

**Regulatory policy document**

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# Criteria for placement in Leisure-time centre and Educational care

Lokala föreskrifter

Taxor och avgifter

Kriterier

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## Introduction

Placement in leisure-time centre and other educational activities is regulated in Chapter 14. (Leisure-time centre) and Chapter 25 (Other educational activities) of the Education Act (2010:800). These criteria, which are decided by the Board of Education, clarify how the municipality applies to the mentioned chapter in the Education Act.

## Purpose

The purpose of the policy document is to clarify the board of education's policy management of placement in leisure-time centre and educational care for students aged 6-13 years in preschool class, compulsory school and compulsory school for pupils with intellectual disabilities. The criteria constitute the Board of Education's concretization of how the Education Act should be applied in Uppsala municipality. The criteria will ensure that the municipality provides an equivalent service.

## Scope

These criteria apply to custodial parents who are applying for placement or have placement for their children in leisure-time centres and educational care through the municipality's admission.

The municipality's admission is common for all placements in leisure-time centres and other educational activities with a municipal principal, as well as for independent principals who receive municipal grants and have chosen to be included in the municipality's admission.

For information on how the process works and what is expected in connection with, for example, the application, change of placement or termination, see [www.uppsala.se](http://www.uppsala.se)

# Criteria for placement in leisure-time centre and educational care

The following criteria govern how the Education Act is to be applied in Uppsala municipality for custodial parents who are applying for a placement or have placement for their children in leisure-time centres or educational care.

## 1. Entitlement to leisure-time centre (Chapter 14, Sections 3-8, Chapter 25, Section 2 of the Education Act)

The section refers to both leisure-time centre and educational care. Pursuant to the paragraphs, leisure-time centre is used as a common concept for both activities.

- 1.1 Leisure-time centre is offered on non-holiday weekdays with the exception for Christmas Eve, New Year's Eve and Midsummer Eve. See also paragraph 4.1, about care during periods when leisure-time centre is not offered.
- 1.2 Pupils in compulsory school are entitled to leisure-time centre up to and including grade 6.
- 1.3 Pupils in compulsory school are entitled to full-time placement in leisure-time centre if the custodial parents work or study (regardless of extent of time).
- 1.4 Pupils in a compulsory school with Intellectual disabilities are entitled to full-time placement at leisure-time centre regardless of the custodial parents' occupation.
- 1.5 Pupils in compulsory school with custodial parents who are on parental leave or seeking employment are entitled to a placement at leisure-time centre after the end of the school day until 3:30 p.m. This right does not apply before the start of the school day or during school holidays.
- 1.6 When placing compulsory school pupils in leisure-time centre based on special reasons, a special application is required.
- 1.7 When placing compulsory school pupils based on work or studies, the pupil can keep his placement during the custodial parent's leave due to pregnancy for up to one month before the expected birth. The pupil may also keep his place for up to one month after the sibling's birth.
- 1.8 If the custodial parent becomes unemployed or on parental leave, the pupil in compulsory school is entitled to keep their placement in leisure-time centre for up to one month after the start of unemployment or parental leave.
- 1.9 Pupils in compulsory school who have a placement in leisure-time centre keep their placement up to and including grade 3. The placement is valid until June 30.
- 1.10 Pupils in compulsory school with intellectual disabilities are entitled to leisure-time centre up to and including the spring term of the year in which the pupil turns 13. The placement is valid until 31 July.
- 1.11 Pupils in compulsory school who have a placement in leisure-time centre and start at a resource unit are entitled to a placement in a leisure-time centre at the resource unit.

- 1.12 The activities can be closed for four days per school year to give the staff the opportunity for planning and continuing education. Reduction of the fee is not granted for these days. The principal must arrange temporary solutions for pupils in need of care during these days.

## **2. Application and offer of placement in leisure-time centre or educational care (Chapter 14, Section 10 of the Education Act, Chapter 25, Section 2 of the Education Act)**

The section refers to both leisure-time centre and educational care. Pursuant to the paragraphs, leisure-time centre is used as a common concept for both activities.

- 2.1 The application for a placement can be made when the pupil has a school placement.
- 2.2 Pupils must be offered a placement in connection with the school where the pupils have their school placement.
- 2.3 A new application for a placement is required if the pupil changes schools and is still in need of a leisure-time centre.
- 2.4 For pupils in compulsory school, a new application is required before each school year from grade 4 and onwards.
- 2.5 For pupils in compulsory school, a new application is required when transitioning from job seeking or parental leave to work or studies or vice versa.

## **3. Placement in leisure-time centre and educational care (Chapter 14, Sections 4, 10 and Chapter 25, Sections 2, 4 of the Education Act)**

- 3.1 In order to receive a placement in leisure-time centre and educational care, custodial parents must accept the offer of a placement. If the custodial parents have not responded to the offer of a placement within the specified response time, it is considered that the offered place has been waived.
- 3.2 If the custodial parent chooses a placement in a leisure-time centre other than the school the student is placed at, a placement in the selected leisure-time centre cannot be guaranteed.
- 3.3 Independent leisure-time centres have their own method of selection, but placement is administered through the municipality's admission.
- 3.4 Independent educational care instead of leisure-time centres has its own methods of selection, but the placement is administered through the municipality's admission.

## **4. Care during times when leisure-time centre is not offered (Chapter 14, Section 8 and Chapter 25, Section 5 of the School Act)**

- 4.1 Unit providing evening, night and weekend care from 6.30p.m. to 6.30a.m. on weekdays and around the clock on weekends including Christmas Eve, New Year's Eve and Midsummer Eve. If the child needs care before 6 a.m. and/or after 10 p.m., an overnight stay takes place at the unit.
- 4.2 A separate application is required from custodial parents for care during times when leisure-time centre is not offered.
- 4.3 In order to be ensured care during a time when leisure-time centre is not offered, an assessment is made based on the custodial parents' working hours, as well as the child's and the custodial parent's need for daily rest period and the family's situation in general.
- 4.4 Selection for care during period when leisure-time centre is not offered only takes place if care is needed on weekdays before 6:30 a.m. and/or after 6:30 p.m. and around the clock on weekends including Christmas Eve, New Year's Eve and Midsummer Eve. If there are more applicants than available vacant placements, the following selection applies.
  - 4.4.1 Siblings of children who already have a place in the relevant unit where care is provided.
  - 4.4.2 Queue time, calculated from the date of application.
  - 4.4.3 Pupils who are registered in another municipality, provided that there are vacancies to accommodate such pupils.

## **5. Termination and suspension in leisure-time centre and educational care**

### ***5.1 Termination of placement***

- 5.1.1 Placement in leisure-time centre and educational care can be terminated by the custodial parent at any time during the year.
- 5.1.2 The period of notice from leisure-time centre and educational care is one month from the date both custodial parents have confirmed the notice. Fee is paid during the period of notice.

### ***5.2 Suspension from placement***

- 5.2.1 In case of three unpaid monthly fees, the pupil's placement may be suspended with immediate effect. For the pupil to be entitled to a new placement at a leisure-time centre and in educational care in Uppsala municipality, the custodial parent must have paid the debt or set up a payment plan.
- 5.2.2 Suspension may not take place from a placement in a leisure-time centre which includes the right to a placement based on the need for special support.

## **6. Fees in leisure-time centre and educational care (Chapter 14, Section 12 and Chapter 25, Section 9 of the Education Act)**

- 6.1 Fee is paid every month as long as the placement is ongoing.
- 6.2 Reduction of the fee is not granted for days when the activity is closed due to planning (a maximum 4 days per school year).
- 6.3 In cases where custodial parents have different addresses, the invoice is sent to the custodial parent with whom the child is registered.
- 6.4 In cases where only one custodial parent is in need of the care, the invoice will be sent to this custodial parent regardless of the child's registered address.

## Definitions and concepts

### Definitions based on the provisions of the Education Act

**Leisure-time centre**, can also be referred to as Recreational centre or School-age educare, supplements the education in preschool class, compulsory school and compulsory school for pupils with intellectual disabilities (formerly special needs comprehensive school). Leisure-time centre is offered up to and including the spring term in the year the child turns 13. Leisure-time centre must be offered to the extent necessary in consideration to the custodial parents' gainful employment or studies or if the pupil has a need of their own due to the family's situation in general. Pupils must also in other situations be offered education in leisure-time centre, if for physical, psychological or other reasons need special support in their development in the form of such education. Leisure-time centres are run in premises adapted for the education.

**The principal** is the person responsible for leisure-time centre and other educational activities. Uppsala Municipality is the principal for municipal leisure-time centres. Independent leisure-time centres have individual principals.

**Care during times when leisure-time centre is not offered**, can be offered to the extent necessary taking into account parents' gainful employment and the family's situation in general.

**Educational care** is an alternative offered instead of leisure-time centre for pupils in pre-school, compulsory school and compulsory school for pupils with intellectual disabilities. Examples of educational care are family day-care homes and multi-family solutions. Educational care can be offered in the educators' own homes or in other premises.

**School placement** is the placement of the pupil in compulsory school. Preschool class is included in compulsory school.

### Definitions according to Uppsala municipality

**Independent leisure-time centres** are leisure-time centres which do not belong to a school unit. The leisure-time centres have individual principals.

**Households<sup>1</sup>** refers to single or cohabiting persons. In the category of cohabitation includes people who live together as married, in a registered partnership or in a relationship of cohabitation.

**Selection** depicts which selection criteria are used if there is not a placement for everyone at the selected leisure-time centre.

**Full-time placement** could include care before the start of the school day, after the end of the school day and during school holidays.

**Siblings** are all children registered in the same residence and who are part of the same household regardless of custodial parent.

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<sup>1</sup> The definition is in pursuance to the Swedish Tax Agency's definition.



## Responsibility

The Board of Education is responsible for decisions on changes to the policy document pursuant to Criteria for placement in leisure-time centre and educational care.

Responsible for ensuring that the policy document is up-to-date is the head of the education department who, according to the Board of Education's delegation of authority, decides on placements in leisure-time centres and educational care.

## Related documents

Criteria for placement in preschool and educational care

Criteria for open leisure-time activity - leisure club

Rules for selection of school and school placement in preschool class, compulsory school and compulsory school for pupils with intellectual disabilities

## Document history

Date	Documented event
14/02/2018 (Section 11)	Revised "Rules for leisure-time centre and educational activities" (UBN-2018-0375)
21/11/2019 (Section 180)	Revised (UBN-2019-9282)
27/04/2023 (Section 53)	Revised "Criteria for placement in leisure-time centre and educational care" (UBN-2022-02820)