

# Preschool Participation Policy and Procedure

---

## Introduction

Learning Links Preschool provides a high quality inclusive preschool program to children of all abilities.

This policy outlines our commitment and everyday practice to support each child's:

- Legal and human rights
- Learning opportunities
- Transition to primary school and
- Wellbeing.

This policy also provides information on how the Preschool assesses participation and enrolment in our service.

---

## Policy

Learning Links Preschool provides services that do not discriminate based on gender, ability, ethnicity or religion.

Our services are provided in a manner sensitive to the individual needs of families.

Preschool enrolment procedures are planned and implemented in a way that meet the needs of the child and family, and all legislative requirements, including the NSW State Government Priority of Access Guidelines and the Start Strong Funding Guidelines.

Each child's legal and human rights are understood and incorporated into everyday practice.

---

## Definitions

Non-equity three-year old	A child who is at least 3 years old on or before 31 July in that preschool year and: <ul style="list-style-type: none"><li>• is not from a low income, and</li><li>• is not from an Aboriginal family; and</li><li>• does not have a disability and additional needs.</li></ul>
Low income family	Holders of a Health Care Card or Pensioner Concession* where the child is a named dependent on the card.  The Federal Government has confirmed that Health Care Cards issued in the child's name only are not means tested. Children with their own Health Care Card will therefore not be eligible. This includes Foster Care Health Care Cards and Health Care Cards for children with a disability.
Disability or additional needs	Evidence of the child's disability or additional needs including: <ul style="list-style-type: none"><li>• The child's NDIS Reference number</li><li>• A signed copy of the most recent and relevant report, assessment or letter outlining the child's disability or additional needs. The report must be from a relevant professional and written on letterhead with the assessment date less than 15 month prior to application date.</li></ul>

## Definitions

Relevant professionals	<ul style="list-style-type: none"><li>• A General Practitioner (GP)</li><li>• An early childhood teacher or primary teacher with Special Education qualifications who is not employed by our preschool</li><li>• An audiologist, registered psychologist, paediatrician, psychiatrist, speech pathologist, occupational therapist, a professional qualified to administer psychometric assessments, or another relevant medical specialist.</li></ul>
Start Strong	The NSW State Government implements Start Strong to NSW community preschools, aiming to improve affordability of early childhood education and increase the number of children participating for 600 hours in a quality early childhood education program in the year before school.

---

## Eligibility

This policy applies to all staff and volunteers involved in service delivery to children through Learning Links.

---

## Access and enrolment criteria

Our enrolment practices give equal priority of access to children:

- Who are at least 4 years old on or before the 31 July in that preschool year and not enrolled or registered at a school
- Who are at least 3 years old on or before 31 July in that preschool year and from low income, and/or Aboriginal families, and/or children with a disability and additional needs
- With English Language needs
- Who are identified as being at risk of significant harm (from a child protection perspective).

There is no priority order assigned to the access and enrolment criteria above. Priority must be given to the priority groups outlines above before any other groups, including non-equity three year old children.

---

## Responsible

Responsibilities for the policy are:

Person	Responsible for
Preschool Manager	<ul style="list-style-type: none"><li>• Managing enrolments to Preschool in accordance with the Preschool Participation Policy.</li><li>• Implementing this policy and procedure in a way that seeks to allocate places to those in the greatest need.</li><li>• Considering the resources available and the individual needs of all children and families so that the program can continue to provide a quality early childhood experience for every child in the program.</li><li>• Providing ongoing management support, professional development and current information to professionals.</li><li>• Providing families and the community with current information relating to priority of access guidelines in the Preschool program.</li><li>• Liaising with families regarding referrals to preschool and enrolment.</li><li>• Ensuring the referral and intake processes confirm the relevant abilities, strengths and support needs of individual children and families.</li><li>• Accessing diagnostic and/or assessment reports if available.</li><li>• Consulting with external and internal professionals as required.</li></ul>
Preschool Staff	<ul style="list-style-type: none"><li>• Participating in ongoing professional development.</li><li>• Ensuring knowledge of the Preschool Participation Policy.</li><li>• Adjusting learning programs for individual children to ensure each child's meaningful participation and access to all aspects of the service.</li></ul>

## Related documents

Related Policies:

- Client Services Participation Policy and Procedure
- Preschool Enrolment and Orientation Procedure

Disability Standards for Education 2005

[https://docs.education.gov.au/system/files/doc/other/disability\\_standards\\_for\\_education\\_2005\\_plus\\_guidance\\_notes.pdf](https://docs.education.gov.au/system/files/doc/other/disability_standards_for_education_2005_plus_guidance_notes.pdf)

NDIS commercial business and integrated service models

<https://www.ndis.gov.au/index.html>

NDIS Guidelines: Access to the NDIS

<https://www.ndis.gov.au/operational-guideline/access/purpose.html>

Disability Discrimination Act

[https://www.ausport.gov.au/\\_data/assets/pdf\\_file/0004/482215/6-](https://www.ausport.gov.au/_data/assets/pdf_file/0004/482215/6-)

Disability\_Discrimination\_Act.pdf

Department of Education and Communities/ Early Childhood Education and Care:

[www.det.nsw.edu.au/what-we-offer/early-childhood-education-and-care](http://www.det.nsw.edu.au/what-we-offer/early-childhood-education-and-care)

## Related documents

Disability\_Discrimination\_Act.pdf  
Department of Education and Communities/ Early Childhood Education and Care:  
[www.det.nsw.edu.au/what-we-offer/early-childhood-education-and-care](http://www.det.nsw.edu.au/what-we-offer/early-childhood-education-and-care)

National Quality Standards / Elements: 6.1.1; 6.3.3; 7.3.2

NSW Disability Standards  
[https://www.adhc.nsw.gov.au/sp/quality/standards\\_in\\_action](https://www.adhc.nsw.gov.au/sp/quality/standards_in_action)

NSW State Government Funding Agreements

Priority of Access Guidelines (as set under the Family Assistance Law)

---

## Procedure for determining participation to the preschool

Follow the steps below to determine participation:

Step	Action
1	Parents/guardians of children (or authorized delegate) apply for their child to enroll in the Preschool program (by phone or webform).
2	Preschool Manager assesses the family's request for enrolment of their child as per the Priority of Access guidelines in this policy and adds the child to the waiting list.
3	As vacancies arise, the Preschool Manager offers enrolments to children according to referral date of the child's application combined with the Priority of Access Guidelines.
4	Preschool Manager invites the child and family to participate in the Enrolment and Orientation Program (refer to Preschool Enrolment and Orientation Policy and Procedure).

---

## Document control

Element	Details
Document Name	Preschool Participation Policy and Procedure
Document Owner	Sarah Herbert
Version Number	1.0
Effective Date	14 November 2018
Review Date	14 November 2020
Authorisation	Diane Peacock-Smith