



Priority of Access

POLICY STATEMENT:

Children with an existing enrolment and permanent booking will be given the option to keep their current permanent bookings into the following year, before the service opens up bookings to other children.

When considering enrolments for the following school year, the service will consider the physical space and accept enrolments ensuring compliance with the Education and Care Services National Regulations and Law is maintained.

If proposed enrolments exceed the current physical space, the service will investigate access to additional space. If suitable additional physical space cannot be secured, the service will place a cap on the number of enrolments and once that cap is reached a waiting list will be established. Families will be made aware of this process.

When filling vacancies, our service will give priority to primary school children attending Hunters Hill Public School and those children who live in Hunters Hill .

CONSIDERATIONS:

Education and care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
108, 157	6.1.1, 6.3.3, 7.3.2	<ul style="list-style-type: none"> Enrolment and Orientation Policy Confidentiality policy Management of complaints policy 	<ul style="list-style-type: none"> Child Care Benefit (Eligibility of Child Care Services Approval and Continued Approval) Determination 2000. Child Care Service Handbook. Section 6 Service Delivery (6.3 Priority of access). Family Assistance Act 1999.

VERSION CONTROL AND ENDORSEMENT

Version	Date completed	Date endorsed	Review Date
2	25.5.20	3.6.20	3.6.21