A-2 Priority of Access

NQS

QA. 6.1.1	Engagement with the service
QA. 6.1.2	Parents views are respected
QA. 6.1.3	Families are supported
QA. 6.2.2	Access and participation
QA. 7.1.2	Management systems

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 body

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 recommendations will affect placement on the waiting list.

Related Policies

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

Procedure

Our Centre will give preference to providing a place for children who currently attend Normanhurst Public School, followed by children attending local primary schools. Other children, e.g. older siblings attending secondary school in Year Seven, may only attend 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.

Children are eligible to attend the summer vacation care program from January, providing 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 Policy".

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 current capability of the Centre will be assessed and may be referred to another service with more appropriate facilities to cater for their needs.

In line with the Australian Government's Framework for Protecting Australia's Children 2009-2020, Normanhurst OSHC will offer priority to children at risk of serious abuse or neglect, and children of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment. Following on from these criteria, the centre will prioritise families based on date and time of completed enrolment and provision of all required paperwork annually at re-enrolment time. Families will be informed about these criteria via the family handbook and centre website.

At re-enrolment time each year, families who are current members of the centre will be given a minimum 2-week window to complete their enrolment, prior to enrolments being opened to new families to Normanhurst OSHC.

A Wait List will be kept per session of care, which identifies whether the child fits into the above two priority places, and the date / time of approved enrolment. Parents are able to access their status on the waiting list upon request.

Sources

- Education and Care Services National Regulations 2011
- Australian Government – Framework for Protecting Australia's Children 2009-2020

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