



Woden Early Childhood Centre

"Creating the Future"

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PRIORITY OF ACCESS POLICY

QUALITY AREA 7: LEADERSHIP AND SERVICE MANAGEMENT

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- Links to Education and Care Services National Regulations 2011:
- Links to National Quality Standards / Elements: 6.1.1, 6.3.3, 7.3.2

Introduction

This policy has been developed to ensure Woden Early Childhood Centre (WECC) complies with the *Priority of Access Guidelines* set by *Family Assistance Law* and defined by the Australian Government's Department of Education and Training. Failure to meet the Guidelines is a breach of the conditions of continued approval for receiving Child Care Benefit and State Government funding.

Goals – What are we going to do?

- WECC values the input of families, educators and the wider community to help WECC meet the needs of the children who attend
- WECC encourages open communication through the enrolment and orientation process, policy review, feedback forms, the Management Committee, the daily program, documentation, formal and informal meetings, emails and conversations.

Strategies – How will this be done?

WECC will use the *Priority of Access Guidelines* to prioritise the waiting list and to allocate available education and care places to families.

The *Priority of Access Guidelines* followed by Long Day Care and Outside School Hours Care Services are set by the Department of Education and Training. These are:

- Priority 1: a child at risk of serious abuse or neglect
- Priority 2: a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the *A New Tax System (Family Assistance) Act 1999*
- Priority 3: any other child.

Within these three priority categories, precedence should also be given to children in:

- Aboriginal and Torres Strait Islander families
- families which include a person with a disability
- families on lower incomes
- families from culturally and linguistically diverse backgrounds
- socially isolated families
- single parent families.

WECC endeavours to meet the needs of the children and families in our community while complying with the above guidelines.

Evaluation

All enrolments will strictly adhere to the *Priority of Access Guidelines* to ensure equity and consistency for the community.

Related policies / documents

- *Child protection*
- *Confidentiality*
- *Enrolment and orientation*

Statutory legislation and considerations

- Education and Care Services National Regulations 2011
- Early Years Learning Framework for Australia: Belonging, Being and Becoming, 2009
- Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000 (subsection 2051 Family Assistance (Administration) Act)
- Priority of Access Guidelines for child care services
- Department of Education and Communities Funding Agreement
- Family Assistance Law

Sources and references

- Department of Education and Training – www.education.gov.au
- Department of Education and Training – Child Care Service Handbook
- Department of Education and Communities/ Early Childhood Education and Care - www.det.nsw.edu.au/what-we-offer/early-childhood-education-and-care

Authorisation

Jessica York
President
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