



Oakbank Kindergarten

Priority of Access Policy

PURPOSE

Priority of access to the centre is determined in accordance with the Preschool Enrolment Policy of the Department for Education in conjunction with the Oakbank Kindergarten Priority of Access Policy. They inform parents/guardians of the criteria that will be used to prioritise enrolments including when the site has reached enrolment capacity.

PROCEDURE

Parents/guardians who register intent to enrol at the preschool will have their application for enrolment assessed by the Preschool Director and families in the local catchment area, as determined by the department, will be offered a place first. When acceptance of these places is finalised a second round offer of places will be sent to families outside of the catchment area.

Where a place cannot be offered because demand exceeds capacity parents/guardians will be provided with the names of alternate local preschools.

The priority of access is as follows:

A child that is:

Living in the catchment area

For children not living in the catchment area a child that is:

1. Attending a local child care centre or family day care
2. Will transition to Oakbank Area School
3. In a family where a sibling has attended the Preschool
4. At risk of serious abuse or neglect
5. Of Aboriginal or Torres Strait Islander
6. Under the Guardianship of the Minister
7. Lives in a family which includes a person with a disability
8. In a socially isolated family
9. In a family with a non-English speaking background

If the site has more children from the catchment area and demand exceeds capacity the above priorities will be used to offer places.

ROLES AND RESPONSIBILITIES

Preschool Director

1. Ensure that all enrolling parents/guardians are made aware of the Preschool Priority of Access Policy.
2. Ensure that all members of the Preschool team are aware of and understand the Preschool policy.
3. Notify the Early Childhood Leader when the site is close to enrolment capacity.
4. Advise parents/guardians of alternate local preschools if a place cannot be offered at this site.

MONITORING, EVALUATION AND REVIEW

This policy which is published on our website has been ratified by the Governing Council and is subject to review biannually by the Preschool staff and Governing Council.

REFERENCES:

Preschool enrolment procedure | 16 May 2017 Department of Education

Guidelines for Developing and Implementing a Priority of Access Policy in Preschools |April 2015
Department of Education

Preschool enrolment policy | January 2018 Department of Education