

9.11 Enrolment Management Policy

The Approved Provider recognises the importance of ensuring that all families within the Currumbin State School community have equal opportunity to access the OSHC facility and to receive a high quality education and care experience from the service. It is also recognised that service approval and capacity dictates the number of children that can be safely and appropriately educated and cared for within the premises.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Family and Child Commission Act 2014*
- *Working with Children (Risk Management and Screening) Act 2000 and Regulations 2011*
- *National Quality Standard, Quality Area 7 – Governance and leadership; Quality Area 6 – Collaborative partnerships with families and communities*
- *Policies: 2.14 – Bookings and Cancellations, 9.1 – Access, 9.2 – Enrolment, 10.1 – Quality Compliance, 10.5 – Approval Requirements under Legislation, 10.9 – Information Handling (Privacy and Confidentiality).*



Procedures

The service may need to implement an enrolment management plan under such circumstances when the demand for care in the community exceeds the capacity of the service approval for a session or multiple sessions of care.

The enrolment management plan will take action to:

- Devise and manage waiting lists following the Priority of Access Guidelines
- Maintain existing permanent enrolments;
- Prioritise permanent bookings over casual; and
- Seek opportunities where regular cancellations may create an opening for a family in need of a place.

| DATE DEVELOPED | DATE RATIFIED | DATE REVIEWED | DATE RATIFIED |
|-----------------------|----------------------|----------------------|----------------------|
| August 2018 | August 2018 | July 2021 | October 2021 |
| | | August 2024 | August 2024 |
| | | April 2026 | April 2026 |