

# **PRIORITY OF ACCESS**

## **Policy Statement**

The BOOSH Centre will be available to local primary school age children and their families with priority given to those who attend Beecroft Primary School (BPS). The BOOSH Centre understands that for families, enrolling their child into Outside School Hours Care can be an important priority. However, the demand for Outside School Hours Care sometimes exceeds the number of places our service is approved for and there may be a waiting list to manage family demands. When this happens, our service will comply with this Priority of Access Policy to ensure places are allocated to families with the greatest need for child care support. These Guidelines will be strictly adhered to. The guidelines will be used during enrolment, when there is a waiting list for our service, or when a number of parents are applying for a limited number of vacant places.

## **Procedure**

### **Waitlist**

Only children who are currently enrolled at Beecroft Primary School are eligible to join the waitlist. BPS families who would like to request Before and After School Care positions at The BOOSH Centre will fill out a waitlist form for the sessions they require. Any current 'BOOSH Families' already enrolled at The BOOSH Centre who wish to increase their number of sessions may do so in writing directly to the Centre Coordinator.

Children joining BPS in kindergarten are eligible to join the waitlist from a specified date in the year immediately preceding the year they commence kindergarten. This date will be provided to new families in their BPS welcome pack at Kindergarten Orientation.

The Waitlist will be kept up-to-date by The BOOSH Centre Coordinator. Placement of children from the Waitlist will occur through the same Priority of Access Guidelines as children who are currently enrolled.

The Centre Coordinator, in agreement with The BOOSH Centre Executive Parent Committee, may close the Waitlist from time to time. If the waitlist is closed, no applications from new families will be accepted. TWO (2) WEEKS notice of the closure of the Waitlist will be given through the BPS School newsletter, The BOOSH Centre website and in the sign in area at The BOOSH Centre. At least TWO (2) WEEKS notice will also be given when the Waitlist is to be reopened for new applications.

Waitlist applications will be date and time stamped on receipt. Families can request updated information about their child's position on the waitlist from the Centre Coordinator at any time in writing or in person at the centre.

## **BOOSH - Beecroft Out Of School Hours**

When a child leaves BPS the family should advise The BOOSH Centre, and the child will be removed from the waitlist. The centre Coordinator will at time to time audit the waitlist and remove the names of children who no longer attend BPS.

### **Waitlist Fee**

A non-refundable waitlist fee of \$10 per child or \$15 per family is to be paid to join the waitlist. This fee only needs to be paid once to secure the families position on the waitlist.

### **Offering of Places**

All offers of placement will be determined by the Priority of Access Guidelines in conjunction with The BOOSH Centre Policies.

If a family is to be offered a place at The BOOSH Centre they will be contacted by the Centre Coordinator via the email address submitted on the waitlist form. It is the family's responsibility to update contact details provided to The BOOSH Centre. If the family does not accept an offer of a **permanent** place for a session, the family can choose to be placed at the bottom of the waitlist for that session, or be removed from the waitlist for that session altogether. Families may be offered a **temporary** place for a session, which will be for either one school term or one school year. Families offered a temporary position will be made aware that the position is for a specific time period and that it does not guarantee a place, permanent or temporary, in subsequent time periods. Families are able to accept or decline temporary positions, with no effect to their position on the waitlist for permanent places.

If a family declines an offer of a Temporary or Permanent place at The BOOSH Centre The next family on the waitlist will be offered the position and so on and so forth until a family is found to accept the position or until the time period has ended.

### **Casual Positions**

From time to time, The BOOSH Centre may be able to offer casual positions due to currently enrolled families not requiring their booked care for one or more sessions. Casual positions will be visible to all currently enrolled families via The BOOSH Centre My Family Lounge casual booking system. In the case that My Family Lounge is unavailable due to technical reasons, the Centre Coordinator can be contacted directly to enquire as to availability of sessions. Only families who are currently enrolled at The BOOSH Centre have access to casual positions. The first 75 families on the waiting list will also be offered enrolment to access to the casual booking system.

Booking a casual session does not advantage or disadvantage any families position on the waitlist.

## BOOSH - Beecroft Out Of School Hours

### Vacation Care

Families that are already enrolled and attending The BOOSH Centre (ie. in a before or after school capacity or previously enrolled for Vacation Care) with either permanent, temporary or casual bookings have priority of placement. Vacation Care places will be allocated on a first in, first served basis for all currently enrolled families until the allocation of places is exhausted.

Once the priority booking period has passed applications from any families who are not currently enrolled in The BOOSH Centre (Non-Boosh families) will be processed chronologically following the Priority of Access Guidelines. Families will be contacted by phone to be offered enrolment for any available vacation care days.

### Priority of Access Guidelines

There are currently no government mandated requirements for filling vacancies, and providers can set their own policies for prioritising who receives a place. However, as vacancies in our service arise, The BOOSH Centre will prioritise children who are:

- at risk of serious abuse or neglect
- a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

This reflects the Australian Government's intention to help families who are most in need, and support the safety and wellbeing of children at risk in accordance with the Framework for Protecting Australia's Children 2009 -2020.

A sole parent family is defined as families with children under age 18 headed by a parent who is widowed or divorced and not remarried and has sole or part custody of the child, or by a parent who has never married.

The BOOSH Centre may also prioritise families from a non-English speaking background if attendance at the centre is determined by an independent third party to have substantial benefit towards the child's language skills improvement or social development.

Children from a family with a disability or serious illness may also request Priority of Access. For a family to be granted Priority of Access, their application, supported by any required documentation, must be approved by the Centre Coordinator in conjunction with The BOOSH Centre Executive Parent Committee.

For the remainder of enrolments, The BOOSH Centre will give priority in the following order:

1. Children from BOOSH Families currently enrolled at the centre who apply for **the same number of session on the same days** as the previous year and who also adhere to the BOOSH Centre Policies relating to families.

## BOOSH - Beecroft Out Of School Hours

2. Children from BOOSH Families currently enrolled at the centre who apply for the **same number of (or less) session on different days** as the previous year and who also adhere to the BOOSH Centre Policies relating to families (see table below).
3. School aged siblings of children from BOOSH Families currently enrolled at the centre who are joining BPS.
4. The remaining sessions will be offered to children on the waitlist, including children from BOOSH Families currently enrolled at the BOOSH Centre who **require an increase in their number of sessions**, based on the date on which their waitlist request was submitted in chronological order.

Any grievances should be communicated to the Executive Committee in line the Management of Complaints Policy.

### Authorisation

**This Policy is effective from the 4<sup>th</sup> December 2018**

### Considerations:

Education and Care Services National Regulations	National Quality Standard	Other Service Policies/Documentation	Other
108, 157	6.1.1 6.3.3 7.3.2	<ul style="list-style-type: none"><li>• Enrolment and Orientation Policy</li><li>• Confidentiality Policy</li><li>• Child Protection Policy</li><li>• Fees Policy</li><li>• Management of Complaints Policy</li><li>• Code of Conduct – Parents/Guardians and Volunteers</li></ul>	<ul style="list-style-type: none"><li>• Child Care Provider Handbook 2018</li><li>• A New Tax System (Family Assistance) (Administration) Act 1999</li><li>• Child Care Subsidy Secretary's Rules 2017</li></ul>

Date Endorsed

December 4<sup>th</sup> 2018

Signed by

Chris Parrish

Date for Review and Evaluation

December 2020