Port Pirie and Environs
Preschool Priority of Access Policy
(To be used if demand exceeds capacity)

PURPOSE
This policy ensures that the rights of children to attend their neighbourhood pre-school are protected whilst maintaining the right of a parent / guardian to exercise choice. It also recognises education involves a partnership between the parent / guardian, pre-school and child whilst ensuring the most efficient and effective use of public education and care facilities in Port Pirie and Environs.

This Preschool Priority of Access Policy will inform parents / guardians of the criteria to be used to prioritise enrolments in the event that a site has reached enrolment capacity. Enrolments will be determined in accordance with the Preschool Enrolment Policy of the Department for Education and Child Development (DECD).

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 according to the DECD Licensing and Regulation Policy) at that site then the priority of access policy will apply to guide equity in allocating preschool places.

This policy relates to Pirie and Environs pre-schools, namely:
- Ellendale Kindergarten
- Port Pirie Community Kindergarten
- Risdon Park South Kindergarten
- Solomontown Kindergarten

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 the procedure. Where a place cannot be offered parents / guardians will be provided with names and information regarding alternate local pre-schools.

PROCEDURE
Each site will declare its capacity annually for the following year by the last day of Term 1.

An enrolment buffer will be calculated by the site leader each year to maintain attendance at or below the pre-school's capacity throughout the year. The enrolment buffer must contain provision for predicted enrolments, transfers into the neighbourhood and other transience factors based on historical and demographic data.
Parent / Guardians who live outside the pre-school catchment area can apply for enrolment of their child at a pre-school, other than their neighbourhood pre-school, using the Preschool Waiting List Form, including additional information about the learning and / or social needs of the child. These are to be submitted by the first week of Term 3 in the year before the child is to begin pre-school. Offers of enrolment will be made in writing, where capacity permits, no later than week five of Term 3.

Any applications for enrolment at a non neighbourhood pre-school made outside the dates listed above will only be considered if the declared capacity figure has not been reached.

Except in extraordinary circumstances children will be expected to maintain their enrolment in the pre-school throughout their pre-school education. Transfers between Pirie and Environ sites should only occur after consultation with the site leaders at both sites.

Any appeal against decisions made using this policy, should follow the concerns and complaints procedures at the site concerned.

Enrolments will be assessed using the following criteria:-

**Priority 1: To be used if demand exceeds capacity**

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

Ellendale Kindergarten: North from Kichener / Broadway / Grey Terrace and bounded by Wandearah Road

Port Pirie Kindergarten: North of Kingston Road to Moppett Road bounded by Three Chain Road, Grey Terrace and The Terrace

Risdon Park South Kindergarten: South of Balmoral / Afford Road

Solomontown Kindergarten: North of Kingston / Magor Road bounded by Wandearah Road

(see map attached)

Children who live in areas surrounding Port Pirie, who use pre-school facilities in the town, are able to enrol in the pre-school most directly accessed by road from their home. e.g. the Wandearah area to Risdon South Kindergarten

**NB The Regional Director may be consulted regarding the priority for a child with high needs**

**Priority 2: To be applied if all families in the priority catchment area have been accommodated and vacancies exist.**

Considerations for enrolment will be based on:

- Children who are currently attending other programs at the centre eg occasional care, long day care.
- Children who are attending child care in the catchment area but do not meet priority 1
- Siblings have previously attended the preschool
- Proximity to the pre-school, this includes taking into account bus routes
ROLES AND RESPONSIBILITIES

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<tr>
<th>Who</th>
<th>Roles and Responsibilities</th>
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<tr>
<td>Site Leader or delegate</td>
<td>• Ensures that all enrolling parents / guardians are made aware of the Preschool Priority of Access Policy.</td>
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<td>• Ensures that all staff dealing with enrolment enquiries are aware of and understand the enrolment procedure.</td>
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<td>• Liaises with neighbouring centres to establish geographic boundaries.</td>
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<td>• Notifies the Regional Office and neighbouring centres when the centre is close to enrolment capacity.</td>
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<td>• Advises parents / guardians of alternate local preschools if a place cannot be offered at this site.</td>
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<td>Governing Council</td>
<td>• Ratifies the Preschool Priority of Access Policy.</td>
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<td>• Ratifies the priority catchment area.</td>
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<td>Regional Office Staff</td>
<td>• Ensure equity of access to preschool for eligible children living in the region</td>
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<td>• Endorse the Priority of Access Policy.</td>
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<td>• Approve priority catchment area in conjunction with those set by surrounding preschools.</td>
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<td>• Coordinate an annual process to identify enrolment pressures and consider strategies to alleviate pressures and disseminate to site leaders.</td>
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7. MONITORING, EVALUATION AND REVIEW

This policy is to be ratified by the Governing Council of each pre-school and published on the websites of pre-schools and the Yorke and Midnorth Region. This policy is subject to regular review by Governing Councils and Regional Office Staff.

8. ASSOCIATED DOCUMENTS

Department for Education and Child Development (DECD) Enrolment Policy