



Adelaide Miethke Preschool

Enrolment & Orientation policy

Quality Area 7: Service management

Department for Education Preschool Enrolment Policy:

The Department for Education (DfE) is responsible for providing preschool education in South Australian kindergartens, preschools, school-based preschools and children's centres. Enrolment policies and procedures exist to ensure equitable access to these services for local families.

Eligible enrolments:

Children are entitled to attend a preschool program in their eligible year for the equivalent of up to 15 hours per week for up to 40 weeks (4 terms) prior to entering formal schooling.

Adelaide Miethke Preschool offers a preschool program to children who meet the enrolment criteria described below:

- **Children within their eligible year according to the policy and who turn 4 years old:**
 - before 1 May are eligible to start preschool at the beginning of the year.
 - on 1 May to 31 October can commence preschool through the mid-year intake at the start of term 3 of that year
 - after 31 October will be eligible to commence preschool at the start of the following year.
- **Children who identify as Aboriginal or Torres Strait Islander descent or both or who are or have been in care are entitled to attend preschool from 3 years of age.**

Attendance for children enrolled in a 3 year old program is up to 15 hours per week.
- **Children transferring from an interstate or overseas preschool, who turn 4 years of age during the year are eligible to continue their learning and be enrolled in a SA government preschool.**

Evidence that the child has been enrolled in and regularly attended a preschool program for a minimum of 1 term prior to transferring to SA is required.
- **Children who turn 4 years of age on or before 31 July and have a parent/guardian who is a full-time serving member of the Permanent Navy, the Regular Army or the Permanent Air Force can choose to have their child start at the beginning of that year (intake 1).**

The director must be satisfied and have sufficient documented evidence that one or both parents/guardians are current serving members.
- **Early entry or extended enrolment.**

Children with additional needs, disabilities, emerging English as an additional language or dialect (EALD), or those facing significant family challenges may be eligible for early entry or extended enrolment in preschool. Applications will be assessed by the Director on a case-by-case basis, ensuring that the preschool has the capacity to accommodate these needs. In situations where enrolment pressures arise, children enrolled under Early Entry or Extended Enrolment will be given second priority compared to other eligible enrolments.

Adelaide Miethke Preschool Priority of Access:

Local families in the Catchment Area

If more registrations of interest for a preschool are received from families living in the preschool local catchment area than available places, a priority order may be applied. Places will be offered based on whether any, all or a combination of the following applies:

1. the child identifies as Aboriginal and/or is a child who has previously been in care
2. the child has been granted enrolment due to special or extenuating circumstances – in consultation with the Local Education Team
3. other considerations in the following order:
 - the distance of the child's residence from the preschool (kms by road)

- the length of time the child has lived in the preschool local catchment area
- the child has siblings currently enrolled in the school or service
- the family currently attends programs at the service.

Families outside the Catchment Area

When more registrations of interest for preschool are received from families living outside of the preschool local catchment area than available places, places will be offered based on the following priority order:

1. the child identifies as Aboriginal and/or is a child who has previously been in care
2. the child has been granted enrolment due to special or extenuating circumstances – in consultation with the Local Education Team
3. other considerations, in the following order:
 - the distance of the child's residence from the preschool (kms by road)
 - the child has siblings enrolled in the school or service
 - transportation needs
 - the family currently attends programs at the service.

In cases of unique individual circumstances, consideration will be given, and enrolment may be offered at the Director's discretion.

Allocation of groups:

Allocation of groups will be finalised during Term 4 and families will be notified before orientation visits.

When accepting an offer of a place, families are asked to indicate their preferred group (Monday/Tuesday or Wednesday/Thursday). Staff attempts to meet family preferences where possible. However, we must also take into consideration staff-child ratios, group capacity, and group dynamics including availability of preschool support and bi-lingual support.

Transitions:

Adelaide Miethke Preschool aims to provide information and opportunities for families and children to build relationships and feel comfortable and familiar with the preschool staff, environment and program.

- An information pack containing a printed copy of the centre information handbook, enrolment forms and other policy information is given to each family.
- A program of transition visits for children will be offered in the final weeks of Term 4.

Endorsed by Staff & governing council

Reviewed: October 2024