

Enrolment Process for Ironside SS P&C OSHC

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

1. Applications forms for Enrolment at the Ironside SS P&C OSHC will be available via the ISS website from Monday 17th September 2018.
2. Completed enrolments will be able to be sent in via email from 7am on Wednesday 10th October 2018. Do not submit earlier as they will not be accepted.
3. Enrolments close for first round offers on Sunday 14th October at 7pm.
4. Incomplete enrolments will not be accepted.
5. All existing users of the current Ironside service known as "ICASAG" plus all families on the waitlist will be given communications about the process from 1st September 2018.
6. The Priority of Access to this service is detailed in the "Waiting List" policy.
7. All completed applications to enrol will be assessed according to the Waiting List policy.
8. Before the child begins their first day with us, the service must have all required documentation for the child and supporting documentation related to their priority group. The child will not be accepted into the service without this being completed.
9. All documentation will be kept private and confidential. Under no circumstances will any applicants priority rating / CCS data be discussed with other applicants or staff.
10. All applicants will be notified from Monday 12th November if they have been successful in obtaining a place in either or both the BSC or ASC program commencing Term 1 2019, and/or the VC program commencing at the end of Term 4 2018. All notifications will be made via email.
11. The service will have limited capacity for casual positions and will adhere to a strict hold policy for extenuating circumstances only that is limited to a maximum of one term. In the event of a "place being held" that spot can be temporarily offered to a family from the waitlist. Examples of extenuating circumstances may include but not limited to; caring for a family member with chronic or terminal illness both locally and away; child requiring intensive therapy following diagnosis; absence from school for a fixed period for study / family purposes.
12. The waitlist will be dissolved annually when enrolments for the forthcoming year open. We will not accept applications for enrolment nor waitlist any application further ahead than the following school year.
For example, if your child is commencing Prep at Ironside in 2022, you will place the application for enrolment 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.
13. 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.

14. If you are a current or previous user of the ICASAG service with any fees outstanding you will not be eligible to enrol until fees are up to date.
15. If you are placed on our waiting list and you are made an offer by the service for all or part of your requested allocations, if the offer is not confirmed and active within 28 days then you will lose your waitlist ranking and go to the bottom of the waitlist.
16. When an offer is made for a place in the service 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.
17. Orientation to service for new families will be offered to ensure a smooth transition.

Approved

Appendix A – exempt from Family Assistance Act 1999

Definitions for meeting Priority 2

14 Meaning of *satisfies the work/training/study test*

(1) An individual *satisfies the work/training/study test* if:

- (a) the individual has recognised work or work related commitments; or
- (b) the individual has recognised training commitments; or
- (c) the individual has recognised study commitments.

(1A) However, for the purposes of section 54, the individual satisfies the work/training/study test only if:

- (a) the individual meets the activity requirements under section 17A for the week; or
- (b) the individual is not included in a class of individuals specified in a determination under subsection (1C) and:
 - (i) paragraph 15(1)(b), 15(1)(c), 17(1)(a), 17(1)(b), 17(1)(c) or 17(1)(d) applies to the person; or
 - (ii) the individual is an individual in a class of individuals specified in a determination under subsection 15(2); or
 - (iii) the individual is covered by a determination under subsection (1B) or (2).

(1B) The Minister may, by legislative instrument, determine circumstances in which individuals are not required to meet the activity requirements under section 17A.

(1C) The Minister may, by legislative instrument, determine that one or more of the classes of individuals specified in a determination under subsection 15(2) are classes of individuals who must meet the activity requirements under section 17A.

(2) The Minister may, by legislative instrument, determine that individuals included in a specified class are exempt from the requirements of paragraphs (1)(a), (b) and (c).

(3) An individual covered by a determination under subsection (2) is taken to satisfy the work/training/study test while the determination is in force.

15 Work/training/study test—recognised work or work related commitments

(1) An individual has *recognised work or work related commitments* if the individual:

- (a) is in paid work (whether or not the individual performs the work as an employee); or
- (b) receives a carer payment under Part 2.5 of the *Social Security Act 1991*; or
- (c) receives carer allowance for a disabled adult (within the meaning of section 952 of the *Social Security Act 1991*) under Part 2.19 of that Act.

(2) The Minister may, by legislative instrument, determine that individuals included in a specified class are individuals who are taken to have recognised work or work related commitments for the purposes of this section.

16 Work/training/study test—recognised training commitments

(1) An individual has *recognised training commitments* if the individual is undertaking a training course for the purpose of improving his or her work skills and/or employment prospects.

(2) For the purposes of subsection (1), if an individual is undertaking a training course then the individual is taken to be doing so even if the individual is not required to participate in any activity for the course (for example, because of a vacation break in the course).

- (3) The Minister may, by legislative instrument, determine that individuals included in a specified class are individuals who are taken to have recognised training commitments for the purposes of this section.

17 Work/training/study test—recognised study commitments

- (1) An individual has *recognised study commitments* if the individual:
- (a) receives youth allowance and is undertaking full-time study; or
 - (b) receives austudy payment under the *Social Security Act 1991*; or
 - (c) receives a pensioner education supplement under the *Social Security Act 1991*; or
 - (d) receives assistance under the scheme known as the ABSTUDY scheme; or
 - (e) is undertaking any other course of education for the purposes of improving his or her work skills and/or employment prospects.
- (2) For the purposes of subsection (1), if an individual is undertaking an education course then the individual is taken to be doing so even if the individual is not required to participate in any activity for the course (for example, because of a vacation break in the course).
- (3) The Minister may, by legislative instrument, determine that individuals included in a specified class are individuals who are taken to have recognised study commitments for the purposes of this section.

Comment [AW1]: This could be deleted

Approved