

Kindergarten Central Registration Scheme Policy

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1. TITLE

Kindergarten Central Registration Scheme Policy

2. OBJECTIVE

To provide for a central registration service for participating not-for-profit funded kindergartens for three and four-year-old children in Glen Eira.

3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Funded kindergarten	Kindergarten programs delivered by qualified early childhood teachers and educators in the two years before primary school, approved by the Victorian Government for funding.
Special consideration	When an immediate family member has an illness or additional need, and at the request of Glen Eira City Council, enrolments will be considered provided it does not displace an existing family enrolled at the kindergarten.
Priority of access criteria first year (three-year-old kindergarten)	<p>These criteria must be used when prioritising first year (three-year-old) registrations -</p> <ol style="list-style-type: none">1. The child's situation:<ul style="list-style-type: none">• Child at risk of abuse or neglect, including children in Out-of-Home Care• Aboriginal and/or Torres Strait Islander children• Asylum seeker and refugee children• Children eligible for Kindergarten Fee Subsidy• Children with additional needs, defined as children who –<ul style="list-style-type: none">○ Require additional assistance in order to fully participate in the kindergarten program○ Require a combination of services which are individually planned○ Have identified specific disability or developmental delay2. A child/ren of a resident of Glen Eira3. A child/ren of those who work or study in Glen Eira4. Date application is received by Council5. Any other child
Priority of access criteria second year (four-year-old kindergarten)	<p>These criteria must be used when prioritising second year (four-year old) registrations -</p> <ol style="list-style-type: none">1. Children who are approved for a second year of funded four-year-old kindergarten2. The child's situation:<ul style="list-style-type: none">• Children at risk of abuse or neglect, including children in Out-of-Home Care

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- Aboriginal and/or Torres Strait Islander children
 - Asylum seeker and refugee children
 - Children eligible for Kindergarten Fee Subsidy
 - Children with additional needs, defined as children who
 - Require additional assistance in order to fully participate in the kindergarten program
 - Require a combination of services which are individually planned
 - Have identified specific disability or developmental delay
3. A current three-year-old child registering for a place in a four-year-old program at the same service who lives in Glen Eira
 4. A child/ren of a resident of Glen Eira
 5. Date application is received by Council
 6. A current three-year-old child registering for a place in a four-year old program at the same service, whose parent/carer works or studies in Glen Eira
 7. A current three-year-old child registering for a place in a four-year old program at the same service, whose parent/carer does not live, work or study in Glen Eira
 8. A child/ren of those who work or study in Glen Eira
 9. Any other child
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4. POLICY

4.1 Registration process

- a) Council will provide a central registration scheme for all participating not-for-profit funded kindergartens in the Glen Eira municipality to centralise the application process and to provide a single-entry point for parents/carers seeking to enrol their children into not-for-profit funded kindergarten, the **Kindergarten Central Registration Scheme**.
- b) To be eligible for three-year-old kindergarten, children must turn three years of age by 30 April in the year they attend. Registrations are accepted from 1 May the year prior to attendance.
- c) Three-year-old kindergarten places will be allocated based on the *Priority of access criteria first year*.
- d) To be eligible for four-year-old kindergarten, children must turn four years of age by 30 April in the year they attend. Enrolments are accepted from 1 May, 21 months prior to attendance.
- e) Four-year-old kindergarten places will be allocated based on the *Priority of access criteria second year*.
- f) Parents/carers will be able to nominate three kindergartens in order of preference on the application and every effort will be made to offer a place within a preferred kindergarten.

- g) Where a parent/carer requests a change of preference without a change of address, the priority date of the application will be changed to the date of the preference change.
- h) Where a parent/carer requests a deferment of application, the application date will remain the same. Only residents of Glen Eira can defer an application.
- i) Council will provide all participating kindergartens with the relevant applications in accordance with parent/carers nominated preferences and the Priority of access criteria.
- j) Applications will be provided to kindergartens in order of the date the application was received by Council. Where the number of applications received on the same day exceeds the number of places available, offers will be determined through a ballot.
- k) Kindergartens will be responsible for making offers to families who have submitted an application.

4.2 Fees

- a) The registration fee for the Kindergarten Central Registration Scheme will be determined by Council on an annual basis.
- b) A separate application needs to be completed for each child.
- c) A registration fee is charged for each application.
- d) No charge for concession card holders.

4.3 Kindergartens

The responsibilities of kindergartens that participate in the Kindergarten Central Registration Scheme are as follows:

- a) Kindergartens are responsible for making enrolment offers to parent/carers who have submitted kindergarten applications to Council.
- b) Places will be available for eligible children according to the priority of access criteria, within the requirements of relevant legislation.
- c) Kindergarten Enrolment Officers will offer places in writing to parent/carers on the dates determined by Council.
- d) Kindergartens will make offers to parent/carers in order of the date the applications were received by Council, subject to priority of access criteria and any application for 'special consideration'.

- e) All participating kindergartens will have a policy to address 'special consideration' circumstances and priority of access criteria. All such applications will be assessed by the kindergarten provider and a decision will be recorded prior to notifying the parent/carer of the outcome.

5. HUMAN RIGHTS CHARTER COMPATIBILITY

This Policy has been assessed as being compatible with the Charter of Human Rights and Responsibilities Act 2006 (Vic).

6. ASSOCIATED INTERNAL DOCUMENTS

7. EXTERNAL REFERENCES/RESOURCES

Victorian Government Kindergarten Funding Guide (or its successor)
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011