



## Lucy Morice Kindergarten

...Learning Together in Friendship

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# Preschool Priority of Access Policy

## Purpose

Enrolments will be determined in accordance with the Department for Education, preschool enrolment policy and this procedure will inform parents/caregivers 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 enroll in any Department for Education preschool service across S.A., however where the demand for preschool places exceeds the capacity of a site then the priority of access procedure will apply to guide equity in offering preschool places.

## Objectives

Parents/caregivers who register intent to enrol in the preschool will have their application for enrolment assessed by the Director as outlined in procedure details. Where a place cannot be offered parents/ caregivers will be provided with alternate names of local preschools.

## Procedure Details

Enrolments will be assessed using the following criteria:-

### Criteria 1: To be used if demand exceeds capacity

**(Note: Regional Office agreed to ensure that at least 1 option is available to all families living in the region)**

Children living in the immediate local area, known as a priority catchment area will have first priority.

The boundaries for Lucy Morice Kindergarten consist of:

Main North Road, Nottage Terrace, Stephen Terrace, River Torrens, Bundeys Road, Mackinnon Parade, Brougham Place, Kingston Terrace, Robe Terrace

### Criteria 2: To be applied if the number of enrolments meeting criteria 1 exceeds capacity.

Children who meet the 1<sup>st</sup> criteria **AND** 1 or more of the following indicators;

- 2.1 a child at risk of serious abuse or neglect
- 2.2 an Aboriginal or Torres Strait Islander
- 2.3 children under the guardianship of the Minister
- 2.4 children in families which includes a disabled person
- 2.5 children with a disability
- 2.6 children in socially isolated families
- 2.7 children in families with culturally and linguistically diverse backgrounds
- 2.8 children of single parents
- 2.9 other:
  - Children transitioning to local school
  - Children with siblings attending local schools
  - Children with a sibling that has attended the kindergarten

- Children who have attended Lucy Morice Kindergarten Occasional Care program
- Children of parents who have businesses in the local area (at discretion of Director)
- At the discretion of the Director

## **Roles and Responsibilities**

### **Site leader or delegate:**

- ensure that all enrolling parents/caregivers are made aware of the Preschool Priority of Access Procedure
- ensure that all staff dealing with enrolment enquiries are aware of and understands 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
- will advise Parents/Caregivers of alternate local preschools if after assessment of enrolment a place cannot be offered at this site

### **Governing Council:**

- will ratify the Priority of Access Procedure
- will ratify the priority catchment area

### **Regional Office Staff:**

- ensure access to preschool for all eligible children living in the region
- endorse a Priority of Access Procedure
- 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.



### **Policy Created:**

**Review Date: September 2024**

Revision Dates: September 2021, March 2018, March 2017, March 2016

**Director: Lisa Ringwood**

**Authorised on behalf of Governing Council: Laura Hartley**