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CITY COUNCIL

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# GLEN EIRA CITY COUNCIL

## KINDERGARTEN CENTRAL REGISTRATION SCHEME POLICY

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**Policy owner:** Manager Life Stages

**Approved by:** Council

**Policy category:** Category 2 – Discretionary Council 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.

For Council to meet 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.

## 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 best practice recommendations endorsed by the Department of Education.

## 4. SCOPE

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

- 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>.

The policy also applies to Council employees, contractors and volunteers.

## 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"><li>• being known to Child Protection</li><li>• child and/or parent with intellectual or physical disability</li><li>• family violence</li><li>• mental health issues</li><li>• sexual assault</li><li>• alcohol and drug abuse.</li></ul>

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.
Priority of Access criteria first year (three-year- old kindergarten)	The Department of Education's Priority of Access criteria and Council's Local Area criteria that will be used when prioritising first year (three-year-old) registrations (refer Appendix 1).
Priority of Access criteria second year (four- year-old kindergarten)	The Department of Education's Priority of Access criteria and Council's Local Area criteria that will be used when prioritising second year (four-year old) registrations (refer Appendix 1).
Sessional kindergarten	Sometimes referred to as a 'standalone' service refers to a dedicated kindergarten program that operates for specific days and hours each week.

## 6. POLICY

### 6.1 Eligibility

- a) The Victorian Department of Education's Priority of Access criteria will be applied to all funded kindergarten places. These criteria will be used prior to applying locally agreed criteria when prioritising registrations (refer Appendix 1).
- b) From 2026, 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 have priority for between 16 to 25 hours per week of funded four-year-old kindergarten.
- c) 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 (refer Appendix 2).
- d) Three-year-old kindergarten places will be allocated based on the *Priority of Access criteria first year* (refer Appendix 1).
- e) 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 (refer Appendix 2).
- f) Four-year-old kindergarten places will be allocated based on the *Priority of Access criteria second year* (refer Appendix 1).

### 6.2 Registration

- a) Council is responsible for the centralised registration for participating not-for-profit kindergartens located in the City of Glen Eira.
- b) There is no registration fee and the Department of Education provides funding to Council that contributes to the operating costs of Council running the Kindergarten Central Registration Scheme.

### 6.3 Kindergarten Central Registration Scheme implementation

The Glen Eira Kindergarten Central Registration Scheme is implemented by Council officers in line with the Victorian Government's Kindergarten Funding Guide and Council's Kindergarten Central Registration Scheme Procedure.

### 6.4 Disputes and complaints

- a) If a family/carer, or participating kindergarten provider has any concerns related to the Scheme or Policy, they are encouraged to raise these concerns with the Council's Kindergarten Central Registration Officers. These officers will assist in facilitating a resolution.
- b) If a satisfactory outcome is not achieved, the matter will be escalated to the Council's Coordinator of Early Years Services and Partnerships, along with the Manager of Life Stages, who will continue to facilitate discussions toward a resolution.
- c) All disputes will be managed in accordance with the Council's Complaints Handling Procedure.

## 7. RESPONSIBILITIES

Role	Responsibility
Councillors	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 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 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**

Children who meet the Department of Education's Priority of Access criteria will always receive the highest priority. Find out more about the Department of Education's Priority of Access -

<https://www.vic.gov.au/priority-access-criteria>

Council's Central Registration Scheme (CRS) applies agreed local area criteria to prioritise allocations of other children where demand exceeds the places available. The table below outlines the factors that Council will consider when allocating a place.

Children must meet the age eligibility criteria.

**Priority of access criteria**

<b>First Year – three-year-old kindergarten These criteria must be used when prioritising first year registrations.</b>	<b>Second Year – four-year-old kindergarten These criteria must be used when prioritising second year registrations.</b>
This applies to a child who is approved for a second year of funded three- year-old kindergarten*.	This applies to a child who is approved for a second year of funded four- year-old kindergarten*.
<b>Department of Education - High priority children**</b>	<b>Department of Education - High priority children**</b>
Children at risk of abuse or neglect, including children in out of home care.	Children at risk of abuse or neglect, including children in out of home care.
Aboriginal and/or Torres Strait Islander children.	Aboriginal and/or Torres Strait Islander children
Asylum seeker and refugee children.	Asylum seeker and refugee children.
Children eligible for the Kindergarten Fee Subsidy <ul style="list-style-type: none"> <li>A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or</li> <li>multiple birth children (triplets or quadruplets).</li> </ul>	Children eligible for the Kindergarten Fee Subsidy <ul style="list-style-type: none"> <li>A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or</li> <li>multiple birth children (triplets or quadruplets).</li> </ul>
Children with additional needs, defined as children who: <ul style="list-style-type: none"> <li>require additional assistance in order to fully participate in the kindergarten program.</li> <li>require a combination of services which are individually planned.</li> <li>have an identified specific disability or developmental delay.</li> </ul>	Children with additional needs, defined as children who: <ul style="list-style-type: none"> <li>require additional assistance in order to fully participate in the kindergarten program.</li> <li>require a combination of services which are individually planned.</li> <li>have an identified specific disability or developmental delay.</li> </ul>
<b>Local Area Criteria</b>	<b>Local Area Criteria</b>
A resident that has two (or more) children registering for places in three- and four-year-old kindergarten respectively at the same kindergarten service in the same year.	A resident who has current three-year-old child registering for a place in a four-year-old program at the same service.
A child/ren of a resident of Glen Eira.	A child/ren of a resident of Glen Eira.
A non-resident of Glen Eira who works or studies in Glen Eira and has two (or more) children registering for places in three- and four-year-old kindergarten respectively at the same kindergarten service in the same year.	A non-resident of Glen Eira who works or studies in Glen Eira who has a current three-year-old child registering for a place in a four-year-old program at the same service.
A child/ren of a non-resident of Glen Eira who works or studies in Glen Eira.	A non-resident of Glen Eira who has a current three-year-old child registering for a place in a four-year-old program at the same service.
A non-resident of Glen Eira who has two (or more) children registering for places in three- and four-year-old kindergarten respectively at the same kindergarten service in the same year.	A child/ren of a non-resident of Glen Eira who works or studies in Glen Eira.
Any other child.	Any other child.

\*Eligible children can access up to three years of funded kindergarten.

\*\*High priority child applications will be accepted and prioritised at any time.

## APPENDIX 2

### **Age Eligibility**

To be eligible to attend three-year-old kindergarten, your child must turn three years of age by 30 April in the year they attend kindergarten.

To be eligible to attend four-year-old kindergarten, your child must turn four years of age by 30 April in the year they attend kindergarten.

Families with children born between 1 January and 30 April need to make an informed decision about which year they would like their child to commence school and therefore which year their child will attend a kindergarten program.

Families can use the Department of Education's 'starting age calculator' to find what year their child can attend three- and four-year-old kindergarten <https://www.vic.gov.au/kinder-quick-guide-parents#when-to-start>





GLEN EIRA  
CITY COUNCIL

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