

# WAITING LIST POLICY

**Rationale:** To have transparency in the waiting list procedure for allocating places.

**Purpose:** To ensure consistency for all new applicants.

## PROCEDURES

- If there are no spaces currently available children are entered onto a waiting list.
- All families applying to go on the Waiting List for placement at KingsWay Community Preschool will need to complete our Enrolment Agreement Form.
- Families will be advised that their application to go on the Waiting List does not guarantee a place at the centre.
- Places will be offered to the parents once the Enrolment Agreement has been completed and returned to the office. Places will be allocated as they become available. All places will be offered according to the Priority Criteria listed below:
  - Children that currently attend will be given priority to increase their days;
  - Children must be age appropriate to start (2 years of age);
  - Sibling of child already enrolled at the Centre;
  - Transfer between centres of children if space available;
  - Length of time on waiting list;
  - Suitability of available days requested.
- Spaces for current children the following term will be notified in writing by week 6. Parents are required to inform KingsWay Community Preschool their requirements for increase in days or sessions.
- Spaces for new children for the following term will be allocated in week 7. A confirmation email will then be sent to Parents to notify them of sessions allocated and start date for their child. If a parent decides to delay their start date they will be notified a place cannot be held open and they will remain on the waiting list at the same place they previously had.
- At all times the Centre will endeavour to allocate places fairly - please accept this in good faith. All enrolments will be at the discretion of the Centre Manager based on the best interests for the Centre.