



Preschool Priority of Access Policy Trott Park Kindergarten



PURPOSE Enrolments will be determined in accordance with the Preschool Enrolment Policy of the Department of Education and Child Development (DECD) and this Kindergarten's Priority of Access Policy will inform parents /guardians of the criteria that will be used to prioritise enrolments in the event that the site has reached enrolment capacity which is currently 33 children per session based on staffing allocation.

SCOPE Families are entitled to enrol in any DECD preschool service 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 allocating preschool places.

OBJECTIVES Parents / guardians who register intent to enrol at the preschool will have their application for enrolment assessed by the site leader and / or Regional Office staff as outlined in Procedure Details. Where a place cannot be offered parents / guardians 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

Children living in the immediate local area, known as the priority catchment area will have 1st priority. Priority catchment suburbs include Trott Park and Sheidow Park area.

Criteria 2: To be applied if the number of enrolments meeting criteria one 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 in families which include a disabled person
- 2.5 Children in socially isolated families
- 2.6 Children in families with culturally and linguistically diverse backgrounds
- 2.7 Children with additional needs
- 2.8 Children of single parents
- 2.9 Other [Children transitioning to local schools, Children with sibling attending local schools, Children with a sibling that has attended the preschool]



6. ROLES AND RESPONSIBILITIES

Who	Roles and Responsibilities
Site Leader or delegate	<ul style="list-style-type: none"> • Ensures that all enrolling parents / guardians are made aware of the Preschool Priority of Access Policy. • Ensures 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. • Advises parents / guardians of alternate local preschools if a place cannot be offered at this site.
Governing Council	<ul style="list-style-type: none"> • Ratifies the Preschool Priority of Access Policy annually • Ratifies the priority catchment area (when necessary)
Regional Office Staff	<ul style="list-style-type: none"> • Ensure access to preschool for all eligible children living in the region. • Endorse the Priority of Access Policy. • 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.

7. MONITORING, EVALUATION AND REVIEW

This policy which is published on our website has been ratified by the Governing Council and is subject to regular review by the Governing Council and Regional Office Staff.

8. ASSOCIATED DOCUMENTS

Department of Education and Children’s Services (DECS) Enrolment Policy

Director’s signature-----
Governing Council Chairperson’s signature -----
Date:-----