**![WPS Logo - Aug 2012[1]]()Waratah Public School Preschool Procedure**

**Fulltime Attendance**

**Review: February 2021**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** | [**Preschool Guidelines**](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf) **reference** | **School policy or procedure, where applicable** |
| [Regulation 168(2)(k)](http://www6.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s168.html)[Regulation 177(1)(l)](http://www6.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s176.html) | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/early-learning);* [Preschool enrolment](https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment/preschool-enrolment#Enrolment0)
 | Pg. 93-97 | WPS Enrolment Procedures |
| At Waratah Public School Preschool, enrolments are offered to children aged 3 to 5 years old. Children must turn 4 by 31st July in the year that they are enrolled to be eligible for enrolment. As per Department of Education Policy, priority for enrolment is given to: 1. Aboriginal or Torres Strait Islander children.
2. children living in low socio-economic circumstances (health care card etc.)
3. children who are unable to access other early childhood services due to disadvantage or financial hardship.

Positions will be offered in the following order.1. to children living within the school’s enrolment catchment area with priority given to Aboriginal children and those who are disadvantaged.
2. to children living outside the school’s enrolment catchment area and who have siblings enrolled in the school, with priority given to Aboriginal children and those who are disadvantaged.
3. to children living outside the local school’s enrolment catchment area with priority given to Aboriginal children and those who are disadvantaged.

In addition to the above mandatory Departmental Preschool enrolment criteria, the preschool leadership team will meet to assess and prioritise the order of children with additional needs or deemed to be at risk in the community.The definition of additional needs includes children presenting with;* a confirmed disability
* unconfirmed disability
* trauma background
* EALD
* behavioural needs
* speech
* medical needs

The definition of children and families deemed ‘at risk’ includes,* a current or previous involvement with Family and Community Services (FaCS)
* history of trauma
* history of domestic violence
* current financial hardship

Priority will be given children and families who;* live in zone to the school
* have siblings at Waratah Public School
* present with more than one additional need.

If the preschool receives an increase in enrolments which results in a waiting list, families will be informed of this. Dependent on their position on the priority list, families may be required to return to a five days per fortnight enrolment pattern for the remainder of the year. Families will be given a minimum of two weeks written notice of this change. NB. This procedure will be due for review in February 2021, or earlier if required.  |