



ACT
Government
Education

ACT PUBLIC PRESCHOOLS ENROLMENT AND ORIENTATION PROCEDURE

Document number: 00048/8

Published: March 2023

Education Directorate

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Glossary

Term	Definition
Regulatory authority	Children’s Education and Care Assurance (CECA), who undertake investigation, compliance, enforcement and assessment and rating functions against the National Quality Standard .
Approved provider	Approved providers must operate approved services that meets the obligations in the National Law . Approved providers must exercise effective leadership, governance and management to meet their legal obligations. Providers must also employ suitably qualified and experienced nominated supervisors, educational leaders, coordinators and educators. In the case of government preschools in the ACT, the approved provider is the ACT Education Directorate.
Setting	An early childhood education and care service (centre-based) under the National Law that provide education and care services. For the purposes of this procedure, these settings are public preschools (managed by ACT Education Directorate as the approved provider and undertaking the government preschool program for four-year-olds).
Enrolment	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	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.
Guardian	A person who is legally responsible for the care and wellbeing of a child.
Authorised person	A parent* or family member of a child who is being educated and cared for by an ACT public preschool; or an authorised nominee of a parent or family member of a child who is being educated and cared for by an ACT public preschool.

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	* Does not include a parent who is prohibited by a court order from having contact with the child.
Authorised nominee	A person who has been given permission by a parent or family member to collect a child enrolled in an ACT public preschool.
Nominated supervisor	As part of an application for service approval, approved providers must identify the nominated supervisor for the service. The nominated supervisor must be over 18 years old, have adequate knowledge and understanding of the provision of education and care to children, and have the ability to effectively supervise and manage an education and care service. In the case of government preschools in the ACT, the nominated supervisor tends to be the principal of the associated school campus.
Person in day-to-day charge	The approved provider and/or nominated supervisor needs to designate a responsible person to be placed in day-to-day charge of a service if the approved provider and/or nominated supervisor is not present. The person in day-to-day charge must be over 18 years old, have adequate knowledge and understanding of the provision of education and care to children, and have the ability to effectively supervise and manage an education and care service. The person nominated to be in day-to-day charge must accept this responsibility in writing. The nominated person must have adequate knowledge and understanding of the provision of education and care to children and be able to effectively manage a service. A record that demonstrates who is the responsible person in day-to-day charge should be in place. Being in day-to-day charge of a service does not place any additional legal responsibilities on the person under the National Law . The responsibilities relevant to educators under the National Law continue to apply. An approved provider does not have to appoint a person in day-to-day charge if a nominated supervisor(s) or an approved provider is to be the responsible person in attendance during service operational hours.
Educators	Qualified staff who work directly with children to meet their developmental and educational needs. It includes staff who are tertiary qualified teachers.
Educational leader	The National Law requires approved providers to designate, in writing, a suitably qualified and experienced educator, coordinator or other individual as educational leader.
Blue Book	Personal Child Health Record used to record a child's health, illnesses, injuries, growth and development.
Centre-based service	An education and care service other than a family day care service.
Obligations to notify	Approved providers and services have an obligation to notify CECA about incidents, complaints and changes to information about the approved provider or approved service. This includes serious incidents, complaints and circumstances where the health, safety or wellbeing of children may have been put at risk.

Obligations

ACT Public Preschools must meet the obligations of the [National Law](#), including Regulation 168, which states

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that education and care services must have policies and procedures in relation to the following:

- health and safety, including matters relating to:
 - nutrition, food and beverages, and dietary requirements;
 - sun protection;
 - water safety, including safety during any water-based activities;
 - the administration of first aid; and
 - sleep and rest for children.
- incident, injury, trauma and illness procedures;
- dealing with infectious diseases;
- dealing with medical conditions in children;
- emergency and evacuation;
- delivery of children to, and collection of children from, education and care service premises;
- excursions;
- providing child-safe environments;
- staffing, including:
 - a code of conduct for staff members;
 - determining the responsible person present at the service; and
 - the participation of volunteers and students on practicum placements.
- interactions with children;
- enrolment and orientation;
- governance and management of the service, including confidentiality of records;
- the acceptance and refusal of authorisations;
- payment of fees and provision of a statement of fees charged by the education and care service; and
- dealing with complaints.

1. Overview

- 1.1. This procedure outlines the requirements and processes for enrolment and orientation in ACT public preschools.
- 1.2. An offer of preschool is guaranteed to all preschool-aged children who are residents of the ACT.
- 1.3. This procedure relates to obligations under [Regulation 97](#) of the [National Law](#) and should be used to ensure compliance against the Compliance Guide.

2. Rationale

- 2.1. In accordance with provider approval conditions, this procedure aims to comply with the requirements set out within the [National Law](#).
- 2.2. The aim of this document is to provide guidance surrounding preschool enrolment procedures for nominated supervisors, Directorate staff and families of prospective students.
- 2.3. 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. 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](#). For more information on preschool enrolments, visit the [Enrolling in Preschool webpage](#).
- 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 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. Nominated supervisors are requested to consult with School Operations when liaising with NSW residents who seek to enrol a child within an ACT public preschool.

Offers and acceptance of placements

- 3.10. 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.

- 3.11. 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.

Orientation (into preschool)

- 3.12. 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.
- 3.13. 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.
- 3.14. 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.

Orientation (from preschool to kindergarten)

- 3.15. 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.

- 3.16. School leadership will facilitate avenues to support effective communication, roles and responsibilities within the orientation process.
- 3.17. School Leadership will plan and implement orientation visits for children transitioning from preschool to kindergarten.
- 3.18. Orientation to kindergarten will engage an individualised approach that supports the needs of each child and their family.
- 3.19. 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.

4. Contact

- 4.1. The Director, School Improvement is responsible for this procedure.
- 4.2. For support contact School Operations on 6205 3313 or email SchoolOperations@act.gov.au

5. Monitoring and review

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

6. Complaints

- 6.1. 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 Feedback and Complaints team on (02) 6205 5429 or through the [online form](#); and
 - ACT Education's Regulatory Authority, Children's Education and Care Assurance on [\(02\) 6207 1114](tel:0262071114) or complaintsCECA@act.gov.au.
- 6.2. For more information also refer to the [Complaints Policy](#) on the Directorate's website.

7. Related Policies and Implementation Documents

- Education Participation Policy
- Enrolment in ACT Public Schools Procedure
- Attendance at ACT Public Schools Procedure
- [Early Entry for Children ATSI](#)
- [Early Entry for Children EALD](#)
- Authority for photo/video form

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- [Enrolment of the Dependents of Temporary Residents Policy](#)
- [Parent Enrolment Guide](#)
- [ACT Public Preschool Transition Procedure](#)
- Written Authorisation Enrolment Insert
- Additional information:
 - [Online enrolment form](#)
 - NQS PLP eNewsletter No. 70
 - [Starting School](#) webpage

8. References

- [Education and Care Services National Regulations](#)