

4.1 Access to Places Policy

Policy number: 4.1
Date last reviewed: November 2024
Reviewed by: Child Care Team

This policy relates to	
National Quality Standards Early Childhood Education & Care	6.1.1, 6.1.2, 6.1.3, 6.2.1, 6.2.2, 6.2.3

Purpose

The service will adhere to the requirements of the Department of Education and Training regarding access to places.

Policy

Department of Education and Training provide guidelines for the allocation of places within a service. When the demand for child care exceeds supply, places should be allocated in the following priority:

- Priority 1 – a child at risk of serious abuse or neglect
- Priority 2 – a child of 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 main categories priority should also be given to children in:

- Aboriginal and Torres Strait Islander families;
- Families which include a person with a disability;
- Families on low incomes;
- Families from a non-English speaking background;
- Socially isolated families;
- Single parent families.

When places are not immediately available, waiting lists will be kept and contact made with families according to the above priorities when places become available.

Priority of access only applies for access to a place. When a child is already using care, there is no requirement for a family who is on a lower priority to give up their place to a family with a higher priority. The Child Care Services Handbook specifically states that this could only occur if the family was advised of this possibility when they first joined the service and if they are given 14 days' notice. The service complies with priority of access, but once a booking has commenced treats all families as equal and does not request families to vary their bookings based on their priority of access. Bookings are agreed to between the educator and the parent directly and should meet priority of access guidelines within the capacity of the educator to meet the family's needs and booking times.

Associated Beaucare Policies and Documents

[Appendix I Child Protection](#)

Relevant Legislation

National Law

National Regulations

National Quality Standard

Priority of Access Guidelines

<https://www.education.gov.au/priority-filling-child-care-places>

Australian Government Department of Education and Training:

<https://www.education.gov.au/child-care-provider-handbook-0>