**Granville Public School Preschool**

**Procedure for Enrolment and Orientation**

Preschools in government schools operated by the Department of Education provide an inclusive environment where staff ensure that all children and families are included and welcomed equally. The preschools provide programs, information and resources that respectfully reflect the context, diversity and multicultural nature of communities.

Children generally attend departmental preschool classes for one year only, in the year before starting school. Children are eligible to enrol in preschool classes from the beginning of the school year if they turn 4 years of age on or before 31 July in that year.

The Public Health Act requires preschools to obtain documents from parents that show the child: is fully vaccinated for their age, or has a medical reason not to be vaccinated, or has a conscientious objection to vaccination due to religious beliefs, or is on a recognised catch-up schedule if their child has fallen behind with their vaccinations.

Applications for enrolment are made by completing the Application to enrol in a NSW Government preschool and will be accepted by schools from the beginning of term two in the year before the child starts preschool

Offers of enrolment need to be made in keeping with the department’s policy of targeting the most disadvantaged children in the local community. Priority should be given to Aboriginal children and children whose families experience disadvantage, in particular families experiencing financial hardship and who are unable to access other children’s services.

When the number of applications exceeds the number of places available in the preschool, children’s names will be placed on a waiting list. The principal then establishes a placement panel to consider and prioritise these applications. The placement panel includes the principal, a staff member and a member of the school community. Where a significant number of Aboriginal children are seeking enrolment, the panel should include a nominee from the local Aboriginal Education Consultative Group.

In exceptional circumstances, children may attend preschool for an additional year. This can occur with the approval of the principal after discussions with the parent and consultation with the preschool teacher

*At Granville Public School Preschool we:*

* offer a 5 day fortnight rotating program for example Monday, Tuesday and the following Monday, Tuesday, Wednesday or Thursday, Friday and the following Wednesday, Thursday, Friday.
* provide an application form that gives the families the opportunity to select which session their child will attend.
* prepare letters to offer positions in the later part of Term 3, after following the above selection criteria.
* have an Orientation session is offered in Term 4 the year before the child is to commence in the Preschool.