

# West Lakes Kindergarten and Early Childhood Centre

294 Sportsmans Drive West Lakes 5021

## Policies and Procedures

### **Priority of Access**

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

*\*Update July 2019*

The Department for Education and Child Development (DFE) is responsible for providing preschool education programs in government funded centres including West Lakes Kindergarten and Early Childhood Centre and we follow the DFE Enrolment Policy May 2019.

#### **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.

#### **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**

In South Australia the majority of children enrolled in a preschool will reside within the catchment area of the preschool. Acceptance into a particular preschool is subject to the preschool's capacity and available resources.

Catchment areas are located on the DFE website [Find a school or preschool](https://www.education.sa.gov.au/sites-and-facilities/education-and-care-locations/find-school-or-preschool) <https://www.education.sa.gov.au/sites-and-facilities/education-and-care-locations/find-school-or-preschool>

Priority consideration will be given to children residing within the preschool's local catchment area. A child in care is able to access and enrol at any government preschool.

#### **Applications from local families**

If more registrations of interest for a preschool are received from families living in the catchment area than available places, places will be offered based on whether one or more of the following criteria applies:

- the child has siblings currently enrolled in the school or service
- the child has previously been in care
- the child identifies as Aboriginal and/or Torres Strait Islander
- special consideration placement (refer to section 1.3.6)the family currently attends programs at the service
- the length of time the child has lived in the preschool catchment area
- distance of the child's residence from the preschool (kms by road).

#### **Applications from non-local families**

Early childhood leaders in consultation with site leaders will identify available preschool options within the partnership to accommodate all children unplaced after the first round of enrolment offers.

A child who has been unable to be offered a place within their local preschool and is directed by the partnership to a nearby preschool must be prioritised for placement over other non-local families.

In circumstances where the preschool has reserved places, a reserved place is to be offered. If the preschool has places available after enrolling local children, children in care and families referred by the partnership, places may be offered to children living outside of the preschool catchment area. When more registrations of interest for preschool are received from families living outside of the catchment area than available places, places will be offered based on whether one or more of the following criteria applies:

- the child identifies as Aboriginal and/or Torres Strait Islander
- the child has siblings enrolled in a local school
- the distance of the child's residence from the preschool
- the family currently attends programs at the service
- transportation needs
- special consideration placement (refer to section 1.3.6).

### **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.

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 in writing within the timeframe requested, and complete the preschool enrolment form and supply proof of residence, name, date of birth and immunisation.

### **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.