AGNES GOODE KINDERGARTEN AND OCCASIONAL CARE
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PRIORITY OF ACCESS POLICY

Purpose
Enrolments will be determined in accordance with the DECD, preschool enrolment policy and this procedure will inform parents/caregivers 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 any DECD preschool service across SA, however where the demand for preschool places exceeds the capacity of a site then the priority of access procedure will apply to guide equity in offering preschool places.

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

Procedure Details
Enrolments will be assessed using the following criteria:
Criteria 1: To be used if demand exceeds capacity (Note: Regional Office agreed to ensure that at least 1 option is available to all families living in the region)
Children living in the immediate local area, known as a priority catchment area will have first priority.
Criteria 2: To be applied if the number of enrolments meeting criteria 1 exceeds capacity.
Children who meet the 1st criteria AND 1 or more of the following indicators;
2.1 a child at risk of serious abuse or neglect
2.2 an Aboriginal or Torres Strait Islander
2.3 children under the guardianship of the Minister
2.4 children in families which includes a disabled person
2.5 children with a disability
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 other:
    Children transitioning to Agnes Goode Kindergarten or local school
    Children with siblings attending local schools
    Children with a sibling that has attended the kindergarten
    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 after assessment of enrolment a place cannot be offered at this site
Governing Council:
• will ratify 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.

Below are related documents for further information:
Agnes Goode Kindergarten Enrolment and Orientation Procedures

REVIEWED: APRIL 2014
DATE FOR NEXT REVIEW: TERM 2 2016
AUTHORISED ON BEHALF OF GOVERNING COUNCIL: K Wiseman, Director