Eastern Adelaide Region Preschool Enrolment Procedure

First contact with parents

- Families contact preferred sites to enrol their child up to 12 months prior to a child starting preschool.
- Families will be provided with a waiting list form with cluster preschools to be nominated in order of preference.

Information to be provided to parents

- Any child will be placed on a waiting list however priority is given to children from the priority catchment area if demand exceeds enrolment capacity.
- If living within the priority catchment area with high enrolment pressures waiting list forms will be collated centrally in a cluster to ensure equity of access for all families.
- If living outside the priority catchment area advise parents to contact their local site.
- Parents will be contacted during the term prior to commencement to confirm that a place is still required.
- Places will be offered in writing during week 5 two terms prior to commencement, Confirmation by phone within 7 days will secure your place. Failure to contact the site will result in the position being offered to the next family on the waiting list.
- Arrangements will be made for parents to complete an enrolment form to finalise the enrolment.

Communication and Collaboration between sites and regional office

- Site staff contacts neighbouring sites to advise of vacancies during week 3 two terms prior each term.
- Preschool Director Meetings in week 9 each term have a standing agenda item to discuss enrolment and placement procedure.
- Director’s or cluster leaders inform Early Childhood Consultant of enrolment details each term by email in week 3.
- Director’s contact feeder schools each term to advise of enrolment details.
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Allocating Places Each Term (Same School Start – process completed Term 3)

- **Week 1** Site staff contact parents from waiting list to confirm a place is still required.

  - In areas with high enrolment pressures an ECW will be employed to manage the collation and prioritising of known vacancies and waiting list forms for all cluster sites.
  1. Gather known vacancies and waiting list forms from all cluster sites.
  2. Contact parents from waiting list to confirm a place is still required.
  3. Collate vacancies and waiting list forms using the Priority of Access Policy to appropriate sites.
  4. Record enrolments and vacancies to share with cluster site leaders and regional ECC.
  5. Provide the ECC with waiting list forms not able to be accommodated within the cluster for brokering.

- **Week 2** Site staff place children from priority catchment area but do not advise families.

- **Week 2** Site staff informs neighbouring sites and region of enrolment details.

- **Week 3** If necessary, Site staff meets with neighbouring sites to negotiate places for children from priority catchment area that cannot be placed.

- **Week 3** If necessary, one person nominated per cluster to negotiate placement of children who are unable to be accommodated within the cluster with neighbouring cluster.

- **Week 3** Director’s place children from outside the priority catchment area.

- **Week 5** Families are offered places by letter.