

# WAITING LIST APPLICATION PROCESS

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## 1 NQS

QA6	6.1.1	There is an effective enrolment and orientation process for families.
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## 2 National Regulations

Regs	177	Prescribed enrolment and other documents to be kept by approved provider
	181	Confidentiality of records kept by approved provider
	183	Storage of records and other documents

## 3 Introduction

UOW Pulse Ltd aims to provide fair access to child care enrolments, including fair and reasonable use of the waiting lists.

## 4 Background

4.1 At times, there may be a waiting list for childcare services. To ensure the system is fair, the Australian Government has “Priority of Access Guidelines” for allocating places in these circumstances. They are used when there is a waiting list for a childcare service or when a number of parents are applying for a limited number of vacant places.

## 5 Policy

5.1 In order to be placed on the waiting list for one of UOW Pulse Ltd Child Care Centres, a waiting list form must be completed and handed in at Kids Uni Administration. This form can be found on the Kid’s Uni website. All families must complete this form regardless of whether there are spaces available or not.

5.2 Once this form has been received, it will be entered into the Kids Uni administration system according to the Priority of Access Guidelines. These guidelines are set by the Australian Government to ensure a fair system for allocating places in these circumstances. (See below 5.3 – 5.5)

5.3 *The Priority of Access Guidelines breaks the priorities into the following categories:*

- i. **Priority 1**– *a child currently declared at risk of serious abuse or neglect by FaCS, Police, other agencies or this service;*
- ii. **Priority 2**– *a child of a single parent or a family with both parents working or studying for future employment. You must satisfy the work/training/study test under Section 14 of the “A New Tax System (Family Assistance) Act 1999”.*
- iii. **Priority 3** - *any other child*

UOW Pulse Ltd Children's Services is affiliated with UOW and therefore current full or part-time students of UOW, or those who have proof of applying to study at UOW, will receive priority within the "Second Priority" under government guidelines (*Proof of enrolment to be provided on offer of placement*).

UOW staff will receive next priority in this category, (*Faculty/Dept of employment to be provided*), followed by members of the general community.

5.4 *Within these main categories priority should also be given to the following children:*

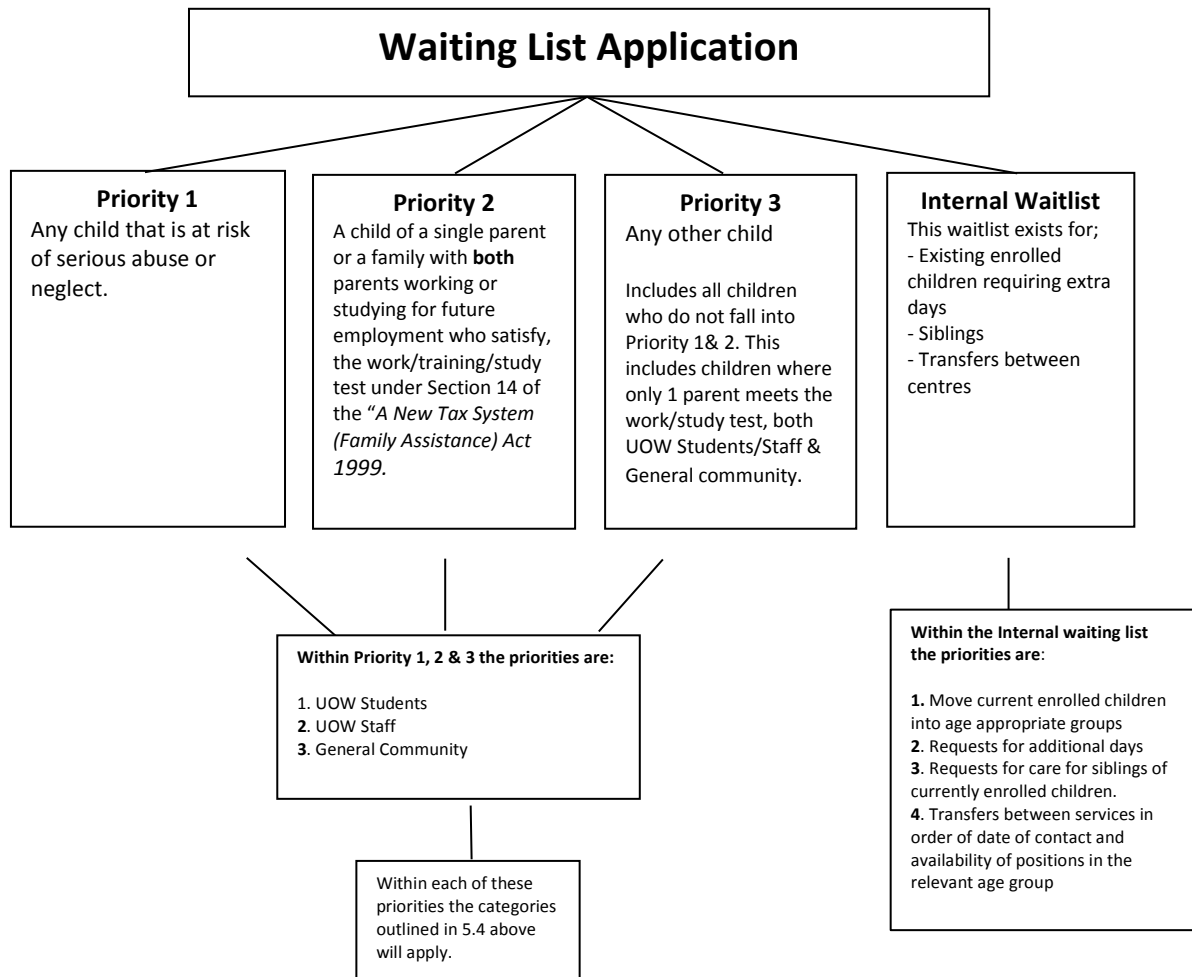
- i. Children in Aboriginal and Torres Strait Islander families;*
- ii. Children in families which include a disabled person;*
- iii. Children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold, or whose partner is on income support;*
- iv. Children in families with special cultural needs*
- v. Children in socially isolated families;*
- vi. Children of single parents.*

5.5 *A childcare service may require a Priority 3 child to vacate a place to make room for a child with a higher priority. They can only do so if the parent/s*

- i. are notified when their child first enters childcare that the service follows this policy;*
- ii. are given at least 14 days written notice of the need for their child to vacate.*

5.6 There are two waiting lists maintained at all times. These are external and internal lists.

- i. The external list includes all details of children and families who are currently not attending any UOW Pulse Ltd child care facility.
- ii. The internal list includes all details of children and families who are currently accessing UOW Pulse Ltd child care facilities. This list is designed to ensure that existing families within the service are kept together as a family accessing child care. This ensures continuity of care for these families.



5.9 Once a position has been offered from the waiting list, the enrolment process will commence (refer to Kids Uni Enrolment and Booking Policy - CHI-ADM-POL-022).

## 6 Waiting List Disputes.

Parents who have a grievance in regards to their waiting list application should be follow the UOW Pulse Ltd Grievance Policy.

## 7 Related Documents and References

<https://www.education.gov.au/priority-filling-child-care-places>

The Kids' Uni Policies and Procedures apply to Kids' Uni North, Kids' Uni South, Kids Uni CBD, Kids Uni iC – Preschool, Kids Uni iC – OOSH.

Enrolment and Bookings Policy (CHI-ADM-POL-022)

**8 Version Control Table - (review period every 2 years)**

<b>Version Control</b>	<b>Date Released</b>	<b>Next Review</b>	<b>Approved By</b>	<b>Amendment</b>
1	March 2013	March 2014	M. Fowler Manager – Kids Uni	
2	August 2013	August 2014	M. Fowler Manager – Kids Uni	Paragraph inserted into page 4 outlining priority for UOW students / staff.
3	Dec14	Dec 16	M. Fowler Manager – Kids Uni	Reviewed with no changes required
4	Oct 17	Oct 19	Kellie Grose, Children’s Services Manager, Kid’s Uni	Reviewed to align with current Federal Government POA and to clarify our processes with internal waitlist.