

# Preschool Priority of Access Guidelines

## Northern Adelaide Region

### PRINCIPLES

The Preschool Priority of Access Guidelines will endeavour:-

- To provide all eligible children equal access to a Preschool Program
- To provide transparency and consistency about the process of enrolments across the Northern Adelaide Region

### PURPOSE

The Preschool Priority of Access Guidelines outlines the enrolment process and the criteria that will be used to prioritise requests for enrolment in the event that the demand for preschool exceeds the site's physical capacity.

### SCOPE

Enrolments will be determined in accordance with the Preschool Enrolment Policy of the Department for Education and Child Development (DECD). 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 guidelines 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 as outlined in Procedure Details. Where a place cannot be offered parents / guardians will be provided with the names of alternate local preschools or referred to Regional Early Childhood Consultants who are aware of local vacancies.

### PROCEDURE DETAILS

Enrolments will be assessed using the following criteria:-

#### Priority 1:

- Children living in the immediate local area, known as the priority catchment area.

(The priority catchment area has Bridge Road, Grand Junction Road, Main North Road and Research Road as its boundaries)

#### **1b If there are insufficient places to accommodate all children then the following criteria will be applied to finalise the selection process of children who will be offered a place at the service.**

- A child at risk of serious abuse or neglect
- Identifies as Aboriginal or Torres Strait Islander
- Child Under the Guardianship of the Minister
- A child or parent with a disability
- Children in socially isolated families
- Families without access to transport

- Children in families with culturally and linguistically diverse backgrounds

### **Priority 2:**

- Children who are currently attending other DECD funded programs at the centre e.g. occasional care, long day care.
- Children who are attending child care in the catchment area
- Children who are enrolled to attend a co-located school
- Children who have older siblings currently attending the co-located school
- Siblings have previously attended the preschool

**Note: To be applied if all families in the catchment area have been accommodated and the site still has vacancies.**

**If there are insufficient places to accommodate all children that fall in the priority 2 category then the criteria outlined in 1b should be applied to finalise the selection process of children who will be offered a place at the service.**

### **ROLES AND RESPONSIBILITIES**

<b>Who</b>	<b>Roles and Responsibilities</b>
Site Leader or delegate	<ul style="list-style-type: none"> <li>• Ensures that all enrolling parents / guardians are made aware of the Preschool Priority of Access Guidelines.</li> <li>• Ensures that all staff dealing with enrolment enquiries are aware of and understand the enrolment procedure.</li> <li>• Liaises with neighbouring centres to establish geographic boundaries.</li> <li>• Notifies the Regional Office and neighbouring centres when the centre is close to enrolment capacity.</li> <li>• Advises parents / guardians of 3 alternate local preschools if a place cannot be offered at this site.</li> <li>• If no vacancies can be found, then contact the site Early Childhood Consultant.</li> </ul>
Governing Council	<ul style="list-style-type: none"> <li>• Ratifies the Preschool Priority of Access Guidelines.</li> <li>• Ratifies the priority catchment area.</li> </ul>
Regional Office Staff	<ul style="list-style-type: none"> <li>• Ensure equity of access to preschool for eligible children living in the region</li> <li>• Endorse the Priority of Access Guidelines.</li> <li>• Approve priority catchment area in conjunction with those set by surrounding preschools.</li> <li>• Coordinate an annual process to identify enrolment pressures and consider strategies to alleviate pressures and disseminate to site leaders.</li> </ul>

## **MONITORING, EVALUATION AND REVIEW**

These guidelines are to be published on the preschool website and needs to be minuted by the Governing Council. These guidelines are subject to regular review by the Governing Council, Regional colleagues and Regional Office Staff.

## **ASSOCIATED DOCUMENTS**

Department for Education and Child Development (DECD) Enrolment Policy

DECD funded Special Program specific criteria continue to apply, e.g. Speech and Language Programs.