

## 9.2 Enrolment Policy

The service acknowledges the need to ensure accurate and relevant information relating to the specific needs of each child is available and uses effective enrolment procedures to obtain such information and to impart appropriate information to parents/guardians.



### Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*  
*Australian Government Department of Education Children's Services Handbook*
- *Duty of Care*
- *National Quality Standard, Quality Area 6 – Collaborative partnerships with families and communities*
- *Policies: 2.4 – Arrivals and Departures of Children, 2.11 – Including Children with Special/Additional Needs, 2.13 – Use of Photographic and Video Images of Children, 3.5 – Excursions, 3.8 – Extra-curricular Activities, 4.6 – Medication, 4.8 – Sun Safety, 4.10 – Anaphylaxis Management, 8.15 - Children of Employees, 9.1 – Access*



### Procedures

The enrolment process will commence with an initial meeting between parents/guardians and the Coordinator, where the families will be provided with a service enrolment pack, including but not limited to:

- Child enrolment form;
- Family handbook;
- List of current educators, including photos;
- Service rules and behavior expectations.

Enrolment at this service for children over pre-school age is available from the beginning of the calendar year in which they will attend school. Families may need to provide documentation relating to proof of age prior to enrolment being accepted.

Strictly for the purposes of enabling the service to fulfill its Duty of Care responsibilities to the child and comply with these policies and procedures, the following information in relation to children is requested from all parents/guardians through the service enrolment form:

- Personal details (name, address, and date of birth);
- Name, home and work address and phone numbers of parent/guardian;
- Name, address, phone number and relationship to child of persons (authorised nominee) who may be contacted for emergency collection;
- Other persons nominated with authority to collect the child from care

- Parental/guardianship and/or residential details (if any), including copies of relevant court orders;
- Relevant health and medical details including food intolerances and medical management plans for children identifies with medical conditions (anaphylaxis, asthma /diabetes)
- Copy of the child's immunisation history statement;
- Name, address and phone number of the child's doctor;
- Any special physical, emotional, dietary, religious, cultural or other needs or considerations relating to the child; and
- Authorisation for the service coordinator (or nominated educator) to:
  - Provide emergency medical treatment;
  - Apply/assist to apply SPF+30 sunscreen; and
  - Take and/or display children's photographs.

The enrolment form shall also include the written consent of the parent/guardian signing the form to the use of the information by the service in keeping with the Information Handling Policy (Privacy and Confidentiality Policy 10.8) and other policies and procedures of the service.

The service cannot provide its services to a child, and may refuse to do so, if the parent/guardian refuses to give any or all of the above information, as the service will not be able to discharge its Duty of Care and other responsibilities to the child without this information.

Failure to provide the child's immunisation history statement, within the requested timeframe, may result in the child's enrolment being:

- Refused or cancelled;
- Accepted, however attendance would be refused until proof of up-to-date immunisation status is provided; and/or
- Conditionally accepted as per the service's Child Immunisation Policy.

The service will, on a regular basis, request families to update children's enrolment forms to ensure all parent/guardian and emergency contact information is current.

All information obtained through the enrolment procedures will be kept in strictest confidence and used only for the purposes for which it is obtained (see also Policy 10.8 Information Handling [Privacy and Confidentiality]).

## **Enrolment process**

The P&C have been given provider approval for 55 places for BSC and 195 places ASC.

Applications forms for Enrolment at the Ironside SS P&C OSHC will be available via the ISS website in September (date TBC) each year.

Completed enrolments will be able to be sent in via email in October each year (date TBC).

- Early submissions will not be accepted.
- Incomplete enrolments will not be accepted.

## IRONSIDE OSHC Priority of Access

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

First round of offers will be made in October (date TBC)

All existing users of the service plus all families on the waitlist will be given communications about the process from 1<sup>st</sup> September each year.

Strategies will be put in place to manage high demand the service see 9.11 Enrolment Management Policy -Waiting List procedure.

All required documentation for the child and supporting documentation related to their priority group must be provided prior to the enrolment start date.

- No child will be accepted into the service without complete and accurate documentation.

All documentation will be kept private and confidential. Under no circumstances will any applicant's priority rating / CCS data be discussed with other applicants or staff.

All applicants will be notified from November (date TBC) if they have been successful in obtaining a place in either or both the BSC or ASC program commencing Term 1 2019, All notifications will be made via email.

The waitlist will be dissolved annually when enrolments for the forthcoming year open. Applications for enrolment or waitlist will not be accepted for any further ahead than the following school year.

- For example, if a child is commencing Prep at Ironside in 2022, the application for enrolment will be submitted in Term 3, 2021.
- There is no benefit of the service having a long term waitlist as all children who are enrolled at the service or whose families are seeking a place at the service will be given Priority of Access in accordance with the guidelines that have been established by the Department of Education, Employment and Workplace Relations.

Families will not be able to book full time positions knowing they will have regular absences. Three absences on the same day (for example, three Tuesdays' in a row) will require a medical certificate to explain the absence.

Families with any fees outstanding you will not be eligible to enrol until fees are up to date.

When an offer is made for a place in the service for all or part of your requested allocations you have 7 days to confirm acceptance of offer with payment of bond at the same time. Bond is \$100 per child and is refunded when you leave the service if fees are up to date.

If an offer is made by IRONSIDE OSHC for all or part of requested allocations and the offer is not confirmed within 7 days the offer will be withdrawn and the request will go to the bottom of the waitlist.

Date of Development	Date Ratified	Date of Review
Sept 2018		

## 9.11 Enrolment Management Policy

The Approved Provider recognises the importance of ensuring that all families within the community have equal opportunity to access the OSHC facility and to receive a high quality education and care experience from the service. It is also recognised that service approval and capacity dictates the number of children that can be safely and appropriately educated and cared for within the premises.



### Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Family and Child Commission Act 2014*
- *Working with Children (Risk Management and Screening) Act 2000 and Regulations 2011*
- *National Quality Standard, Quality Area 7 – Governance and leadership; Quality Area 6 – Collaborative partnerships with families and communities*
- *Policies: 2.14 – Bookings and Cancellations, 9.1 – Access, 9.2 – Enrolment, 10.1 – Quality Compliance, 10.5 – Approval Requirements under Legislation, 10.9 – Information Handling (Privacy and Confidentiality).*



### Procedures

The service may need to implement an enrolment management plan under such circumstances when the demand for care in the community exceeds the capacity of the service approval for a session or multiple sessions of care.

The enrolment management plan will take action to:

- Devise and manage waiting lists giving priority to primary school children
- Maintain existing permanent enrolments;
- Prioritise permanent bookings over casual; and
- Seek opportunities where regular cancellations may create an opening for a family in need of a place.

### Waiting List policy

Ironside 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 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 a child is in a lower priority group within these guidelines a family may be required to relinquish the place to a child who is in a higher priority group. For example, if a child is in the fifth priority group they may be required to relinquish the booking for a child who has newly enrolled in the first, second, third or fourth priority group.

In the event that a family is required to relinquish a place to a child in a higher priority group, the family will be given 14 days' notice before the child's place is relinquished. The child who has relinquished a place 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. The family 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:

- 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 Association.

**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

Date of Development	Date Ratified	Date of Review
Sept 2018		