



**Government
of South Australia**

Department for Education
and Child Development



Learning through play

**Woodend Children's Centre
20 Bathbank Crescent.**

Sheidow Park, 5158

Ph 83221069

Fax 83228756

Email dl.3689.leaders@schools.sa.edu.au

Webpage <http://www.woodendcc.sa.edu.au>

Woodend Children's Centre Priority of Access Policy

PURPOSE

Enrolments will be determined in accordance with the Preschool Enrolment Policy of the Department of Education and Children's Services (DECD) and this Preschool Priority of Access Policy will inform parents /guardians 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 South Australia; however, where the demand for preschool places exceeds the capacity (number of places available) at that site then the priority of access policy 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 and / or Regional Office staff as outlined in Procedure Details. Where a place cannot be offered parents / guardians will be provided with the names of alternate local preschools.

PROCEDURE DETAILS

Enrolments will be assessed using the following criteria: -

Criteria 1: To be used if demand exceeds capacity

(Note: The Regional Office has agreed to ensure that at least one option is available to all families living in the region)

Children living in the immediate local area, known as the priority catchment area will have 1st priority.

Woodend Children's Centre's priority catchment area is south of Lander Road until the corner of Lander and Patpa Drive along Patpa Drive to Berima Road following the Field River to Dalton Drive Trott Park. This is same boundaries as for Woodend Primary School.

Criteria 2: To be applied if the number of enrolments meeting criteria one exceeds capacity

Children who meet the first criteria **AND** one or more of the following indicators;

- 2.1 A child at risk of serious abuse or neglect
- 2.2 Identifies as Aboriginal or Torres Strait Islander
- 2.3 Child under the Guardianship of the Minister
- 2.4 Children in families which include a disabled person
- 2.5 Children in socially isolated families
- 2.6 Children in families with culturally and linguistically diverse backgrounds
- 2.7 Children of single parents
- 2.8 Children with sibling attending local schools

6. ROLES AND RESPONSIBILITIES

Who	Roles and Responsibilities
Site Leader or delegate	<ul style="list-style-type: none">□ Ensures that all enrolling parents / guardians are made aware of the Preschool Priority of Access Policy.• Ensures 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.• Advises parents / guardians of alternate local preschools if a place cannot be offered at this site.
Governing Council	<ul style="list-style-type: none">• Ratifies the Preschool Priority of Access Policy.• Ratifies the priority catchment area.

Regional Office Staff

- Ensure access to preschool for all eligible children living in the region
- Endorse the Priority of Access Policy.
- 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 and disseminate to site leaders.

7. MONITORING, EVALUATION AND REVIEW

This policy which is published on our website has been ratified by the Governing Council and is subject to regular review by the Governing Council and Regional Office Staff.

8. ASSOCIATED DOCUMENTS

Department for Education and Child Development (DECD) Enrolment Policy