



Cumberland Pre-School Kindergarten
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Government of South Australia

Department for Education and
Child Development

POLICY & PROCEDURE - PRIORITY OF ACCESS

Background

In the interest of effective management of the Cumberland Preschool Kindergarten and the well-being of the children and parents of the Preschool community, it has been necessary to introduce a Priority of Access Policy. This policy sets out clear and well-defined criteria as a guide for enrolments.

Enrolments in preschools can vary from time to time and sometimes this can mean that Cumberland Kindergarten may not have vacancies for all children who would like to attend. When Cumberland Kindergarten's enrolments approach the maximum number of children they are licensed to have attend (eg. capacity – based on floor space, facilities and staff ratios) the Priority of Access Policy is implemented to ensure enrolment numbers are managed efficiently and a high quality, safe and engaging program is provided for your child.

Principles

This policy and procedure has been developed based on the following principles:

- the administration of enrolments is fair and equitable;
- the safety of children and the quality of education is maintained always (appropriate staff/child ratios);
- members of the local community have priority of access to their local kindergarten; and
- the Preschool operates within its stated capacity.

Scope

This policy & procedure applies to staff administering student intake and their parents

Context

DECD Preschool Enrolment Policy

DECD Guideline – Developing and Implementing a Priority of Access Policy for Preschools

Approval Date	Approved By	Review Date	Version #
	Governing Council	May 2019	1.0

PROCEDURE

ADMISSION CRITERIA & PROCESS

Admission to the Preschool will be in order of the following priorities:

1. First round offers will be made in August of each year to families who have a residential address in the local catchment area (boundaries to be advised by DECD)
This will include, children whose family circumstances require special consideration (as per DECD Implementing a Priority of Access Guidelines).
2. Second round offers will be made in September of each year, to families who live outside the local catchment area. This offer will include families who live outside the local catchment area and are cared for in the local catchment area including
 - Family members eg grandparents
 - family day care
 - child care centre
3. Second round offers will be made to families who have live outside the local catchment area, and whereby, siblings have previously attended the Preschool. Followed by children who are enrolled or siblings are enrolled at a local feeder school (eg, Edwardstown Primary, Westbourne Park Primary or Colonel Light Gardens Primary).
4. In the event that places are available after offers have been completed on the above criteria, priority will be given to remaining families based on the date that the application is received.