

## PRIORITY OF ACCESS AND WAITLIST POLICY

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## 1 NQS

QA6	6.1.1	There is an effective enrolment and orientation process for families.
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## 2 National Regulations

Regs	177	Prescribed enrolment and other documents to be kept by approved provider
	181	Confidentiality of records kept by approved provider
	183	Storage of records and other documents

## 3 Introduction

UOW Pulse Ltd aims to provide fair access to early childhood education and care centre enrolments, including fair and reasonable use of the waiting lists.

## 4 Background

4.1 At times, there may be a waiting list for our early education and care services. To ensure the process is transparent, we have developed this policy for allocating places in these circumstances. This policy is guided by *The Department of Education Child Care Provider Handbook (June 2019)* and is used when there is a waiting list for our services or when a number of parents are applying for a limited number of vacant places.

The Kids' Uni Policies and Procedures apply to Kids' Uni North, Kids' Uni South, Kids Uni CBD, Kids Uni iC.

## 5 Policy

5.1 In order to be placed on the waiting list for one of UOW Pulse Ltd Centres, a waiting list form must be completed and returned to Kids Uni Administration. This form can be found on the Kid's Uni website. All families must complete this form regardless of whether there are spaces available or not as a record of their application.

5.2 Once this form has been received, it will be entered into the Kids Uni administration system according to the Priority of Access Guidelines. Priority of access is guided by the *The Department of Education Child Care Provider Handbook (June 2019)* to ensure a fair system for allocating places in these circumstances. (See below 5.3 – 5.5)

5.3 *The Priority of Access Guidelines breaks the priorities into the following categories:*

- i. **Priority 1**— *a child currently declared at risk of serious abuse or neglect by Department of Communities and Justice (DCJ), Police, other agencies or this service;*
- ii. **Priority 2**— *a child on our internal waitlist*

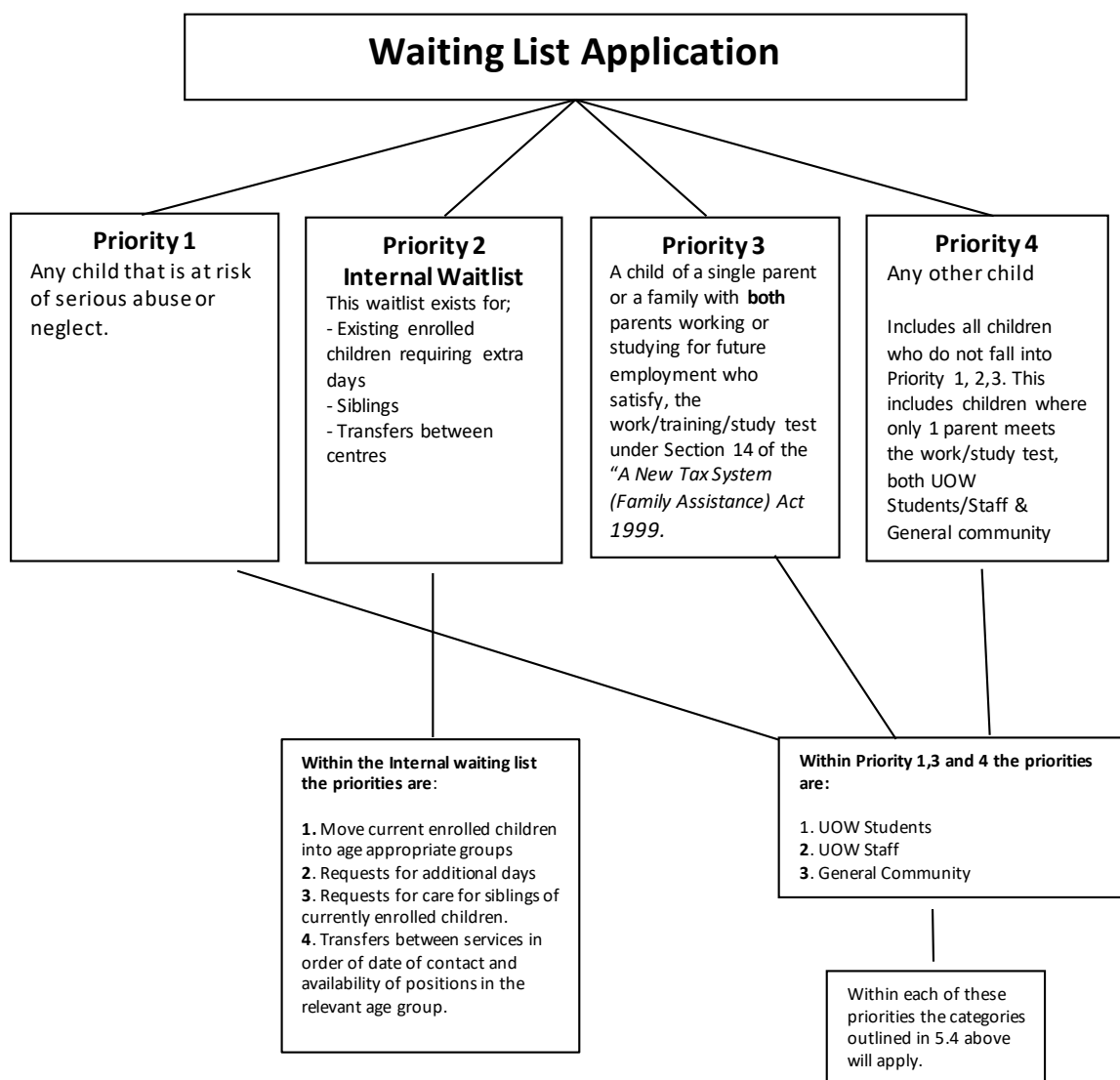
- iii. **Priority 3** - a child of a single parent or a family with both parents working or studying for future employment. You must satisfy the work/training/study test under Section 14 of the "A New Tax System (Family Assistance) Act 1999".
- iv. **Priority 4** - any other child

UOW Pulse Ltd Children's Services is affiliated with UOW and therefore current full or part-time students of UOW, or those who have proof of acceptance to study at UOW, will receive priority within the "Third Priority" under government guidelines (*Proof of enrolment to be provided on offer of placement*).

UOW staff will receive next priority in this category, (*Faculty/Dept of employment to be provided*), followed by members of the general community.

- 5.4 Within these main categories priority should also be given to the following children:
  - i. Children whose families identify as Aboriginal and / or Torres Strait Islander;
  - ii. Children with a disability or children where an immediate family member living in their household has a disability
  - iii. Children within a family who have additional needs. This may include, but is not limited to, a family experiencing social isolation or a newly arrived family of refugee background.
- 5.5 We may require a Priority 4 child to vacate a place to make room for a child with a higher priority. We would only do so if the parent/s
  - i. are notified when their child first enters childcare that the service follows this policy;
  - ii. are given at least 14 days written notice of the need for their child to vacate.
- 5.6 There are two waiting lists maintained at all times. These are external and internal lists.
  - i. The external list includes all details of children and families who are currently not attending any UOW Pulse Ltd Children's Services centres.
  - ii. The internal list includes all details of children and families, including siblings, who are currently accessing UOW Pulse Ltd Children's Services. This list is designed to ensure that existing families within the service are kept together as a family accessing child care. This ensures continuity of care for these families. (*NB – if a child withdraws from Kids Uni, their sibling is entitled to remain on the sibling waitlist for a period of 12 months. After 12 months they will be returned to the external list based on their original date of application*).
- 5.7 If a family withdraws from an existing booking with Kids Uni, they have to option to return to our waitlist based on the date of their original application. The priority of access in the

circumstance will be determined by the families current work / study status, not their status when they submitted the original application.



5.7 Once a position has been offered from the waiting list, the enrolment process will commence (refer to Kids Uni Enrolment and Booking Policy - CHI-ADM-POL-022).

## 6 Waiting List Disputes.

Parents who have a grievance in regards to their waiting list application should be follow the UOW Pulse Ltd Grievance Policy.

## 7 Related Documents and References

*The Department of Education Child Care Provider Handbook (June 2019)*

Kids Uni Enrolment and Bookings Policy (CHI-ADM-POL-022)

## 8 Version Control Table - (review period every 2 years)

Version Control	Date Released	Next Review	Approved By	Amendment
1	March 2013	March 2014	M. Fowler Manager – Kids Uni	
2	August 2013	August 2014	M. Fowler Manager – Kids Uni	Paragraph inserted into page 4 outlining priority for UOW students / staff.
3	Dec14	Dec 16	M. Fowler Manager – Kids Uni	Reviewed with no changes required
4	Oct 17	Oct 19	K. Grose, Children's Services Manager, Kid's Uni	Reviewed to align with current Federal Government POA and to clarify our processes with internal waitlist.
5	November 2019	October 2019	Nicole Bray – Director Kids Uni iC	Updated to reflect name changes to Kids Uni iC.
6	April 2020	April 2022	K. Grose, Children's Services Manager, Kid's Uni	Updated to reflect changes to Federal Funding – CCS and priority of access. Included our internal waitlist into our priorities. Added priorities under clause 5.4.
7	Dec 21	Dec 23	K. Grose, Children's Services Manager, Kid's Uni	Included clause to outline process for families who withdraw from the service and want to be placed back onto the waitlist.
8	Aug 22	Aug 24	K. Grose, Children's Services Manager, Kid's Uni	Included clause for when a child withdraws to outline the amount of time that their sibling can remain on the sibling waitlist.