

## Waiting List

Ironside SS P&C OSHC will give school children priority over children who have not yet started school and will give school children enrolled at ISS priority over those that aren't.

In determining priority of access, Ironside SS P&C OSHC will primarily be guided by the priority of access guidelines as set out by the Australian Government, Department of Education and Training in the Child Care Provider Handbook

(<https://www.education.gov.au/child-care-provider-handbook/other-matters-regarding-enrolment-and-allocation-child-care-places>).

Priority of access will be determined as follows:

|                 |  |
|-----------------|--|
| First Priority  | Children at risk of serious abuse or neglect, or anyone approved for Additional Child Care Subsidy (ACCS).   |
| Second Priority | Children of a sole parent who satisfies the Child Care Subsidy (CCS) test through paid employment or study.  |
| Third Priority  | Children of parents who both satisfy the CCS test through paid employment or study, have a CCS subsidy percentage of 77% or higher and have at least 100 CCS subsidised hours per fortnight. |
| Fourth Priority | Children of parents who both satisfy the CCS test through paid employment or study.  |
| Fifth Priority  | Any other child  |

If all available places in the service have been taken, those children that do not have a place will be added to a waiting list in chronological order based on when complete applications were received. For example, within the same priority group, a complete application received on 7 October will rank ahead of a complete application received on 8 October in the same year.

If your child is in a lower priority group within these guidelines you may be required to relinquish your place to a child who is in a higher priority group. For example, if your child is

in the fifth priority group you may be required to relinquish your place to a child in the first, second, third or fourth priority group.

In the event your child is required to relinquish their place to a child in a higher priority group, you will be given 14 days' notice before your child's place is relinquished. Your child will then be placed on the top of the waiting list and be offered to re-enter the service as soon as a place becomes available. You will then be notified by email outlining the days Ironside SS P&C OSCH is able to offer.

When a family seeks to establish priority, the service will satisfy itself that the child fits in the priority of access. Where this is not clear, the service will consider requesting documents as evidence of priority, such as:

- Your CCS assessment notice as provided by Centrelink;
- Confirmation from a social worker, State Welfare Department, doctor, court or intervention orders.

Once a vacancy arises, the co-ordinator will contact the next person on the waiting list.

A parent with a child enrolled in the service, or on the waiting list, is required to advise the service coordinator as soon as practical of a change in circumstances that could result in that child being classified under a different priority classification.

The wait list will be dissolved annually when enrolments for the forthcoming year open.

All final enrolment decisions are made at the discretion of the Ironside SS P&C.

#### **References:**

The laws and other provisions affecting this policy include:

- Child Care Provider Handbook
- A New Tax System (Family Assistance)(Administration) Act 1999
- Child Care Subsidy Secretary's Rules 2017