PRESCHOOL WAITING LIST

Please complete the details overleaf to place your child’s name on the waiting list for enrolment in the preschool program when she/he is eligible, as outlined in the DECD Preschool Enrolment Policy.

You will be notified if a place is available prior to your child’s anticipated commencement date; you will then be asked to complete a Preschool Enrolment Form.

The number of vacancies available at each intake depends on the preschool’s physical capacity and the number of children leaving to go to school and therefore will vary at each intake.

INFORMATION PRIVACY STATEMENT

The Department for Education and Child Development (DECD) is committed to respecting the confidentiality of information provided by children/students and parents, for example, information requested on child/student enrolment forms. The information requested in this form is to enable the site and DECD Regional Office to manage projected enrolments.

If organisations are contracted on behalf of DECD to undertake tasks that require access to waiting list data, the contract(s) between DECD and those organisations will include strict confidentiality and disposal provisions.

The information provided on the waiting list form is stored securely in local school/preschool and DECD databases. The disclosure of personal information held by Government is regulated by the information privacy principles (see reference above). Unless required to do so by a law of the State or Australian Government, as permitted by the information privacy principles or in accordance with the Information Sharing Guidelines (see below), DECD will not otherwise disclose the information to others without your consent.

INFORMATION SHARING STATEMENT

There will be occasions where sharing information with others outside this site will be important to your child’s preschool placement. In these circumstances, DECD follows the SA Government’s Information Sharing: Guidelines for promoting the safety and wellbeing of children, young people and families (ISG) www.gcyp.sa.gov.au

Under the ISG your consent for the sharing of personal information about your child will be sought and respected in all situations unless:

- it is unsafe / impossible to gain consent or consent has been refused and
- without information being shared, a child or children will be at increased risk of serious harm.

IMPORTANT

DECD Enrolment Policy – Proof of Age

For the purpose of confirming the date of birth of your child, the acceptable documentation required is:-

- A Passport
- A Birth Certificate; or
- Official Centrelink documentation stating the child’s name and date of birth

Please bring the ORIGINAL of one of the above documents to the kindy with your completed Waiting List form and we will be happy to copy it for you.

Thank you
Site details

Site name: Tanunda Kindergarten

Child details

First name: 
Surname/Family name: 
Date of birth: 
Gender: Male □ Female □
Address: 
Suburb/Town: 
Postcode: 

Intended School: 

Does your child have any additional needs or a diagnosed disability that would make them eligible for early entry as described in the preschool enrolment policy? No □ Yes □

If yes, please provide details: 

Does your child have a medical condition that may require support? No □ Yes □

If yes, please provide details: 

Additional information

Add any other questions needed to determine local priority of access categories

Parent/Guardian details

Given name: 
Family name: 
Relationship to child: 
Signature: 
Date: 
Mobile: 
Home phone: 
Work phone: 
Email: 

Details of person completing waiting list form (if other than parent/guardian)

Name: 
Role: 
Signature: 
Date: 

Site use only

Priority for allocating places in preschool service

<table>
<thead>
<tr>
<th>Term dates</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>T1</td>
<td>30/6-1/7</td>
<td>26/9-1/10</td>
<td>26/9-1/10</td>
<td>27/10-10/11</td>
</tr>
<tr>
<td>T2</td>
<td>23/4-18/5</td>
<td>20/6-17/7</td>
<td>20/6-17/7</td>
<td>17/7-18/8</td>
</tr>
<tr>
<td>T3</td>
<td>14/1-19/2</td>
<td>12/4-17/5</td>
<td>12/4-17/5</td>
<td>17/6-18/7</td>
</tr>
<tr>
<td>T4</td>
<td>15/10-14/11</td>
<td>14/10-13/12</td>
<td>13/10-12/12</td>
<td>12/10-11/12</td>
</tr>
</tbody>
</table>

Anticipated preschool start dates

Early entry (if eligible and capacity permits) start term: □ year: 
Date: 
Pre entry start term: □ year: 
Date: 
Preschool start term: □ year: 
Date: 
School start term: □ year: 
Date: 

Date enrolment details entered in EYS: 
EDID: 

Date contacted: If place available, enrolment interview scheduled on 
Time: 

Enrolment form completed on: 

Group/Room:
**Tanunda Kindergarten**

**ENROLMENT AND PRIORITY OF ACCESS POLICY AND PROCEDURES**

Enrolments will be determined in accordance with the Preschool Enrolment Policy of the Department for Education and Child Development (DECD). Please note-Tanunda Kindergarten is not a “Designated Rural Preschool”, as per the DECD Policy, so this does not apply.

In the event that Tanunda Kindergarten experiences high demand for enrolments, or has reached enrolment capacity, this Priority of Access Policy will inform parents/guardians of the criteria that will be used to prioritise enrolments.

Parents seeking to enrol will be provided with a waiting list form, a copy of the Priority of Access policy and the DECD Enrolment Policy.

Parents who register their intent to enrol at the preschool (using the waiting list form) will have their application for enrolment assessed by the Director using the following criteria.

The Director reserves the right to exercise discretion when applying this policy at all times.

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**Priority 1**

1a. Children whose residential address is within the Postcode area 5352.

1b. If there are insufficient places to accommodate all children, then priority will be given to children meeting any of the categories below (as per the DECD Enrolment Policy)

- Children under the Guardianship of the Minister
- A parent or child with a disability
- Identifies as Aboriginal or Torres Strait Islander
- A child at risk of serious abuse or neglect
- Children in socially isolated families
- Children in families with culturally and linguistically diverse backgrounds

Priority one will always have first entry into the preschool. If you do not meet priority one criteria and still wish to attend this centre you will be placed on a waiting list for vacancies using the following criteria in the order listed below. Enrolments will be placed on the list according to when they enrol – however a child who meets higher criteria will have access to the preschool before a child in a lower priority – even if they enrol later.

**Priority 2**

2a. Siblings attend the Tanunda Primary School Disability Unit

2b. Siblings attend the closest school (Tanunda Primary School)

2c. Siblings attend any other school within the Tanunda Postcode (5352)

**Priority 3**

3a. Siblings have attended this preschool previously

3b. Families choosing to attend this preschool, even though there is a preschool closer to residential address, however it is unable to offer 15 hours.