the application is required and an interview with the Principal may also be required.

### **Eligibility Criteria**

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

**Children meeting Specific Priority Enrolment Criteria** will be offered placement first. Where the number of children applying exceeds the number of places available, names will be placed on a waiting list. Priority of enrolment will be given in the following order.

- Children ranked from oldest to youngest **living within the school boundary with siblings** currently enrolled in the school.
- Children ranked from oldest to youngest **living within the school boundary**.
- Children ranked from oldest to youngest living **outside the school boundary with siblings** currently enrolled at the school.
- Children ranked from oldest to youngest living **outside the local school boundary**.

The specific enrolment criteria operate under each category of the eligibility criteria.

Compassionate grounds may be taken into consideration when determining priority for enrolment.

Final placement decisions rest with the Principal and Public Schools Director, Strathfield Principals Network.

### **Waiting Lists**

Where the number of applicants for enrolment in the preschool classes exceeds the number of places available, the school's Placement Panel will meet to establish a prioritised waiting list based on the eligibility criteria and the specific priority enrolment criteria.

The waiting list application is valid only for the year prior to enrolment in the preschool class and for the preschool year. Once a position has been accepted for a given year, any variation will be referred to the Placement Panel.

A child who has been attending a Departmental preschool class in one school, and who moves into another school's zone will be given priority enrolment for the remainder of their year of attendance. However, the enrolment of Aboriginal and/or Torres Strait Islander children should take precedence. If a vacancy occurs during the year, the position will be filled by the child with the highest priority on the waiting list.

### **Preschool Class Enrolment Procedure**

Application for preschool enrolment is made by the parent/carers and involves:

1. Completing an Application to Enrol in a NSW Government Preschool form.
2. Providing original documentation.

Applications for the following year will be taken from the beginning of Term 1 each year.

Once applications have been processed, you will be sent confirmation that your application has been received.

### **Documentation**

The following original documents must be provided if you are offered a position in the preschool:

- Proof of age, such as Birth Certificate or Passport;
- Immunisation History Statement; and,
- two pieces of documentation to confirm your current residential address. For example, rates notice, current lease agreement, utility bills. Driver's licences are not acceptable.

If applying under Specific Priority Enrolment Criteria, the following documents are also required:

- Proof of financial hardship such as a healthcare or pension card.
- Documentation of a disability or special need. The Student Support Co-ordinator of the NSW DEC's Sydney Region will be notified and an appraisal carried out to determine any additional support that may be able to be provided, if at all possible.
- Confirmation of a child's Aboriginality and/or Torres Strait Islander status (see below).

### **Aboriginal and Torres Strait Islander Status**

An Aboriginal and/or Torres Strait Islander is a person who:

- Is of Aboriginal and/or Torres Strait Islander descent;
- identifies as an Aboriginal and/or Torres Strait Islander; and,
- is accepted as an Aboriginal and/or Torres Strait Islander in the community within which he or she lives.

In keeping with established protocols, it is not for members of the community, other than Aboriginal or Torres Strait Islander people, to question a person's Aboriginal or Torres Strait Islander status. It is permissible for an Aboriginal or Torres Strait Islander to question another person's Aboriginal or Torres Strait Islander status.

Where an Aboriginal or Torres Strait Islander child is new to the community, a child's Aboriginal or Torres Strait Islander status may be confirmed by a *Confirmation of Aboriginality and/or Torres Strait Islander* document that is signed by a local Aboriginal organisation in the community from which the child's parents/carers or family originated. The document must be signed and carry the Common Seal of the local Aboriginal organisation.

### **Placement Panel**

Five Dock Public School has a placement panel to consider and make recommendations on all enrolment applications to the preschool. This panel consists of the Principal, Assistant Principal, preschool teacher and a member of the School's P and C, as designated by the P and C President.

The placement panel reviews each application form and other documentation to place applications into priority order according to the stated eligibility criteria and the school's specific enrolment criteria for the preschool.

When a placement offer is made, original documents will need to be produced to confirm the offer and enrolment. It is expected that this be done within seven (7) days of receiving an offer of placement otherwise the offer will be withdrawn.

### **Declaration**

You will be asked to sign a declaration stating that all information given is not false or misleading. False or misleading information may result in rescinding of any offer of placement.

All documentation must be provided before a child can be placed in a preschool class.

### **Preschool Hours**

At Five Dock Public School Preschool classes operate during the following times:

**9:00-2:45**

There are no before or after school facilities for preschool children.

## **Payments**

In 2014, the fee for attendance at the Preschool was \$40.00 per day. This fee may be adjusted annually. Advice as to fees for 2015 will be received by the school from DEC by the end of term 3. Families will be advised of the 2015 fees as soon as possible once the school has been advised.

Payments need to be current to maintain your place in the preschool. An invoice is sent home at the beginning of each term. Payment is due each fortnight.

When fees are outstanding, the Principal will make contact with the parent/caregivers within one (1) month to work out a plan for fee recovery.

## **Eligibility for fee relief**

In some circumstances, families may be eligible for fee relief. If applying for fee relief, parents/caregivers must provide the school with their original current Health Care Card.