

▲ **PRIORITY OF ACCESS POLICY** **FROEBEL CARLTON @ MELBOURNE CONNECT**

▲ **PURPOSE**

The purpose of this policy is to detail the Priority of Access Guidelines as recommended by the Australian Government and agreed between University of Melbourne and FROEBEL.

FROEBEL acknowledges that the University of Melbourne's strategic priority is to provide their *Eligible Precinct Tenant Employees under Priority 2A* with access to an Early Education and Care Service, with the purpose of attracting and retaining exceptional people.

The University of Melbourne is also committed to providing *Eligible University of Melbourne Employees under Priority 2B* with priority of access.

▲ **POLICY**

It is the policy of the service to consider the Australian Government's intention to help families who are most in need and support the safety and wellbeing of children at risk in accordance with the Framework for Protecting Australia's Children 2009–2020.

Definitions

Eligible Precinct Tenant Employee under Priority 2A is a parent (or guardian) who, at the time of enrolment,

- is a paid part-time or full-time employee of a *Precinct Tenant Employer* or FROEBEL Australia Limited (Carlton); and
- their primary place of work/study is within the Precinct, and
- produces a respective current written employer confirmation, respectively a tenancy confirmation.

Note: Allowable enrolments of children from FROEBEL employees must not exceed 5% of the total capacity of the service at any given time.

Eligible University of Melbourne Employee or Student under Priority 2B is a parent (or guardian) who, at the time of enrolment,

- is a paid part-time or full-time employee or a current student of The University of Melbourne but their primary place of work/study is not located at the Precinct; and
- produces a respective current written employer confirmation or Evidence of Enrolment Statement from The University of Melbourne.

Precinct is Melbourne Connect, located at 700 Swanston Street, Carlton, VIC 3053.

Precinct Tenant Employers under this policy are

- [entity and ABN to be confirmed by UoM]
- ...
- ...
- ...

For the avoidance of doubt, only Precinct Tenant Employers specified under this policy, as updated progressively following receipt of written confirmation from The University of Melbourne, will be eligible. It is the responsibility of The University of Melbourne to notify FROEBEL of tenancy data and any changes accordingly and without delay.

PROCEDURES

If demand for enrolments exceed the number of available, approved places at the education and care service, a parent/guardian can apply for their child to be registered on the service's waiting list; the following **Priority of Access Guidelines** will apply when allocating placements.

Priorities:

- **Priority 1:** a child at risk of serious abuse or neglect
- **Priority 2:** a child of a Precinct Tenant Employee, University of Melbourne Employee or Student or the general community

Within **Priority 2**, first priority is given to:

- a child of an *Eligible Precinct Tenant Employee under **Priority 2A***; and then
- a child of an *Eligible University of Melbourne Employee or Student under **Priority 2B***; and then
- any other child (general community) (**Priority 2C**).

Within Priority 2C, priority will be considered

- for children of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment,
- for sibling children of Priority 2C families who are already enrolled at the service.

Waiting List

To apply for their child to be registered on the service's waiting list, a parent/guardian will submit their expression of interest through the service's online waiting list platform, indicating their priority status (if applicable) as prompted. The priority status and time stamp on their submission will determine the child's ranking on the waiting list.

Acceptance of Enrolment Offer

Families who are offered enrolment under this policy are required to accept or reject an enrolment offer without delay and no later than 72 hours from when the offer was made.

FROEBEL is entitled to make an offer to the next family on the waiting list if the enrolment offer has not been accepted within that timeframe.

Places which cannot be filled with a Priority 1, 2A or 2B family at the time of the vacancy will be offered to the general community.

▲ SOURCES AND FURTHER READING

- Child Care Provider Handbook, current as of 8 July 2019:
<https://www.education.gov.au/child-care-provider-handbook>
- National Framework for Protecting Australia's Children
https://www.dss.gov.au/sites/default/files/documents/child_protection_framework.pdf

▲ ASSOCIATED POLICIES

- Enrolment and Orientation

▲ POLICY REVIEW

- The Service (together with educators) will review this policy every 12 months.
- The Approved Provider and Centre Director will ensure that this policy and its procedures are maintained and implemented at all times.
- Families are encouraged to collaborate with the Service to review the policy and procedures.
- **Last review:** 03/08/2020
- **Next review:** 03/08/2021