

West Lakes Kindergarten and Early Childhood Centre

294 Sportsmans Drive West Lakes 5021

Policies and Guidelines

Priority of Access

(The term 'Kindergarten' and 'Preschool' are used interchangeably)

**June 2017 - This is an updated draft Priority of Access to reflect the new preschool catchment areas - a finalised Priority of Access will be determined by DECD by the end of June 2017*

The Department for Education and Child Development (DECD) is responsible for providing preschool education programs in government funded centres including West Lakes Kindergarten and Early Childhood Centre.

Information for families enrolling in a government preschool

Children who turn 4 before 1 May are eligible to start preschool at the beginning of the year before they start school.

Children are able to access a government funded preschool for 1 year.

If you would like your child to attend a government preschool you can be assured of a place. We will try to enrol your child in the preschool of your choice, but we can't guarantee this will be in your local or preferred preschool.

How to enrol

Submit a [preschool enrolment registration form \(Word 283KB\)](#) at your local and/or preferred preschool(s).

All government preschools will prioritise enrolment applications for children living within the **preschool's local catchment area**.

Where there are more children seeking to enrol in a preschool than places available, the preschool will allocate places using Priority of Access criteria.

Priority of Access at West Lakes Kindergarten

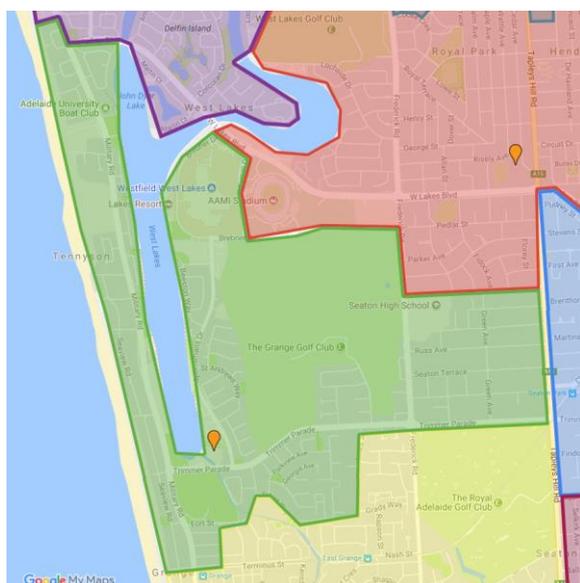
The development of a Priority of Access Policy by West Lakes Kindergarten and Early Childhood Centre, is necessary to ensure that the site can manage enrolments where the demand for preschool places exceeds the site's capacity.

Priority is given to eligible preschool children in accordance with the Department for Education and Child Development (DECD) Preschool Enrolment Policy and the site's constitution, in particular focusing on access and equity.

First Priority

Children living in the preschool's local catchment area, including:

a.



West Lakes Kindergarten and Early Childhood Centre

Catchment Area

Green highlighted section

Boundary Lines

Tennyson: from Shore Court and West Lakes BLVD to Terminus St to,

Grange: from Terminus St to Charles Sturt Ave, to Fort St, Sylvan Way, to Lines St to Trimmer Pde to,

Seaton and West Lakes: Trimmer Pde to Tapleys Hill Road, to Glenburnie St along Frederick Road to Brebner Drive West Lakes, to Turner Drive, along West Lakes Blvd to Shore Court.

b.

The circumstances of the child and family

- Children at risk of serious abuse or neglect
- Children in Aboriginal and Torres Strait Islander families
- Children under the Guardianship of the Minister
- Children in families which includes a person with a disability
- Children with a disability
- Children in families with non-English speaking backgrounds
- Children in socially isolated families

c.

Special Circumstances

- * Special circumstances do arise on some occasions. The director has the discretion to make decisions based on these special circumstances.

Second Priority

- Siblings of children in the West Lakes/DECD Speech and Language Program
- Children who are cared for by grandparents, family day care provider, childcare or other carer in the designated priority catchment area OR
- Children enrolled or siblings are enrolled at a local feeder school OR
- Children whose siblings have previously attended the preschool previously OR
- Children who already attend an Associated Program at the preschool – e.g. playgroup, occasional care
- Children whose residential address is in the surrounding suburbs.

If the preschool has reached its capacity, staff will not be able to enroll any more children until a vacancy arises. Families with children who are eligible to start preschool have the choice of putting their children on a waiting list. (see below)

Timeframe for offers

First Round of Offers

On the 1st August there will be a first round of offers to families of preschool-aged children who live within the preschool's First Priority catchment area.

Second round of offers

If vacancies exist after the first round, a second round of enrolment offers will be made in the first week of September.

Places at a West Lakes Kindergarten and Early Childhood Centre

If more children are seeking to enrol in a preschool than places available, some families will be offered a place in another nearby preschool.

If you are offered a place, you will receive a letter or email from West Lakes Kindergarten and Early Childhood Centre.

To accept the offer and secure the place, you will need to reply within the timeframe requested, and complete the preschool enrolment form.

Waiting List

When accepting an enrolment offer, you can request to remain on the enrolment registration list (waiting list) at your preferred preschool. This means you will be contacted if a place becomes available in the future.

Please note: If you are placed on a waiting list the priorities of access listed above will still be followed when determining enrolments).

If you have a preferred preschool but do not live in the local catchment area, you may still be offered a place. A second round of enrolment offers will be made in the last week of September (the end of term 3).

Associated Programs

When there are competing enrolment demands for programs at a site, then the delivery of a preschool program will be given priority over the delivery of other programs such as Occasional Care, pre-entry and playgroups.

The West Lakes Kindergarten and Early Childhood Centre's Priority of Access Policy is implemented to ensure enrolment numbers are managed efficiently and a high quality, safe and engaging program is provided for all children.