Priority of Access Policy

PROCEDURE

Due to increasing enrolment pressures and regulations by the Federal Government’s new National Quality Standard requirements to remain within building capacity, we have developed a Procedure to implement the Priority of Access Policy developed in November 2011.

Procedure

Enrolment enquiry by phone
Kindergarten staff taking an enrolment inquiry by phone will:
Ask your child’s residential address and identify if your child lives in the Golden Grove zone
1. Children living in the Golden Grove zone meet Criteria 1. The staff member will fill in “Waiting List Form 1”
2. Children living outside of the zone do not meet Criteria 1.
   • Kindergarten staff will fill in “Waiting List Form 1”
   • The kindergarten will post/email “Waiting List Form 2” with a copy of the Priority of Access Policy to the family.
   • When the kindergarten receives “Waiting List Form 2” we will place you on the Waiting List.
   • The information contained in Waiting List Form 2 will be used by staff to make a decision on which Criteria your child meets against the Priority of Access Policy.
   • Kindergarten staff will provide families with information to assist finding a place at an alternative local kindergarten for your child. Kindergarten staff will document this on Form 1. We encourage families to place their name on the list at another kindergarten as a back up plan.

Enrolment enquiry drop-in
Staff members meeting with a new family will:
Ask your child’s residential address and identify if your child lives in the Golden Grove zone
1. Children living in the Golden Grove zone meet Criteria 1. The staff member will fill in “Waiting List Form 1”
3. Children living outside of the zone do not meet Criteria 1.
   • The family will fill in “Waiting List Form 1” and “Waiting List Form 2”
   • The staff member will provide the family with a copy of the Priority of Access Policy to the family.
   • When the kindergarten receives “Waiting List Form 2” we will place you on the Waiting List.
The information contained in Waiting List Form 2 will be used by staff to make a decision on which Criteria your child meets against the Priority of Access Policy.

Kindergarten staff will provide families with information to assist finding a place at an alternative local kindergarten for your child. Kindergarten staff will document this on Form 1. We encourage families to place their name on the list at another kindergarten as a back up plan.

Confirmation of being on the Waiting List
Following the receipt of Waiting List Forms, Golden Grove Kindergarten will send a letter confirming your child is on the waiting list, identifying which criteria your child meets, which term they would be able to begin kindergarten and which term you will be notified if your child will be offered a place at Golden Grove Kindergarten.

This letter invites you to confirm that you still would like to have your child’s name on the Golden Grove Kindergarten Waiting List.

We urge you to return this confirmation advice.

Process for offering of places
- The Priority of Access Policy is implemented
- By date forms are received

Notification
During week 1 of the term before your child is entitled to being kindergarten transition (previously pre-entry) families will receive a letter advising you that your child will be offered a place, or that your child is on the waiting list.

If vacancies arise, families will be offered a place at Golden Grove Kindergarten at this time.

Additional useful information for Families
Here are the links to the zones for the Golden Grove Primary School & the Golden Grove High School
Golden Grove Primary School

Golden Grove High School

Developed and Agreed by Golden Grove Kindergarten Staff Team 09/03/12.