



GLEN EIRA
CITY COUNCIL

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GLEN EIRA CITY COUNCIL KINDERGARTEN CENTRAL REGISTRATION SCHEME POLICY

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1. TITLE

Kindergarten Central Registration Scheme Policy

2. POLICY OBJECTIVES

To provide for a central registration service for all participating not-for-profit funded kindergartens in the City of Glen Eira, streamlining the registration process and providing a single-entry point for parents and carers to register all eligible children to attend funded kindergarten.

To ensure Council meets its obligations in accordance with the Victorian Government's 'Kindergarten Central Registration and Enrolment Scheme Funding' requirements, the Department of Education's 'Priority of Access Guidelines', and the Victorian Government's 'Best Start, Best Life reforms'.

To outline the City of Glen Eira's Local Area priority criteria.

3. POLICY STATEMENT

The Glen Eira Kindergarten Central Registration Scheme Policy aims to allocate Victorian Government-funded sessional kindergarten places through a process that promotes equitable access while maintaining simplicity and transparency and is based on the Victorian Government Kindergarten Funding Guide.

4. SCOPE

This Policy applies to the registration and allocation for three-and four-year-old kindergarten services that:

- a. participate in the Glen Eira City Council Kindergarten Central Registration Scheme, and
- b. are operating not-for-profit funded sessional kindergarten programs in the City of Glen Eira.

All participating not-for-profit funded kindergartens will be listed on Council's website <https://www.gleneira.vic.gov.au/services/family-and-children/kindergarten>.

5. DEFINITIONS

Term	Meaning
Access to Early Learning	<p>A targeted program for vulnerable three-year-old children from families with complex needs, to access a quality kindergarten program.</p> <p>Enhanced Maternal and Child Health services, family services or Child Protection services will refer children from families with two or more complex needs, including:</p> <ul style="list-style-type: none">• being known to Child Protection• child and/or parent with intellectual or physical disability• family violence• mental health issues• sexual assault• alcohol and drug abuse.

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Council's Local Area Criteria	The agreed criteria for the allocation of places to participate in funded kindergarten applied by the City of Glen Eira after the Department of Education's Priority of Access criteria.
Department of Education's Priority of Access criteria	The Department of Education Priority of Access Criteria is the criteria produced by the Victorian Government to support kindergarten services to prioritise children for enrolment when there are more applications than places available.
Funded kindergarten and Pre-Prep	<p>Also known as 3- and 4-year-old kindergarten/Pre-Prep.</p> <p>Government funded Kindergarten programs delivered by qualified early childhood teachers and educators in the two years before primary school, approved by the Victorian Government for funding.</p> <p>Between 2026 and 2036, 4-year-old kindergarten will transition to 30 hours of Pre-Prep.</p>
Registration	Process by which a parent/carer applies to be considered for a funded kindergarten place for their child in a specified calendar year.
Resident	<p>Families who live within the Glen Eira City Council municipal area, where the child's primary home address is located during the year the child attends funded kindergarten.</p> <p>Evidence may be requested.</p>
Sessional kindergarten	Sometimes referred to as a 'standalone' service, this term describes a dedicated kindergarten program that operates on specific days and hours each week and is not integrated within a long day care setting.
Special Circumstances	<p>Any circumstance that significantly affects a family's ability to meet usual requirements</p> <ul style="list-style-type: none">• Financial Hardship• Family or Social Hardship• Health Related Circumstances• Other, where consideration supports the wellbeing of the child.

6. POLICY

6.1 Age Eligibility

- a) 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.
- b) To be eligible for four-year-old kindergarten, children must turn four years of age by 30 April in the year they attend. Registrations are accepted from 1 May, 21 months prior to attendance.
- c) Families with children born between 1 January and 30 April are required to make an informed decision regarding the year in which their child will commence school, which will determine the year their child is eligible to attend a kindergarten program. Council provides information to support families in making this decision on Council's website.

6.2 Priority of Access

- a) The Victorian Department of Education's Priority of Access criteria will be applied first and will be the primary consideration in the allocation of all funded kindergarten places. (refer to Appendix 1)
- b) Council's Local Area Criteria will be applied when prioritising registrations, where funded places remain available after the Department of Education's Priority of Access has been applied. (refer to Appendix 1)
- c) The Department of Education's Priority of Access Criteria and Council's Local Area Criteria will be applied consistently across all subsequent allocation rounds.
- d) Aboriginal and Torres Strait Islander children, children from a refugee or asylum seeker background, and children who have had contact with Child Protection services (this includes children who were supported by the Access to Early Learning program in their three-year-old kindergarten year), can access between 16 to 25 hours per week of funded four-year-old kindergarten (Pre-Prep), or as advised by the Department of Education.
- e) From 2028, children who hold a Commonwealth concession card, or who have a parent or guardian who holds one, and children who are part of a multiple birth (triplets or more) will be eligible for up to 25 hours per week of funded four-year-old kindergarten (Pre-Prep), or as advised by the Department of Education.

6.3 Kindergarten Central Registration Scheme implementation

- a) Council is responsible for the centralised registration and allocation of funded places for participating not-for-profit kindergartens located in the City of Glen Eira.
- b) The Kindergarten Central Registration Scheme is implemented in line with the Victorian Government's Kindergarten Funding Guide and Council's Kindergarten Central Registration Scheme Procedure.
- c) Information about the offer process for allocating funded kindergarten places will be made available on Council's website.

6.4 Disputes and complaints

- a) Council will make available a process for families, carers and participating kindergarten providers to raise disputes or complaints relating to the operation of the Kindergarten Central Registration Scheme.
- b) Disputes and complaints will be managed in accordance with applicable Council policies and procedures.

6.5 Special Circumstances

- a) Families or carers who may be experiencing Special Circumstances may contact Council to seek consideration of those circumstances.
- b) Council may, in consultation with participating kindergarten providers where appropriate, consider Special Circumstances on a case-by-case basis.
- c) Council will make guidance available to support families or carers in understanding how Special Circumstances may be considered.

7. RESPONSIBILITIES

Role	Responsibility
Council	Endorse Policy
Director Community Wellbeing	Policy review and approval before Councillor endorsement
Manager Life Stages	Ensure the Policy is reviewed and approved by the Director
Coordinator Early Years Services and Partnerships	Review and update the Policy
Council's Kindergarten Registration Team	Implement ongoing management of this Policy and Victorian Government's Central Registration Scheme (CRS) provision
Maternal and Child Health Services	Promote and provide support to all families, including families experiencing disadvantage, vulnerability or other barriers to kindergarten engagement
Participating Kindergarten Services	Consulted and comply with this Policy
Parents/carers	Provide all the required documentation for kindergarten registration and enrolment. Notify Council of any changes to circumstances, change of preferences or withdraw/cancel registration. Respond to offers within the specified timeframe.

8. LEGISLATIVE REQUIREMENTS

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

In line with the *Gender Equity Act 2020 (Vic)*, a Gender Impact Assessment has been completed for this policy.

9. REVIEW

This Policy will be reviewed within one year of implementation to ensure its effectiveness and relevance to Council's operations.

10. ASSOCIATED COUNCIL DOCUMENTS

Glen Eira City Council Complaints Handling Procedure
Glen Eira City Council Kindergarten Central Registration Scheme Procedure
Glen Eira City Council Privacy and Health Records Policy

11. EXTERNAL REFERENCES/RESOURCES

Child Safety and Wellbeing Act 2005 (Vic)
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Equal Opportunity Act 2010 (Vic)
Victorian Government Kindergarten Funding Guide (or its successor)
Victorian Government Central Registration and Enrolment Scheme Development and Practice Guides

APPENDIX 1

Priority of access and local area criteria

a. Department of Education Priority of Access

Children who meet the Department of Education’s Priority of Access criteria will always receive the highest priority at any time. Find out more about the Department of Education’s Priority of Access - <https://www.vic.gov.au/priority-access-criteria>.

These criteria must be used first when prioritising registration	Criteria and processes for verifying need(s)
Department of Education - High priority children	
Tier 1	
Children at risk of abuse or neglect, including children in out-of-home care.	<ul style="list-style-type: none"> • The child is eligible for Early Start Kindergarten or Access to Early Learning, and/or • The family, carer or legal guardian identifies the child as known to or having had contact with Child Protection or in Out-of-Home Care and/or • The parent or carer or child is experiencing family violence and/or has had contact with The Orange Door and/or • The child or family has previously accessed Flexible Support Packages and/or • The child or family is referred by one of the following: <ul style="list-style-type: none"> • Child Protection • Child and family services • Maternal and Child Health nurse (MCH) • Out of Home Care provider.
Aboriginal and/or Torres Strait Islander children.	As part of the enrolment process, service providers must respectfully ask families ‘Do you identify your child as Aboriginal and/or Torres Strait Islander?’
Asylum seeker and refugee children.	<ul style="list-style-type: none"> • The child, a parent, a carer or a legal guardian holds, has previously held, or is applying for, a refugee or asylum seeker visa (see list of visas in the Kindergarten Funding Guide), and/or • The child, a parent, a carer or a legal guardian holds a current or expired ImmiCard, and/or • Children, parents, carers or legal guardians who previously held a refugee or asylum seeker visa and now hold Australian Citizenship or permanent residency.
Children and/or families holding concession cards.	A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veterans’ Affairs Card.
Children from families with multiple births	Multiple birth children (i.e. triplets or more).
Children and/or families with additional needs who require additional assistance to fully participate in the kindergarten program.	Child and family with additional needs who meet one of the following. Child: <ul style="list-style-type: none"> • is eligible under the National Disability Insurance Scheme (NDIS) or undergoing a continuing assessment of a disability under the NDIS (supported by a letter from a medical practitioner or specialist) • is eligible for Early Childhood Intervention Service Continuity of Support (ECIS COS) • is diagnosed with a disability or developmental delay or are undergoing diagnosis (supported by a letter from a medical practitioner or specialist) • presents with developmental concerns that presents barriers to accessing a kindergarten program (supported by a letter or other evidence from a MCH nurse or similar practitioner such as an allied health practitioner)

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These criteria must be used first when prioritising registration	Criteria and processes for verifying need(s)
	<ul style="list-style-type: none"> ● has complex medical needs that presents barriers to accessing a kindergarten program (supported by a letter from a medical practitioner or specialist) ● holds a Disability Health Care Card ● previously accessed the Kindergarten Inclusion Support Program, Commonwealth Inclusion Support Program or another similar program ● the child is referred by one of the following: <ul style="list-style-type: none"> ● the National Disability Insurance Scheme ● Early Childhood Intervention Service Continuity of Support (ECIS COS) ● Preschool Field Officer program, or ● MCH nurse or similar professional such as an allied health specialist, where developmental concerns have been identified. <p>Parent or carer:</p> <ul style="list-style-type: none"> ● is eligible under the NDIS or undergoing a continuing assessment of a disability under the NDIS (supported by a letter from a medical practitioner or specialist) ● has complex medical needs that present barriers to accessing a kindergarten program (supported by a letter from a medical practitioner or specialist) ● holds a Disability Health Care Card.
Children accessing an additional year of three- and four-year-old kindergarten or Pre-Prep	Children assessed with delays in two or more areas and are identified as eligible for an additional year of funded three-year-old kindergarten, four-year-old kindergarten or Pre-Prep.
Tier 2	
Children currently attending the service	Children attending the service in the three-year-old kindergarten program and seeking to access four-year-old kindergarten or Pre-Prep at the same service for continuity of learning. Priority should be given to these children to remain at the same service for their four-year-old kindergarten or Pre-Prep year.

b. Glen Eira City Council Local Area Criteria

Council’s Central Registration Scheme (CRS) applies agreed local area criteria to prioritise allocations of other children where demand exceeds the places available.

Local Area Criteria are applied after the Department of Education’s Priority of Access requirements have been met.

The Local Area Criteria are applied in the order listed

Glen Eira City Council Local Area Criteria	
Children of a resident of Glen Eira registering for a three-year-old kindergarten place where they will have at least one other child enrolled at the same kindergarten in the same year.	<ul style="list-style-type: none"> • The children will attend the same kindergarten in the same year
Children of a resident of Glen Eira who resides within 2km of the kindergarten they are registering for and/or Children of a resident of Glen Eira who have had a sibling enrolled at the same kindergarten service within the previous 2 years (calendar years).	<ul style="list-style-type: none"> • The child had at least one sibling enrolled at the same kindergarten service within the last 2 years (the previous two calendar years), prior to their enrolment or • The child lives within 2 km of the kindergarten registered for, or • they meet both a sibling condition and the 2 km condition.
Children of a resident of Glen Eira, who resides over 2km of the kindergarten registered for.	<ul style="list-style-type: none"> • A child (or children) whose parent/carer lives in the Glen Eira, but further than 2km from the kindergarten registered for.
Any other child.	<ul style="list-style-type: none"> • A child who does not meet any of the priority or eligibility categories listed earlier.



GLEN EIRA
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