

Preschool Priority of Access Procedure

Purpose

Enrolments will be determined in accordance with the Preschool Enrolment Policy of the Department of Education and Children Development (DECD) and this Preschool Priority of Access Procedure which will inform parents /guardians of the criteria that will be used to prioritise enrolments in the event that the site has reached enrolment capacity.

Scope

Families are entitled to enrol in DECD preschool services across South Australia; however where the demand for preschool places exceeds the capacity (number of places available) at that site then the priority of access policy will apply to guide equity in offering preschool places.

Objectives

Parents / caregivers who register an expression of interest to enrol at the preschool will have their application for enrolment assessed by the Preschool Director as outlined in procedure details. Where a place cannot be offered parents / caregivers will be provided with the names of alternate local preschools.

Procedure Details

Enrolments will be assessed using the following criteria:-

Criteria 1: To be used if demand exceeds capacity

(Note: The Regional Office has agreed to ensure that at least one option is available to all families living in the region)

Children living in the immediate local area, known as the priority catchment area will have 1st priority.

Hackney Kindergarten

River Torrens / Battams Rd / Payneham Rd / College St / Pembroke St / North Tce / Hackney Rd

Criteria 2: To be applied if the number of enrolments meeting criteria 1 exceeds capacity

Children who meet the first criteria **AND** one or more of the following indicators;

- 2.1 A child at risk of serious abuse or neglect
- 2.2 Identifies as Aboriginal or Torres Strait Islander
- 2.3 Child under the Guardianship of the Minister
- 2.4 Children with a disability
- 2.5 Children in families which include a disabled person
- 2.6 Children in socially isolated families
- 2.7 Children in families with culturally and linguistically diverse backgrounds
- 2.8 Children of single parents
- 2.9 Children in the care of a Grandparent who lives in the area.
- 2.10 Other
 - Children transitioning to local schools
 - Children with a sibling attending local schools
 - Children with a sibling who has attended the kindergarten
 - Children of parents who have businesses in the local area.
 - At the discretion of the director.

Roles and Responsibilities

Site Leader or delegate

- ensure that all enrolling parents / caregivers are made aware of the Preschool Priority of Access Procedure.
- ensure that all staff dealing with enrolment enquiries are aware of and understand the enrolment procedure.
- liaises with neighbouring centres to establish geographic boundaries.
- notifies the Regional Office and neighbouring centres when the centre is close to enrolment capacity.
- will advise parents / caregivers of alternate local preschools if a place cannot be offered at this site .

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Governing Council

- ratifies the Priority of Access Procedure.

DECD Staff

- ensure access to preschool for all eligible children living in the region
- endorse a Priority of Access Procedure.
- approve priority catchment area in conjunction with those set by surrounding preschools.
- coordinate an annual process to identify enrolment pressures and consider strategies to alleviate pressures and disseminate to site leaders.

Associated Document

Department of Education and Child Development (DECD) Enrolment Policy

This procedure will be shared with all new staff and families, and is available on the website and in the preschool policies folder.

This procedure has been developed in consultation with the Governing Council, staff and families of the centre.

This procedure will be reviewed and evaluated regularly and modified as required to ensure continued relevance for the centre.

Date: May 2016