



# Priority of Access

Adopted 11/11/2014

## Introduction

This policy has been developed to ensure the education and care service complies with the Priority of Access Guidelines set by Family Assistance Law and defined by NSW State Government Funding Agreements.

Failure to meet these 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?

The education and care service will follow the Priority of Access Guidelines at all times when enrolling children.

The waiting list application will reflect these guidelines to ensure that care is provided to families using these priorities.

## Strategies - How will it be done?

The Priority of Access Guidelines followed by state funded preschools are defined by NSW State Government funding Agreements. In no particular order, these are:

- Children who are at risk of harm.
- Aboriginal and Torres Strait Islander children.
- Children from low income families.
- Children from culturally and linguistically diverse backgrounds.
- Children with disabilities.
- Children in their year before school (with highest priority given to children closest to school entry).

Evans Head Preschool Association 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.

## Statutory Legislation & Considerations

- 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

- Department of Education, Employment and Workplace Relations – [www.deewr.gov.au](http://www.deewr.gov.au)
- Department of Families, Community Services and Indigenous Affairs – Child Care Service Handbook 2011-2012
- Department of Education and Communities/Early Childhood education and Care - [www.det.nsw.edu.au/what-we-offer/earlychildhood-education-and-care](http://www.det.nsw.edu.au/what-we-offer/earlychildhood-education-and-care)

## Links to other policies/documents

- Enrolment and Orientation
- Confidentiality
- Child Protection

**Adopted by the Management Committee**

**Signed by: Alicia Manning, President**

**Date: 11/11/2014**

**REVIEW DATE: 11/11/2016**

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## PROCEDURE

### Children re-enrolling for a consecutive year of Preschool

An enrolment form must be completed for each year a child is enrolled at preschool.

In order to maintain priority over new enrolments for a place, forms must be received by the conclusion of third term of the school calendar year. This allows time in Term 4 for letters of offer to be mailed and accepted, orientation sessions conducted for new families, applications for funding for children with additional needs, etc.

### Enrolling 3 year olds

Community preschools receive NSW State Funding for 3 year olds who are:

1. from a low income background (Health Care Card);
2. identify as Indigenous
3. diagnosed with additional needs

However, other 3 year olds may attend both of our services but priority must be given to children in the year before school.

Paying a \$50 Application Fee does not guarantee a place once a child turns three. If there are no vacancies when a child has their third birthday, they will be placed on a waiting list in accordance with the Priority of Access Guidelines.