



OVER CAPACITY

If the service is at capacity for a session and a family requires care for their child, a system will be in place to ensure a fair process for determining who has access to a place during that session.

Procedure:

- If a place is not immediately available at the service, the child may be put on a waiting list.
- Details about priority of access eligibility, and care requirements will be required.
- Once on the waiting list, the family is asked to contact the service regularly to confirm they wish to remain on the list.
- When a place becomes available the family will be contacted by the service and enrolment may proceed.
- We will not exceed our capacity as determined by DEDE and ACECQA

Policy reviewed	Previous modifications	Next review date
14/05/2001	Changed DECD to DfE	2023