



ATTACHMENT TO DIAMOND HILLS PRESCHOOL ENROLMENT AND ORIENTATION POLICY- GROUP ALLOCATION PROCEDURE

Mandatory – Quality Area 6

Preferences

- 1.1 Preference forms for the Four year old groups and a copy of the Diamond Hills Pre-school four year old group allocation procedure will be emailed to families by the date outlined in Appendix 1.
- 1.2 Preferences will be accepted via the online form.
- 1.3 Any child who is repeating four year old pre-school will be emailed the online group preference form at the same time. Group Nominations for any child/children repeating four year old preschool will be treated without bias and must be received by the preschool as per conditions set out in this policy.
- 1.4 The first round of preferences for groups will close on the date outlined in the Appendix 1
- 1.5 All preferences received by this date and time will be allocated to their preferred group, providing that there are sufficient spaces for the number of preferences received.

2 Priority of Access to Extended Care services

- 2.1 Priority of access to extended care services will be provided in the following circumstances:
 - 2.1.1 The child's parent/guardian has a work or study commitment on the days extended care sessions are offered, as evidenced by a letter, email or document from an employer or education institution affirming their hours of work or study intersect/overlap with extended care hours.
 - 2.1.2 The child's parent/guardian is recognised as a carer for an adult or child with a disability or medical condition or for an adult who is frail aged as evidenced by a letter, email or document from a medical professional or institution, or Statutory Declaration completed by the carer.
- 2.2 The number of places available for Extended Care services is at the discretion of the Committee of Management and is subject to change.
- 2.3 Priority of access to extended care services does not guarantee placement; the ballot process as outlined in Item 3 will apply if the preference is oversubscribed.

3 Ballot

- 3.1 In the event that one of the groups receives more preferences than places available, all preferences for that group that are received by the due date in Appendix 1 will be placed into the first ballot.

- 3.2 The ballot will be overseen by an enrolment sub- committee comprising of at least three members of the Committee of Management. This will include the Enrolment Officer and at least two other members of the committee as agreed by the President or Vice President.
- 3.3 Names will be drawn from a ballot and recorded in order until all preferences have been drawn from the ballot. The child/children who does not receive an offer for a place in their preferred group will be placed in the group with places still available and their name will be recorded on a waiting list for their preferred group, with their position on the waiting list determined by the ballot.

4 Second round preferences

- 4.1 Any online preferences received between the close of first round, and the due date of the second round will be assigned to their preferred group, providing that there are sufficient spaces for the number of preferences received.
- 4.2 In the event that one of the groups was filled after the first round of preferences was complete, all preferences received after the first round due date will be allocated to the group with spaces still available. A second and final ballot will be held to determine their position on the waiting list for the preferred group.
- 4.3 In the event that one of the groups receives more preferences than places remaining after the first round of preferences, all new preferences for that group that are received between the close of round one and the due date of round two will be placed into a ballot.
- 4.4 Names will be drawn and recorded in order until all preferences have been drawn from the ballot.

5 Withdrawal from a group

- 5.1 If a family wishes to change their preference from the group with a waiting list into the group without a waiting list at a later stage, preference will be given to the next child on the waiting list for that group.
- 5.2 If a child withdraws from the preschool from a group that has a waiting list after preferences have been allocated, the position will be filled by the next person on the waiting list for that group and the place made available in the other group will be made available to the Council to fill from their waiting list. This applies until the end of term 1 only.
- 5.3 If a child withdraws from a group that does not have a waiting list, that position will be made available to the Council to fill from their waiting list.
- 5.4 If a family wishes to change from a group where they have an allocated position, into a group where there is a waiting list, they will be placed at the end of the waiting list for their preferred group.

6 Notification

- 6.1 Families will be notified of their group allocation and, if relevant, their position on the waiting list via email prior to the date outlined in Appendix 1.

7 Grievance

- 7.1 If a family is unhappy with the group offered to their child, they have the option to have their grievance followed up in line with the Diamond Hills Preschool Grievance Procedure.



APPENDIX 1 – Timeline

Date	Event
Friday 4 September 2020	Diamond Hills Preschool to group nomination form and deposit request to all families (at the latest)
Monday 14 September 2020 by 5pm	Families must have: <ul style="list-style-type: none">• have paid their deposit and• completed the online Group Nomination form Close of First round preferences for Group Nomination
Friday 18 September 2020 by 5pm	Close of Second round preference for Group Nomination
Friday 9 October 2020	Diamond Hills Preschool to inform families via email of their groups for 2021 at the latest