

▲ **PRIORITY OF ACCESS POLICY**

FROEBEL ST LEONARDS

▲ **PURPOSE**

The purpose of this policy is to detail the Priority of Access Guidelines as recommended by the Australian Government and set out by FROEBEL.

▲ **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 2021–2031.

▲ **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:** any other child.

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

- a child of a permanent part-time or full-time employee of FROEBEL Australia Limited (**Priority 2A**). In the event of urgent operational requirements, the Centre Director may, at their reasonable discretion, grant Priority of Access to casual employees employed at FROEBEL St Leonards,
- a child of a family who is currently enrolled at FROEBEL (**Priority 2B**),
- a child who was previously enrolled at FROEBEL for no less than three consecutive months or currently attends another FROEBEL centre in Australia (**Priority 2C**).

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 encouraged to accept or reject the 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.

▲ SOURCES AND FURTHER READING

- Child Care Service Handbook:
<https://www.dese.gov.au/child-care-package/child-care-provider-handbook>
- National Framework for Protecting Australia's Children
<https://www.dss.gov.au/families-and-children-programs-services-children-protecting-australias-children/safe-and-supported-the-national-framework-for-protecting-australias-children-2021-2031>
- Family Assistance Guide
<https://guides.dss.gov.au/family-assistance-guide/2/8/1/20>

▲ ASSOCIATED POLICIES

- Enrolment and Orientation
- NSW Child protection and Child Protection Risk Management

▲ POLICY REVIEW

- The Service (together with educators) will review this policy every 12 months.
- The Approved Provider and Centre Director ensure that at all times all educators maintain and implement this policy and its procedures.
- Families are encouraged to collaborate with the Service to review the policy and procedures.
- **Last review:** 01/11/2023
- **Next review:** 01/11/2024