



Service Access Policy

Policy Statement

We will provide places for Primary 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 will be determined by the Government guidelines and placement on the waiting list.

Consideration

National Standards for Outside School Hours Care 4.6: - St Patrick's Outside School Hours Care service will be equally accessible by all children and all organisational arrangements will always maximise access. Where demand for places exceeds the available supply, the service will accept or reject enrolments in a consistent manner based on the following procedures.

Procedure

- ★ Our centre will be available for children who currently attend primary school only.
- ★ 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 try to meet any specific needs of the families in the Nambucca Valley.
- ★ The centre will ensure that access to children and families with special needs is catered for.
- ★ The service will follow the Commonwealth Government Priority of access guidelines for allocating a place in the centre where a waiting list exists. (See Appendix A)
- ★ A waiting list will be developed and updated regularly which identifies, priority of access eligibility, date placed on list and required days of care.
- ★ Placement from the waiting list is determined by priority of access guidelines, siblings of children already in care and date of placement on the waiting list.
- ★ Parents are able to access their status on the waiting list on request.

Date Endorsed
Date for review & Evaluation

Appendix A

The Australian Government has Priority of Access Guidelines for allocating places where demand exceeds supply. These guidelines apply to St Patrick's Outside School Hours Care. They set out the three levels of priority that will be followed when filling vacant places:

- Priority 1—a child at risk of serious abuse or neglect
- Priority 2—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*
- Priority 3—any other child.

Within these main categories priority should also be given to children in:

- Aboriginal and Torres Strait Islander families
- families which include a person with a disability
- families on low incomes
- families from culturally and linguistically diverse backgrounds
- socially isolated families
- single parent families.