

Policy No: CE-POL-029/1/2025

Enrolment policy for 3 year old preschool delivered through child care

Custodian: Management Committee

Custodian Contact:
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Version No: 1

Approved By:

Burcu Subasi
Chairperson

On behalf of the Management Committee.

Approval Date: 16/12/25

Next Review Date: 16/11/26

Supersedes New Policy

1 Purpose:

C.a.F.E. Enfield Children's Centre is a partner service to deliver the South Australian Government's new Flying Start 3-year-old preschool initiative.

This policy aims to identify children who are eligible to enrol in 3 year old preschool (offered through long day care), and outlines the requirements of parents and our Centre during the enrolment process. This policy is informed by Office for Early Childhood Development (OECD) and Department for Education (SA) initiatives to roll out universal 3-year-old preschool from 2026.

2 Scope:

Approved Provider (note- at this site we have 2 approved providers- the Management Committee for child care and the Dept for Education for preschool)
Nominated Supervisor
Responsible Person on Duty
Educators
Parents & Children

Note regarding children Out of Scope of this Policy: children entitled to attend preschool in the year before school, Aboriginal children or children in care with an existing entitlement to attend 3-year-old Department for Education preschool are not covered by this policy. See the [school and preschool enrolment policy](#) for further information.

3 Supporting Documents:

C.a.F.E. Enfield Children's Centre [Philosophy](#), which affirms the right of every child to access high-quality early education in a culturally responsive, inclusive, and play-based environment.

[Child Care Enrolment Policy](#)
[Inclusion Policy](#)
[Parent handbook](#)

[Fees Policy](#)

[Flying Start for Kids Policy and Funding Guideline 1.1 2026](#)

[School and Preschool enrolment policy](#)

[Privacy and confidentiality policy](#)

4 Policy Details:

Eligibility Criteria for 3yo preschool delivered through long day care

Under the 3-year-old preschool program, a child cannot access a Flying Start preschool place at more than one service.

Age: From 2026-2032, children who receive an enrolment offer will access between 6-15 hours of a teacher-led play-based program per week for **up to 4 terms** before starting 4 year-old Department for Education preschool. Eligibility will be based on the child's proposed school start date. *For example: a child with a school start date of Term 1 2028 will be eligible for 3yo preschool in Term 1 2026.*

Some children will not yet have turned 3 within the 2-year period before they plan to start school – with the youngest such child being 2 years and 9 months old. Our Centre will only offer a place in 3 year old preschool **after the child turns 3 years of age**. If the child turns 3 during their eligible term then this will still count as a full term.

We will offer multiple intakes throughout the year to accommodate this.

Example- a child born in February/early March will start during Term 1 once they turn 3

A child born in late March/April will start in Term 2

A child born in August/early September will start in Term 3 once they turn 3

A child born in late September/October will start in Term 4

Immunisation: Children must meet the requirements of the 'No Jab No Play' legislation, and provide a current approved immunisation history statement.

Priority of Access for 3yo preschool

Priority will be given to children who are already currently enrolled in our Centre in the Karra Room.

Any new enrolments or additional days available will be prioritised to children applying for 3-year-old preschool that fit within the priority groups listed below:

Priority category	Priority criteria
1	Aboriginal children*
	Children in out-of-home care*
	Children referred to the Preschool Plus program*
2	Children with active child protection involvement or active involvement with the child and family support system
	Children with a recognised disability*
	Asylum seeker and refugee children*
	Children who do not speak English*
	Children of families experiencing or at risk of domestic, family violence
	Children of healthcare card, concession card or Veteran Gold Card holders*
All other children	

Commitment to Inclusion

In keeping with our Centre Philosophy & Inclusion Policy, we believe every child has the right to equitable access to quality early learning, regardless of ability, background, culture, language, gender, or socioeconomic status.

We provide a safe, welcoming place for all children and their families to foster a strong sense of belonging and community.

5 Procedures:

Enrolment Procedure (see [enrolment and orientation-child care policy](#) for further information)

1. Registration of Interest & Consent- families submit a [Registration of Interest form](#), including proof of age and immunisation status.
2. Eligibility Review- admin reviews documentation and confirms eligibility based on age, immunisation, and priority access criteria, and available vacancies.
3. Offer of Placement- families are notified of placement availability and provided with enrolment forms and orientation information.
4. Enrolment forms submitted- families submit enrolment forms and other documentation as required (Eg diet plans, health support agreements), and bond paid (see [Fees Policy](#))
5. Orientation and Transition- Once enrolment forms have been submitted, families will be invited to participate in orientation sessions (approximately 4 visits) to support a smooth transition into the program.
6. Child starts – ongoing communication between educators and family

6 Related Legislation and Regulations

No Jab No Play legislation as part of the South Australian Public Health Act 2011

Education and Care Services National Law Act 2010

Section 175 Offence relating to requirement to keep enrolment and other documents

Education and Care Services National Regulations 2011

Regulation 160	Child enrolment records to be kept by approved provider and family day care educator
Regulation 161	Authorisations to be kept in enrolment record
Regulation 162	Health information to be kept in enrolment record
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures
Regulation 177	Prescribed enrolment and other documents to be kept by approved provider
Regulation 181	Confidentiality of records kept by approved provider
Regulation 182	Confidentiality of records kept by family day care educator
Regulation 183	Storage of records and other documents

7 Definitions of Terms:

Term	Meaning
DfE	Department for Education
OECD	Office for Early Childhood Development
Partner Service	A service approved by the OECD to deliver a funded preschool program.

8 References:

OECD, 2025, *Flying Start for Kids: Policy and funding guide 1.1*, (accessed online 25/10/25) at url: https://www.earlychildhood.sa.gov.au/_data/assets/pdf_file/0010/1057636/Policy-and-Funding-Guide.pdf

9 Reviewing Strategy and History:

This policy will be reviewed annually

Version No.	Reviewed By	Approved By	Approval Date	Review Notes
1	Assistant Director Management Committee	Burcu Subasi Chairperson	16/12/25	New Policy