



Mawson Lakes Preschool Policy

Preschool Placement



Thank you for completing an Expression of Interest form at Mawson Lakes Preschool. As our centre is located in a community of young families, at times we experience high demand for enrolment. Therefore, the preschool has developed a placement policy to help us manage enrolments during these times. This policy has been discussed with the community and our Education Director and is used in conjunction with the DfE School and Preschool Enrolment Policy and DfE Placement Procedure. These documents can be found at [School and preschool enrolment policy \(education.sa.gov.au\)](https://www.education.sa.gov.au) and [Placement procedure \(edi.sa.edu.au\)](https://www.edi.sa.edu.au)

First priority for a vacancy at Mawson Lakes Preschool will go to children in their eligible year who are not already attending another preschool and live in Mawson Lakes.

Factors which may be taken into consideration, but not be limited to, include;

- Your child is not already attending another early learning program (can include an approved preschool program in childcare)
- Special Circumstances may include:
 - children in Aboriginal and Torres Strait Islander families
 - children who are, or have been in care
 - children at serious risk of abuse or neglect
 - children in families which includes a person with a disability
 - children with a disability
 - children in families with non-English speaking backgrounds
 - children in socially isolated families
 - children of Defence Force personnel
 - the Director's discretion
- Is in the best interests of the child.

To help us manage our enrolment process we will start accepting Expressions of Interest up to two calendar years prior to when your child is eligible to begin preschool. Proof of your child's birth date will be required at this time. The following documents will be accepted;

- Birth Certificate
- Passport
- Official Centrelink documentation stating your child's name and date of birth.

Proof of residency will also be required. The following documents will be accepted;

- Lease agreement (must be longer than 6 months)
- Council Rates notice or Utility notice.

Please note that completing an Expression of Interest form at Mawson Lakes Preschool is not a guarantee of enrolment. It is the family's responsibility to contact the centre if their circumstances change, which will affect their Expression of Interest (eg contact numbers, change of address).

When the Expression of Interest is completed and returned to us, and you have shown us the original documentation, we will note the date and place your child's details in our Expression of Interest data base according to that date. We will also take a copy of your original documentation. As places are limited, they will be offered on a 'First Come, First Serve' basis, to families residing in Mawson Lakes, based on the date your Expression of Interest was received by us. If places remain available after families residing in Mawson Lakes have been offered a place, places will be offered to families living outside Mawson Lakes based on the date your Expression of Interest was received by us. You will receive notification by email, approximately six months prior to the start of preschool, offering your child a place or advising you that a place is not available and that you have been placed on the waiting list.

If you are successful in securing a place, we seek your commitment to attend a minimum of two days per week for your child to gain the most out of the preschool program.

If we are unable to offer your child a place, we will provide families with information about alternative Preschools/Kindergartens in the local area.

Any offer of a place at Mawson Lakes Preschool does not guarantee enrolment into Mawson Lakes School. Mawson Lakes School is zoned and a separate placement process applies. Please contact Mawson Lakes School on 8260 1681 for further details about their enrolment process.

Thank you for completing an expression of interest with us. You are welcome to contact us at any time for more information.

INFORMATION PRIVACY STATEMENT

The Department for Education (DfE) is committed to respecting the confidentiality of information provided by children/students and parents, for example, information requested on child enrolment forms. The information provided on the expression of interest form is stored securely in local Preschool and DfE databases. The disclosure of personal information held by Government is regulated by the information privacy principles. 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), DfE 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, DfE follows the SA Government's *Information Sharing: Guidelines for promoting the safety and wellbeing of children, young people and families (ISG)*. [Information Sharing Guidelines | Department of the Premier and Cabinet \(dpc.sa.gov.au\)](#)

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.

References

National Quality Standard 6.1 (2011)

- **Element 6.1.1 – Supportive relationships with families**
- **Element 6.2.1 – Transitions**

[Quality Area 6 – Collaborative partnerships with families and communities | ACECQA](#)

Preschool Enrolment Policy, V.2.3 April 2021

[School and preschool enrolment policy \(education.sa.gov.au\)](#)

Placement Procedure, V1.2 April 2021

[Placement procedure \(edi.sa.edu.au\)](#)

SA Government's Information Sharing: Guidelines for promoting the safety and wellbeing of children, young people and families (ISG).

[Information Sharing Guidelines | Department of the Premier and Cabinet \(dpc.sa.gov.au\)](#)

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I understand that completion of the above Expression of Interest **does not** guarantee enrolment at Mawson Lakes Preschool.

I understand I will be provided with information about other preschools in the local area to consider as alternative preschool placements for my child if unsuccessful in gaining a place at Mawson Lakes Preschool.

Signed _____

Name _____

Date / /