

Kindergarten Central Registration Scheme Policy

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CONTENTS

1. TITLE	3
2. OBJECTIVE	3
3. DEFINITIONS AND ABBREVIATIONS	3
4. POLICY	4
5. HUMAN RIGHTS CHARTER COMPATIBILITY	6
6. ASSOCIATED INTERNAL DOCUMENTS	7
7. EXTERNAL REFERENCES/RESOURCES	7

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 the City of Glen Eira (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, the registration 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 known to Child Protection or 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 known to Child Protection or in Out-of-Home Care• Aboriginal and/or Torres Strait Islander children

	<ul style="list-style-type: none"> • 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 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
Vulnerable children	Includes children from a refugee or asylum seeker background and a child who has had contact with Child Protection Services.

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 registration 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) All participating not-for-profit funded kindergartens will be listed on Council's website (www.gleneira.vic.gov.au/kindergarten). Changes to participating kindergartens will be updated online, as required.
- c) From 2026, eligible Aboriginal and Torres Strait Islander children and vulnerable children will be able to access between 16 to 30 hours per week of funded four-year-old kindergarten.
- d) 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.

- e) Three-year-old kindergarten places will be allocated based on the *Priority of access criteria first year*.
- f) 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.
- g) Four-year-old kindergarten places will be allocated based on the *Priority of access criteria second year*.
- h) Parents/carers will be able to nominate up to three kindergartens in order of preference on the registration form and every effort will be made to offer a place within a preferred kindergarten.
- i) Parents/carers can register online on Council's website (www.gleneira.vic.gov.au/kindergarten) and will receive a confirmation receipt of registration via email.
- j) Parents/carers who require support to register, such as an interpreter, can contact Council's Kindergarten Registration Officer on 9524 3333.
- k) Where a parent/carer requests a change of preference without a change of address, the priority date of the registration will be changed to the date of the preference change.
- l) Where a parent/carer requests a deferment of registration, the registration date will remain the same. Only residents of Glen Eira can defer a registration.
- m) Council will provide all participating kindergartens with the relevant registrations in accordance with parent/carers nominated preferences and the Priority of access criteria.
- n) Registrations will be provided to kindergartens in order of the date the registration was received by Council. Where the number of registrations received on the same day exceeds the number of places available, offers will be determined through a ballot.
- o) A child can only access a funded kindergarten program at one service at any one time.
- p) Kindergartens will be responsible for making offers to families who have submitted a registration.

4.2 Fees

- a) A separate registration needs to be completed for each child.
- b) There is no registration fee.

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 a kindergarten registration 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, inviting them to complete an enrolment form/provide enrolment information.
- d) Kindergartens may require families to provide evidence during the enrolment process, which may include proof of the child's date of birth, immunisation record and concession card details (if applicable).
- e) Kindergartens will make offers to parent/carers in order of the date the registrations were received by Council, subject to priority of access criteria and any application for 'special consideration'.
- f) All participating kindergartens will have a policy to address 'special consideration' circumstances and priority of access criteria. All such registrations 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)
Victorian Government Central Registration and Enrolment Scheme
Development and Practice Guides
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011