

## A-2 Priority of Access

### NQS

QA. 6.1.1	There is an effective enrolment and orientation process for families.
QA. 6.1.3	Current information about the service is available to families.
QA. 6.2.2	Current information is available to families about community services and resources to support parenting and family wellbeing.
QA. 6.3.3	Access to inclusion and support assistance is facilitated
QA. 7.3	Administrative systems enable the effective management of a quality service.

### National Regulations

Reg. 158	Child's attendance record to be kept by approved provider
Reg. 170	Policies and Procedures to be followed
Reg. 192	Co-operation with prescribed classes of bodies

### Policy Statement

We will provide places for school aged children needing care during their time out of school hours. We will not discriminate against any families needing care however, priority of access determined by Government guidelines will affect placement on the waiting list.

### Related Policies

- NORMANHURST WEST OSHC Policy A-15: Role of Management Committee
- NORMANHURST WEST OSHC Policy E-4: Cultural Relevance and Anti-Bias
- NORMANHURST WEST OSHC Policy E-3: Gender Equity and Inclusion

### Procedure

Our Centre will give preference to providing a place for children who currently attend Normanhurst West Public School, followed by children attending local primary schools. Other children, e.g. older siblings attending secondary school in Year Seven, may only attend for the Summer Vacation Care period immediately after finishing year 6 and subject to management committee approval and available places.

Access to attend the service is not available for children attending secondary school in Year Eight or above.

Non-school aged children (preschool aged children) are eligible to attend the summer vacation care program granted they are enrolled to begin school that year.

Where care is being provided for a child outside School age, they may be asked to vacate their position first, in line with the "Priority of Access Guidelines".

No one will be discriminated against on the basis of his or her cultural background, religion, sex, disability, marital status or income.

The Centre will provide notices in various languages, where possible, that reflect the community for schools in the local area regarding the Centre.

The Centre will try to meet any specific needs of the families in the local community.

The Centre will ensure that access is given to children and families with special needs, however; children with specific needs beyond the ability of the Centre will be assessed and may be referred to another service with more appropriate facilities to cater for their needs.

Under conditions attached to Approved Services Eligibility of Child Care Benefit (CCB) Normanhurst West OSHC must follow the "Priority of Access Guidelines" if the demand for childcare exceeds the available places. Normanhurst West OSHC intends to cater for all families requiring care, and where possible, will source the extra spaces required to enable acceptance of all families. As the centre must abide by the Priority of Access Guidelines, families will be informed about these on enrolment via the family handbook.

**First Priority:** A child at risk of serious abuse or neglect

**Second Priority:** A child of a 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'.

**Third Priority:** Any other child

Within these main areas, priority should then first be given to the following:

- A child from an Aboriginal or Torres Strait Islander family.
- A child from a family which includes a disabled person.
- The family includes an individual whose adjusted income does not exceed the lower income threshold of \$42,997 for 2014-2015 or whose partner is on income support.
- A child from a family with a non-English speaking background.
- A child from a socially isolated family.
- A child of a single parent.

A Wait List will be developed and updated regularly, should it be required, which identifies:

- Priority of access eligibility
- Date placed on list
- Required days of care

Preference on the Wait List is also determined by siblings already in care.

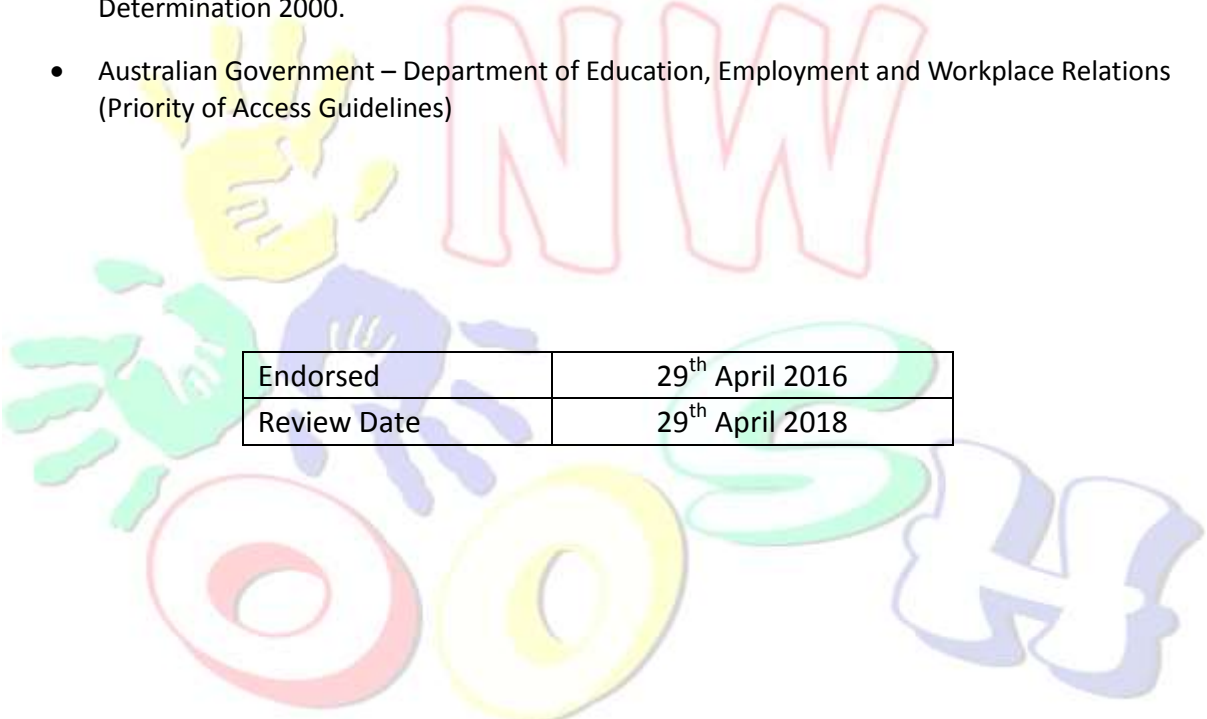
Parents are able to access their status on the waiting list upon request.

The Centre may require a child to vacate a place in the service in the event that a child with a higher priority needs care. Families will be first notified of the above Priority of Access Guidelines upon enrolment in the family handbook and then given 14 days' notice of the need for their child to vacate. Where a parent has not been informed of the possibility of a lower priority child being asked to vacate a place on enrolment, the Centre cannot enforce this requirement.

If a child at the Centre does not attend Normanhurst West Public School, they may be asked to vacate a place in the service in the event that a child attending Normanhurst West Public School requires care.

### Sources

- Education and Care Services National Regulations (2011)
- Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000.
- Australian Government – Department of Education, Employment and Workplace Relations (Priority of Access Guidelines)



Endorsed	29 <sup>th</sup> April 2016
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