



## 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 1<sup>st</sup> 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:

<http://www.decd.sa.gov.au/docs/documents/1/PreschoolEnrolmentPolicy.pdf>

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*