



# SWALLOWCLIFFE

## PreSchool

### Enrolment and Attendance Policy

#### **Rationale:**

- The United Nations Convention on the Rights of the Child (the Convention) states...”that all children have the right to an education that lays a foundation for the rest of their lives, maximises their ability, and respects their family, cultural and other identities and languages. The Convention also recognises children’s rights to play and be active participants in all matters affecting their lives” (EYLF pg5)
- “Early childhood is a vital period in children’s learning and development.” (EYLF pg 5)

#### **Aim:**

The aims of the Swallowcliffe PreSchool Enrolment and Attendance Policy is

- to provide a quality program for 15 hours a week for eligible children.
- to provide where possible additional programs for young children eg playgroup, pre entry sessions.
- to identify and then support poor attendance and children at risk.
- to educate families about the link between regular attendance and improved learning outcomes for children.

#### **Enrolment:**

##### Eligible enrolment

- Children are entitled to 15 hours a week for 4 terms. If your child turns four before May 1<sup>st</sup>, they will start preschool on the first day of the Term One in that year. If your child turns four on or after May 1<sup>st</sup>, they will start preschool on the first day of the Term One of the following year. The minimum age for starting preschool will be three years and eight months.
- Children who are Aboriginal or under the guardianship of the Minister for Families and Communities, are entitled to attend up to 4 preschool sessions per week from 3 years of age (length of sessions will be determined at each individual needs and site needs), and may continue to attend up to 4 sessions per week until they are 6 years old. They do not have to start from the beginning of the school year.
- Approved early enrolments (depending on capacity)
- When the preschool is full to capacity “PreSchool Priority of Access Guidelines Northern Adelaide Region’ procedures will be put into place and enrolments will be assessed using their criteria

##### Early entry enrolments

Teachers and Principals may negotiate early entry or extended enrolments when:

- Additional time at preschool is likely to significantly improve a child’s learning and developmental outcomes, and
- The preschool has the capacity within its current resources, and
- Consultation has occurred between the teacher/principal, parent/caregivers and where applicable, personnel from the district.

##### Early Entry

Early entry to preschool may be considered when the preschool has capacity for

- Children with additional needs such as a disability, developmental delay, gifted development, culturally and linguistically diverse backgrounds or family and social circumstances who may commence early entry 2 terms prior to their eligible year of preschool. These children are eligible to attend for 2 sessions per week in the first term for half a day each and increase to a maximum of 3 sessions per week for half days from the beginning of their second term of early entry.

## PreEntry

Varies each year depending on PreSchool capacity.

## **Orientation Process**

The purpose of orientation is to establish positive relationships between families and the preschool.

1. Families to make contact with the preschool either by phone or walk in.
2. The preschool will give families an enrolment pack and make a time with them to come back to the preschool to meet with the Community Liaison Worker (CLW). If needed a translator can be booked for families not speaking English as their first language. **Children will not begin a preschool session until families have met with the CLW.** *This meeting will give families the opportunity to; have a one to one conversation sharing the needs of the children, and information regarding the preschool.) At the end of the year meetings will be set up for families starting the following year.*
3. Families will meet with the CLW and discuss
  - Enrolment forms
  - Sessions times/days
  - Pick up and drop off times
  - Routines eg signing in, fruit etc
  - How families can spend time with their children in the preschool
  - Parent library/school library, information board
  - Special events
  - Policies and procedures
  - Learning journals and scrap books
  - Play group/ special groups
  - Walk around the preschool
  - Part of the school
  - Transition
  - Questionnaire
  - Statement of philosophy
  - Family photo taken and individual photo of the family
  - Question time/ needs/ issues
4. Children with additional needs may be invited for a follow up meeting to develop a support play with a preschool teacher.
5. After all enrolment forms and medical/custody papers are completed and medication given to the preschool eg asthma puffers, children can start preschool.

## **Attendance**

Staff will:

- Ensure the maintenance of attendance records and intervene when necessary. Intervention will be documented. Implement school procedures, including family notification and follow up of non attendance.
- Provide a relevant and dynamic learning program that seeks to engage all children encouraging regular attendance.
- Educate families about the importance of regular attendance. Work with and liaise with families and government agencies to support attendance.

Parent/Caregivers:

When families enrol their child into preschool they accept the responsibility to:

- Provide information to the preschool that will assist planning for their child's learning eg medical condition, developmental milestones and family issues.
- Enable their child to attend punctually and regularly on every day the program is being offered.

- Provide an explanation to the preschool whenever their child is absent. When families have not contacted the school after three weeks absent from preschool and the preschool staff cannot contact the family or emergency contacts on their enrolment forms the child's name will be taken off the roll. If the family returns after 3 weeks the child will need to be re enrolled and in some instances put on a waiting list.
- Work with the preschool on intervention strategies to improve attendance.

## **Promotion:**

The policy will be promoted by:

- Families being informed via the newsletter and other correspondence.
- New families to the centre being informed via the Enrolment Information package.
- Staff being informed and provided with training opportunities.
- Students being informed via teachers.
- Via Governing Council
- Parent notice board
- Munno Para advertising table

Governing Council endorsed May 2012

Reviewed: May 2015