

Flying Start Partner Webinar - 6 February 2026

Term 1 Data Submission Process

Q & A Summary

Q: How do partner services complete their Term 1 2026 confirmed data submission?

A: As part of the Term 1 2026 data submission, the OECD will not require any data to be submitted via iApply.

Instead, partner services will be required to submit their data via a secure SharePoint library.

Each partner service will have access to their own secure SharePoint library to review and complete their data submission to the OECD for the required data reporting period (2 – 13 February 2026).

Detailed step-by-step instructions will be provided to services by Friday 13 February 2026.

Q: Will SharePoint libraries be set up at the partner service or provider level?

A: Dedicated SharePoint libraries will be set up for each partner service.

In the projected enrolment data submission in November 2025, each service provided the email address of a nominated data contact person and their service director. These nominated contacts will be granted access to services' SharePoint library via a system generated email containing a secure hyperlink.

Other verified staff members, including those who are new to a service or were not originally nominated, requiring access to their partner services' SharePoint libraries, can request this by emailing the OECD at oe.cd.flyingstartpreschooldata@sa.gov.au.

Q: When is the deadline for services to submit confirmed Term 1 data to the SharePoint libraries?

A: The deadline for services to submit their data is **5.00 pm ACDT on 20 February 2026**.

Q: Will the data that services submitted for the previous period (November 2025), still appear in the Term 1 2026 data collection spreadsheet?

A: Yes, the OECD will provide:

- each service with a read only copy of the eligible confirmed and validated child enrolment data from their projected data submission.
- a new Excel spreadsheet with additional tabs incorporating:
 - A new tab to identify and update any changes to the child level data from eligible projected enrolments (including withdrawals). For example, changes to preschool



hours enrolled or identifying if and why a child has withdrawn and date – e.g., registration of interest never eventuated to confirmed enrolment, and

- A second tab for services to include any new confirmed enrolments for Term 1 2026 received since submitting projected enrolment data in November 2025. These data fields will contain the same fields as in the November 2025 projected enrolment data submission, making it easier to continue reporting.

Q: Are services required to update the spreadsheet they submitted last year in preparation for new enrolments?

A: Services can use last year's spreadsheet to add new enrolment data for Term 1 confirmed data reference period. Existing data can be transferred to the Excel template that will be available in the SharePoint Library, but all new information must be submitted within the spreadsheet on the SharePoint Library to ensure it is captured correctly.

Q: Can a fillable PDF version of the Declaration and Consent forms be provided for services to complete electronically?

A: Both the 3- and 4-year-old preschool program Declaration and Consent forms have been provided as an editable PDF. The OECD is exploring options to introduce a more user-friendly format for these forms to make it easier for services and families to complete.

Q: If a service has mid-year enrolments, should this data be included in the Term 1 2026 collection period?

A: For this data collection period, services are only required to submit confirmed Term 1 2026 enrolments.

Q: If a service is delivering the Flying Start 3- and 4-year-old preschool programs during the term time only, do the holidays count towards the funded hours of preschool delivery?

A: Universal teaching and learning funding supports up to a maximum of 15 hours of preschool per enrolment per week, over 40 weeks on average and to a maximum of 48 weeks.

Services have flexibility in how these hours are scheduled, providing they meet the requirements as outlined on pages 30-31 of the Flying Start [Policy and Funding Guide V1.2](#).

Q: Is it a requirement for services to provide coverage for a lunch break for their Early Childhood Teacher (ECT) delivering the Flying Start preschool program?

A: Services are not required to provide an additional ECT to cover a lunch break in a room delivering a Flying Start preschool program. See page 31 of the Flying Start [Policy and Funding Guide V1.2](#) for information on activities that can and cannot be included as part of program hours.

Q: Is it a requirement to cover non-contact time when an ECT is delivering a 4-year-old preschool program with another ECT?

A: The requirements are the same for 3-and 4-year-old preschool.



Services are required to arrange suitable backfill to ensure an ECT continues delivering the program when the regular ECT is attending professional development or taking scheduled non-contact time during preschool delivery hours.

If the non-contact time occurs outside funded preschool delivery hours, a replacement ECT is not required.

For further guidance on non-contact time and partnership arrangements, see page 12 of the Flying Start Policy and Funding Guide V1.2.

Q: Do services need to provide an additional ECT to cover illness or annual leave days?

A: A diploma-qualified educator or a person with a primary teaching qualification may temporarily replace an ECT, or an educator with a Special Authority to Teach as an ECT (ECT SAT), for up to 60 days within a 12-month period to cover illness, leave, or resignation, provided another registered ECT is available to coach and support programming and practice during this time.

Parents should be informed if the program will be delivered without an ECT present. Where possible, services are encouraged to arrange cover with another ECT, or ECT SAT, during periods of leave.

For further guidance, see page 12 of the Flying Start Policy and Funding Guide V1.2.

Q: If a service has an educator away on sick leave during one of the reporting weeks, how should this be managed?

A: The OECD will collect information on whether an ECT delivered the preschool program at any time during the reference period. If a service does not have an ECT delivering the preschool program, the partner service must ensure families know that the program is not 'preschool' as it is not being delivered by an ECT.

Q: Can one ECT lead both the 3- and 4-year-old Flying Start preschool programs?

A: Yes, mixed-age programs and rooms are permitted in services, provided the program is led by an ECT and staffing ratios comply with National Law and Regulations.

Q: What happens if a family decides to keep their child in preschool longer and delay school start, so the child stays in the service beyond the expected period?

Children are eligible for up to 8 terms of funded preschool program. If a family chooses to keep their child enrolled beyond this period, the child may continue attending, but the service will not receive funding for that enrolment. Any costs for the extended enrolment should be discussed between the service and the family.

Funding does not need to be consecutive, and short breaks are acceptable, providing the child does not exceed 8 funded terms.

Families are encouraged to plan preschool enrolment based on the child's expected school start date.

Families can access the online eligibility calculator [here](#) for support with planning.



Q: If a child starts the Flying Start preschool program with a service midway through Term 1 2026, should they be included in the Term 1 or 2 data collection?

A: The OECD is requesting confirmed enrolment data for the Term 1 2026 reference period (2 – 13 February 2026).

Children not registered in the Flying Start program during this reference period should not be included in that term's data and should be included in the subsequent term's data submission.

However, if a child is registered but cannot start due to not yet being 3, they can be included in the Term 1 2026 reference period data. This is different to children who register and enrol after the reference period.

Q: If a service has previously offered ECT-led preschool programs, how can they explain the benefits of the new Flying Start program to families?

A: The Flying Start program supports more children to access up to 15 hours of funded, teacher-led, play-based preschool, designed to improve their developmental outcomes.

The program also includes the delivery of additional supports for children and families, such as access to allied health and developmental services through Preschool Boost funding.

With more than 90% of a child's brain development occurring before the age of 5, the program will help build a child's confidence, curiosity and important life skills at a time when it matters most.

Some of the service benefits of the program include providing teachers and educators with access to professional learning and networking opportunities. Coverage is also given to backfill time provided to support planning and the implementation of best practice aligned with the National Quality Standards.

OECD Local Teams can support services in communicating the benefits of the program to families.

A range of resources have also been created to help services share key information with families, which can be accessed [here](#).

