



**MADGE SEXTON KINDERGARTEN**  
QUALITY AREA 7: SERVICE MANAGEMENT  
**Policy 16: Enrolment and Orientation**

**Department for Education Preschool Enrolment Policy**

The Department for Education is responsible for providing preschool education programs in a range of government funded centres including Kindergartens, school-based Preschools (formerly known as Child Parent Centres), integrated centres and Early Childhood Development Centres. These centres provide sessional preschool for eligible children, and where possible, unfunded programs to support young children such as pre-entry sessions, emergency care and playgroups.

**Eligible enrolments**

Madge Sexton Kindergarten offers a sessional preschool program to children who are eligible enrolments as determined by Department for Education as per below:

1. *Children aged appropriately according to Department's Same First Day policy* are entitled to attend a preschool program for the equivalent of up to 15 hours per week for up to 40 weeks (4 terms) prior to entering formal schooling. (Children who turn 4 years old before 1<sup>st</sup> May can begin Kindergarten in Term 1 of that year. Children who turn 4 years old on 1<sup>st</sup> May or after can begin Kindergarten in the following year in Term 1.) **Proof of age and legal name will be required upon pre-enrolment with birth certificate, passport or official Centrelink documentation that states the child's name and birth date— nothing else accepted.**
2. *Children who are Aboriginal or under the Guardianship of the Minister for Education* are entitled to attend preschool from the age of 3 years. The child can attend up to 12 hours per week which then increases to 15 hours once the child turns 4 years of age. The child is also entitled to continue attending the Preschool program until 6 years of age.
3. *Approved early entry or extended enrolment:* The Director may negotiate early entry or extended enrolment when:
  - additional time at preschool is likely to significantly improve a child's learning and developmental outcomes
  - the preschool has the capacity within its current resources and consultation has occurred between the Director, staff, parents and, where applicable, personnel from the region, such as Preschool Support Program, Bilingual Support Program, and/or other specialist agencies.

These enrolments are to be counted as eligible enrolments for funding purposes, however where a service is experiencing enrolment pressures, children enrolled under Early Entry or Extended Enrolment will take second priority to other eligible enrolments.

**Madge Sexton Kindergarten Priority of Access:**

We welcome **all families** to attend Madge Sexton Kindergarten; however we prioritise access to our Kindergarten when we receive large numbers of enrolment inquiries for any given year. Our priority of access is:

1. Families with children who currently reside in the preschool's zone (Our zone covers most of, but not all of 5171 - McLaren Vale, McLaren Flat, Blewitt Springs and Tatachilla as well as some of Kangarilla. To find out if you fit into our zone please either: go onto the SA Department for Education website at [education.sa.gov.au](http://education.sa.gov.au) and go to 'Find a school or preschool' and type in your residential address and it will tell you what your zoned preschool is; or call us on 83238684 and a staff member will help you.) This enrolment zone caters for children that live closer to our Kindergarten than any other accessible Kindergarten. **Proof of residential address will be required upon pre-enrolment with current driver's licence or council rates notice – nothing else accepted.**
2. Children with siblings who attend the main Department for Education feeder schools within our local area. Our main feeder schools are McLaren Vale and McLaren Flat Primary Schools.
3. Children who are cared for within the local community (5171) by child care centres, family day care providers or family members, i.e. grandparents, etc.
4. Children with siblings who currently attend Madge Sexton Kindergarten or siblings who have previously attended the centre.
5. Children who do not meet any of the above criteria.

Please note that individual children's special needs will be taken into consideration at the Director's discretion.

When there are limited places in times of extreme enrolment demand, places will be offered based on the Priority of Access and taking into account the date the child is placed on the waiting list. (e.g. when there are not enough places for all Priority 2 children, etc.)

### **Placement:**

- Priority 1 children are automatically allocated a place.
- Priority 2, 3, 4 & 5 children are placed on the waiting list only and are advised to ensure their child's name is down at their local kindergarten, just in case we have no spaces which is often the case.
- To be placed on the waiting list, the child must be born (we are unable to take details of unborn babies from pregnant mothers, please contact us once your child is born).

### **Allocation of Groups:**

Staff to ask parents to give a preference of their preferred group upon collection of enrolment packs when indicated by the Kindergarten staff, but also made aware that if this group is not available they will be automatically allocated into the other group. Group session times may change from year to year.

### **Timelines:**

Staff will inform parents of these timelines when taking pre-enrolment information:

### **OFFERS OF PLACES WILL BE GIVEN IN TWO ROUNDS:**

**First round of offers** will be given out at the beginning of August to children who are identified as being Priority One on our Madge Sexton Kindergarten Priority of Access policy (see above for more information).

**Second round of offers** will be given out in the first week of September to fill any remaining spaces and will be offered in order according to our Priority of Access policy.

If your child does not receive a place in the second round of offers you will be asked if you would like to be placed on a last minute waiting list for any places that become available over the December / January holiday period which often happens due to people moving, circumstances changing etc. Please note that sometimes this is in the week before Kindy starts or the week that Kindy starts.

All notifications of placement information will be given via email. Enrolment packs will not be posted. They will be given out to families when a placement offer is made and relevant documentation of proof of residence / date of birth / legal name / immunisation status is provided.

Enrolment information required must be returned by families to Madge Sexton Kindergarten staff by the dates given on enrolment documentation to confirm their child's space or their space will be given to the next child on the list in order of the Madge Sexton Kindergarten Priority of Access policy.

Induction meetings will be held in the November before the year the child begins Kindergarten. Details will be emailed out with placement offers.

**Endorsed by Staff and Governing Council: August 2018 / To be reviewed: August 2019**