

DEPARTMENTAL POLICY



TITLE:	ENROLMENT AND ORIENTATION KINDERGARTEN AND PRE-PREP
ID NUMBER:	DPO-COM-CHI-007 DocSetID: 3017966
DEPARTMENT:	Community Services
UNIT:	Children’s Services
RESPONSIBLE OFFICER:	Team Leader Education and Care

ADOPTED DATE AND BY WHOM:	Children’s Services Manager April 30 2026
EXPIRY DATE:	April 30 2030
REVIEW DATE:	November 2029 <i>This policy will be reviewed annually or as required by any legislative or council changes.</i>

AVAILABILITY:	Staff - Unit	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Staff - Department	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
ADVISE AVAILABILITY:	Email designated Groups & Staff (Responsible Officer to prepare)		

1. References

- Attachment 1: Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten and pre-prep program (2026)
- Attachment 2: Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten and pre-prep program (2027)
- Attachment 3: General kindergarten and pre-prep registration and enrolment procedures
- Attachment 4: Sample kindergarten and pre-prep registration form for non CRES services
- Attachment 5: Letter for parents/guardians without acceptable immunisation documentation
- Attachment 6: Cancellation of enrolment and non-attendance
- Acceptance and Refusal of Authorisations Policy DPO-COM-CHI-035 DocSetID: 2147175
- Dealing with Infectious Disease Policy – DPO-COM -CHI-010 DocSetID: 1853728
- Dealing with Medical Conditions policy DPO-COM-CHI-011 DocSetID: 3077997
- Delivery and Collection of Children policy DPO-COM-CHI 012 DocSetID:1853730
- Children’s Services Fees and Charges Policy – DPO-COM-CHI-044 DocSetID: 2641606
- Kindergarten Enrolment Administration Fee Policy - DPR-COM -CHI-107 DocSetID: 2193391
- Complaints Handling- Children’s Services Policy DPR-COM-CHI-119 DocSetID: 2564791
- Code of Conduct Policy OPO-CEO-OD-003 DocSetID: 1706557
- Children’s Services Fees and charges policy – DPO-COM-CHI-044? DocSetID: 2641606
- Kindergarten Enrolment Administration Fee - DPR-COM/CUL-CHI-107 DocSetID: 2193391
- Dealing with Medical Conditions Policy DPO-COM-CHI-011 DocSetID: 3077997
- Dealing with Infectious Diseases Policy DPO-COM-CHI-010 DocSetID: 1853728

- Inclusion and Equity Policy DPO-COM-CHI-024 DocSetID: 2156161
- Incident, Injury, Trauma and Illness policy DPO-COM-CHI-023 DocSetID: 2156147
- Privacy Policy CPO-CORPS-GE-006 DocSetID: 643084
- Appendix - Guidance for developing a CRES Policy
https://www.vic.gov.au/sites/default/files/2023-04/Appendix_I_CRES_policy_guidance.pdf
- Glenelg Shire Council, Records Management Policy OPO-CORPS-RECM-001 DocSetID: 1933907

2. Purpose

This policy provides a clear set of guidelines and procedure for:

- The criteria for enrolment at Glenelg Shire Council's Children's Services education and care services.
- Enrolling a child at Glenelg Shire Council's Children's Services education and care services.
- Procedures for the orientation of new families and children into Glenelg Shire Council's Children's Services education and care services.
- Ensuring compliance with Victorian and national legislation, including disability discrimination, anti-discrimination, human rights laws, No Jab No Play and Department of Education (DE) Kindergarten funding guide.
- Ensuring access to participation, especially for vulnerable and disadvantaged children.
- Ensuring early entry applicants (this includes children younger than three years and children younger than four years old on 30 April in the year they will attend kindergarten) are given equitable access to enrolment.
- Adhering to DE's priority of access requirements for both three and four-year-old children.

3. Values

Glenelg Shire Council Children's Services is committed to:

- Families feeling respected, safe and supported during the enrolment process.
- Ensuring families who may experience barriers to accessing kindergarten are proactively engaged.
- Being flexible and catering for unique family circumstances and needs.

- Being transparent in the process and allocation of places through consistent communication and information sharing.
- Ensuring the registration, allocation and enrolment process is simple to understand, follow and implement.
- Maintaining confidentiality in relation to all information provided for enrolment.
- Promoting fair and equitable access to kindergarten programs, including those who face barriers to participation.
- Enrolling Early Start Kindergarten (*refer to definitions*) eligible children into full 15 hours of Kindergarten program at a Glenelg Shire Council Kindergartens

This policy applies to the approved provider, persons with management or control, nominated supervisors, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Glenelg Shire Council Children's Services.

4. Departmental Policy

Background

Three-year-old and four-year old-kindergarten

The *Education and Care Services National Regulation 2011* require approved services to have a policy and procedures in place in relation to enrolment and orientation (*Regulation 168(2) (k)*).

All eligible Victorian Children (*refer to Definitions*) will have access to two years of free kindergarten before commencing school. Where demand is higher than availability, approved providers must adhere to their eligibility and DE's Priority of Access criteria (*refer to Definitions and Attachment 1*) in order to allocate available spaces. The criteria used to determine the allocation of places takes account of the requirements set out in DE's Kindergarten Funding Guide (*refer to sources*), the services philosophy, values and beliefs, and the provision of the *Equal Opportunity Act 2010*. The Victorian Government requires funded organisation's to ensure that their policies and procedures promote equal opportunity for all children. Services participating in a central registration and enrolment scheme are required to comply with the registration and/or enrolment procedures of that scheme.

The Central Registration and Enrolment Scheme (CRES), co-designed by DE provides access to families to register for and secure a place for their children in kindergarten. It is a collaborative model that brings together councils, service providers, MCH staff, support services, and other stakeholders to support children and their families. Currently more than half of all local councils across Victoria operate a form of central enrolment or central registration scheme. These schemes provide a single point of entry for families, simplifying the kindergarten enrolment process and improving equity of access.

Immunisations are an effective means of reducing the risk of vaccine preventable diseases. Early childhood education and care services which are regulated under the *Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with an Australian Immunisation Register (AIR) Immunisation History Statement (*refer to Definitions*).

Legislation and Standards

Relevant legislation and standards include but are not limited to

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulations 160,161,162,168,170,171,177,181,183
- Equal Opportunity Act 2010 (Vic)
- National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2019 (Vic)
- Sex Discrimination Act 1984 (Cth)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General and Specific Definitions* section of this manual.

- Access to Early Learning (AEL)
- Australian Immunisation Register (AIR) Immunisation History Statement

- Authorised Nominee
- Children/families experiencing vulnerability and/or disadvantage (in relation to this policy)
- Children with additional needs
- Central Registration and Enrolment Scheme (CRES)
- Central Registration System (CRS)
- Early Start Kindergarten (ESK)
- Enrolment
- Eligible Child
- Enrolment deposit
- Enrolment record
- Free Kinder
- Kindergarten Registration fee
- Kindergarten Registration form
- Support period
- Local Government Area (LGA)
- Orientation
- Pre-prep
- Priority of access
- Registration
- School Readiness Funding
- Additional year funded kindergarten

Sources

- Australian Childhood Immunisation Register: www.servicessaustralia.gov.au
- Australian Government Department of Health, National Immunisation Program Schedule: www.health.gov.au

- Department of Health and Human Services, Immunisation enrolment toolkit for early childhood education and care service: www.health.vic.gov.au
- Department of Education: Starting Age Calculator www.vic.gov.au/sending-child-kinder
- Free Kinder funding requirements for long day care providers: www.vic.gov.au
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011: www.acecqa.gov.au
- Guide to the National Quality Standard: www.acecqa.gov.au
- Going to kindergarten if your child is 6 years old: www.vic.gov.au
- Priority of Access Guidelines for childcare service: www.dese.gov.au
- The Kindergarten Funding Guide (Victorian Department of Education and Training): www.education.vic.gov.au

Table of Responsibilities:

Procedures / Guidelines	Approved Provider and persons with management or control	Nominated Supervisor and persons in day-to-day charge	Early Childhood Teacher, educators and all other staff	Parents/guardians	Contactors, volunteers and students
<ul style="list-style-type: none"> • Providing a funded kindergarten program to children who turn four years of age by 30 April in the year they will be attending, that is delivered by a qualified early childhood teacher and offering at least: - 15 hours per week for 40 weeks of the year, or – 600 hours per year. Providing between 16 – 20 hours for children eligible for Pre-prep. Program models which include days and times will be provided to families in their Confirmation of Kindergarten Placement letter. 	✓				

Procedures / Guidelines	Approved Provider and persons with management or control	Nominated Supervisor and persons in day-to-day charge	Early Childhood Teacher, educators and all other staff	Parents/guardians	Contactors, volunteers and students
<ul style="list-style-type: none"> Providing a funded kindergarten program to children who turn three years of age by 30 April in the year they will attend, that is delivered by a qualified early childhood teacher and offering between 5 to 15 hours per week, or 200 to 600 hours per year. Program models which include days and times will be provided to families in their Confirmation of Kindergarten Placement letter. 	✓				
<ul style="list-style-type: none"> Council will report on the completion of transition learning and development statements from the previous year through the annual kindergarten data collection 	✓	✓			
<ul style="list-style-type: none"> Ensuring that attendance data collecting is implemented as per the Arrival requirements (refer to sources) 	✓	✓			
<ul style="list-style-type: none"> Communicating to families the days and times the service will operate, planned closures (including public holidays and child-free days), details of any planned alternative sessions, and unplanned teacher absences or emergency situations. 	✓				
<ul style="list-style-type: none"> Following the priority of access criteria for funded programs at all Glenelg Shire Council children's services, as described in Department of Education (DE) <i>The Kindergarten Funding Guide (refer to attachment 1)</i>. 	✓	✓	✓		
<ul style="list-style-type: none"> Working with other local kindergarten services, key stakeholder and the local ECIB to ensure all eligible children have access to a kindergarten place. 	✓	✓			

Procedures / Guidelines	Approved Provider and persons with management or control	Nominated Supervisor and persons in day-to-day charge	Early Childhood Teacher, educators and all other staff	Parents/guardians	Contactors, volunteers and students
<ul style="list-style-type: none"> Communicating and providing advice to families regarding the best time to commence kindergarten for children born between January and April. 	✓	✓	✓		
<ul style="list-style-type: none"> Supporting inclusion and access through specific funding stream (for eligible families): <ul style="list-style-type: none"> Early Start Kindergarten (<i>refer to definitions</i>) Early Start Kindergarten extension grants (<i>refer to definitions</i>) Access To Early Learning (<i>refer to definitions</i>) Additional year of funded four-year-old kindergarten (<i>refer to definitions</i>) 	✓	✓	✓		
<ul style="list-style-type: none"> Supporting families whose children may be eligible for early entry to kindergarten or late entry to kindergarten and school exemption (<i>refer to Attachment 2</i>) 	✓	✓	✓		
<p>Providing communication to families explaining their access to only one funded kindergarten program per child, per year. Parent's/guardians confirm that their child is only attending one funded kindergarten place by completed the parent/guardian enrolment declaration on enrolment.</p>	✓	✓		✓	
<ul style="list-style-type: none"> Considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access a kindergarten program. 	✓	✓	✓		
<ul style="list-style-type: none"> Complying with the <i>Inclusion and Equity Policy</i> 	✓	✓		✓	

Procedures / Guidelines	Approved Provider and persons with management or control	Nominated Supervisor and persons in day-to-day charge	Early Childhood Teacher, educators and all other staff	Parents/guardians	Contactors, volunteers and students
<ul style="list-style-type: none"> Ensuring the collection of accurate, consistent and timely kindergarten or pre-prep data, to monitor and proactively manage capacity, utilisation of services and to meet School Readiness Funding requirements. 	✓	✓			
<ul style="list-style-type: none"> Ensuring families have access to: <ul style="list-style-type: none"> - Parent Information Handbook - Child Safe Environment and Wellbeing Policy and/or Statement of Commitment to Child Safety - Fees policy - Privacy Statement - Code of Conduct Policy 	✓	✓	✓		
<ul style="list-style-type: none"> Ensuring the following is displayed: <ul style="list-style-type: none"> - The current Kindergarten Program Certificate - Information promoting ESK - Information promoting the KFS in services not participating in Free Kinder - Operating times and name(s) of the qualified teachers delivering the program 	✓	✓	✓		
<ul style="list-style-type: none"> Communicating to families: <ul style="list-style-type: none"> - Waiting lists - Access and inclusion policies - Availability of ESK and KFS where applicable - Details of the annual kindergarten parent opinion survey to parents, carers or legal guardians - That the service will prepare a Transition Statement for all children to help them transition to school. 	✓	✓	✓		

Procedures / Guidelines	Approved Provider and persons with management or control	Nominated Supervisor and persons in day-to-day charge	Early Childhood Teacher, educators and all other staff	Parents/guardians	Contactors, volunteers and students
<ul style="list-style-type: none"> Appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (<i>refer to attachment 1 and 2</i>) 	✓				
<ul style="list-style-type: none"> Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process as required. 	✓	✓	✓		
<ul style="list-style-type: none"> <i>(Where applicable)</i> Considering access inclusion for vulnerable children in the allocation of places at the service. (<i>refer to attachment 1 and 2</i>) 	✓	✓			
<ul style="list-style-type: none"> Ensuring that the inability for parents/guardians to produce a birth certificate for a child is not a barrier to enrolling in a funded kindergarten program and work with families to obtain an alternate form of identification if birth certificate or other official documentation is not available 	✓	✓			
<ul style="list-style-type: none"> Providing parents/guardians with alternative documentation to supply requests in the event a birth certificate cannot be produced when enrolling their child in a funded kindergarten program. Appropriate documentation to request includes: <ul style="list-style-type: none"> - Statement from the Australian Immunisation Register - Medicare card - Letter from the Doctor or Midwife who attended the birth - Doctors note attesting to the child's age - Passport - Citizenship documents, - Australian Visa documents - Immicard 	✓	✓			

Procedures / Guidelines	Approved Provider and persons with management or control	Nominated Supervisor and persons in day-to-day charge	Early Childhood Teacher, educators and all other staff	Parents/guardians	Contactors, volunteers and students
<ul style="list-style-type: none"> Where applicable, considering access and inclusion for children experiencing vulnerability/disadvantage in the allocation of places at a service (<i>refer to attachment 2</i>) 	✓	✓			
<ul style="list-style-type: none"> Where applicable, providing families with consistent and transparent communication on waitlist management process (<i>refer to attachment 2</i>) 	✓	✓			
<ul style="list-style-type: none"> Complying with the services <i>Privacy Policy</i> in relation to the collection and delivery of a child's enrolment information 	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> Offering opportunities for interested families to attend open days, information sessions, or guided tours, to become familiar with the service before their child's commencement in the program 	✓	✓	✓		
<ul style="list-style-type: none"> Providing parents/guardians with information about the requirements of the law for enrolment, including obtaining the AIR Immunisation History Statement (<i>refer to definitions</i>) and accessing immunisation services 	✓	✓	✓		
<ul style="list-style-type: none"> Ensuring parents/guardians are only offered a tentative place until the AIR Immunisation History Statement (<i>refer to definitions</i>) has been assessed as being acceptable or the child has been assessed as eligible for the grace period. 	✓	✓	✓		

Procedures / Guidelines	Approved Provider and persons with management or control	Nominated Supervisor and persons in day to day charge	Early Childhood Teacher, educators and all other staff	Parents/guardians	Contactors, volunteers and students
<ul style="list-style-type: none"> - Advising parents/guardians who do not have an AIR Immunisation History Statement (<i>refer to Definitions</i>) and who are not eligible for the grace period that their children are not able to attend the service and referring them to immunisation services (<i>refer to Attachment 4</i>) 	✓	✓	✓		
<ul style="list-style-type: none"> - Ensuring that only children whose AIR Immunisation History Statements (<i>refer to Definitions</i>) have been assessed as being acceptable or who are eligible for the support period (<i>refer to Definitions</i>) have confirmed places in the program 	✓	✓	✓		
<ul style="list-style-type: none"> - Taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement (<i>refer to Definitions</i>) from a parent/guardian of a child enrolled under a support period within 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained). 	✓	✓	✓		
<ul style="list-style-type: none"> - Completing the enrolment record prior to their child's commencement at the service and providing AIR Immunisation History Statement (<i>refer to Definitions</i>) of their child's immunisation status 				✓	
<ul style="list-style-type: none"> - Where a child is eligible for the 16 weeks support period, ensuring that the child's immunisations are updated in line with the schedule and providing an up-to-date AIR Immunisation History Statement (<i>refer to Definitions</i>) to the service 				✓	

Procedures / Guidelines	Approved Provider and persons with management or control	Nominated Supervisor and persons in day to day charge	Early Childhood Teacher, educators and all other staff	Parents/guardians	Contactors, volunteers and students
<ul style="list-style-type: none"> - Taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement (<i>refer to Definitions</i>) from all parents/guardians after enrolment, timing reminders to comply with the maximum seven-month interval (<i>Public Health and Wellbeing Regulations 2019 107, Public Health and Wellbeing Act 2008 Section 143E</i>) Administration team to send an email requesting up to date Immunisation History Statement information to families in February and July each year. 	✓	✓	✓		
<ul style="list-style-type: none"> - Ensuring all authorised nominees (<i>refer to Definitions</i>) have been completed on the enrolment record (<i>refer to Definitions</i>) (<i>Regulations 160 and 161</i>) 	✓	✓		✓	
<ul style="list-style-type: none"> - Ensuring that the enrolment record (<i>refer to Definitions</i>) for each child both digital and/or hard copy complies with the requirements of <i>Regulations 160, 161, 162</i> and that it effectively meets the management requirements of the service 	✓	✓	✓		
<ul style="list-style-type: none"> - Ensuring that enrolment record (<i>refer to Definitions</i>) for each child is kept up to date if family circumstances change, and that services are made aware if they become eligible for additional funding as a result of changed circumstances 	✓	✓	✓	✓	

Procedures / Guidelines	Approved Provider and persons with management or control	Nominated Supervisor and persons in day to day charge	Early Childhood Teacher, educators and all other staff	Parents/guardians	Contactors, volunteers and students
<ul style="list-style-type: none"> - Ensuring that enrolment records (<i>refer to Definitions</i>) for each child are kept confidential (Regulations 181, 182) and are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (<i>Regulation 183 (1a) (2d)</i>) 	✓	✓	✓		
<ul style="list-style-type: none"> - Ensuring the service adheres to the DE Kindergarten Funding Guide (<i>refer to sources</i>) when the family withdraws enrolment, ensuring all necessary steps are taken prior to annual confirmation. 	✓	✓			
<ul style="list-style-type: none"> - Discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the service. The service should take into consideration barriers parents/guardians may have in disclosing sensitive information including communication and information barriers and the development of trusting relationships. 	✓	✓	✓		
<ul style="list-style-type: none"> - Reviewing the orientation processes for new families and children to ensure the objectives of this policy are met 	✓	✓	✓	✓	

Procedures / Guidelines	Approved Provider and persons with management or control	Nominated Supervisor and persons in day-to-day charge	Early Childhood Teacher, educators and all other staff	Parents/guardians	Contactors, volunteers and students
- Ensuring that parents/guardians of a child attending the service can enter the service premises at any time whilst the child is being educated and cared for (<i>Regulation 157</i>), except where this may pose a risk to the safety of children or staff, or conflict with any duty of the approved provider, nominated supervisor, early childhood teachers or educators under the <i>National Law: Section 167</i>	✓	✓	✓	✓	✓
- Taking reasonable steps to contact non-attending families prior to the cancellation of their enrolment (<i>refer to Attachment 5</i>)	✓	✓	✓		
- Reviewing enrolment applications to identify children with additional needs (<i>refer to Definitions and the Inclusion and Equity Policy</i>)	✓	✓	✓		
- Encouraging parents/guardians to stay with their child as long as required during the settling period	✓	✓	✓	✓	
- Encouraging parents/guardians to make contact with educators at the service, when required	✓	✓	✓		
- Assisting parents/guardians to develop and maintain a routine for saying goodbye to their child	✓	✓	✓	✓	
- Sharing information with parents/guardians concerning their child's progress regarding settling into the service	✓	✓	✓	✓	
- Discussing support services for children with parents/guardians, where required such as Pre School Field Officer, Early Intervention Programs, and Maternal Health Services	✓	✓	✓	✓	

Procedures / Guidelines	Approved Provider and persons with management or control	Nominated Supervisor and persons in day to day charge	Early Childhood Teacher, educators and all other staff	Parents/guardians	Contactors, volunteers and students
<ul style="list-style-type: none"> • Developing strategies to assist new families to: <ul style="list-style-type: none"> - feel welcomed into the service - become familiar with service policies and procedures - share information about their family beliefs, values and culture and feel culturally safe - share their understanding of their child's strengths, interests, abilities and needs - value the voice of the child, ensuring they have opportunity to articulate their individual interests and needs - discuss the values and expectations they hold in relation to their child's learning 	✓	✓	✓	✓	
<ul style="list-style-type: none"> - providing comfort and reassurance to children who are showing signs of distress when separating 		✓	✓		✓
<ul style="list-style-type: none"> - Reading and complying with this <i>Enrolment and Orientation Policy</i> 	✓	✓	✓	✓	
<ul style="list-style-type: none"> - Updating information by notifying the service of any changes as they occur, for example if the child or family becomes known to Child Protection 				✓	
<ul style="list-style-type: none"> - Notifying Glenelg Shire Council in writing if they wish to cancel their enrolment. 				✓	

Procedures / Guidelines	Approved Provider and persons with management or control	Nominated Supervisor and persons in day to day charge	Early Childhood Teacher, educators and all other staff	Parents/guardians	Contactors, volunteers and students
<ul style="list-style-type: none"> - Providing Glenelg Shire Council with other acceptable evidence, that includes the child's full name & date of birth in the absence of a birth certificate at the time of enrolment. Acceptable documents include: - Statement from the Australian Immunisation Register - Medicare card - Letter from the Doctor or Midwife who attended the birth - Doctors note attesting to the child's age - Passport - Citizenship documents, - Australian Visa documents Immicard 				✓	

5. Records Management

All Council records created and managed as a result of implementing this policy will be managed in accordance with the Council's Records Management Policy.

The Records Management Policy assigns responsibilities for records management to employees, supervisors, volunteers and other specific positions.

No Council records are to be destroyed without consideration of the requirements of the Act(s) that govern the functions relevant to this policy. Prior to destruction, advice must be sought from the Information and Data Unit, with consideration to the requirements of the appropriate Retention and Disposal Authority (RDA).

Orientation Procedures

The time required for orientation and settling in will vary for each child and their family, therefore it is important to be flexible and individualise orientation for each family.

Offer families the opportunity to visit the service at different times during the day/session, this allows the child and their family to become familiar with the various routines of the service.

Provide reassurance to the family that they may stay with their child for as long as they choose during orientation and once the child commences.

Provide the family with suggestions for developing and maintaining a routine for saying goodbye to their child.

Reassure the family:

- They can leave their child initially for a shorter day, gradually increasing the length of time
- They may call and speak to their child's early childhood teacher or educator(s) at an agreed time
- The early childhood teacher/educators will keep them informed on how their child is settling in
- They will be informed about any changes or circumstances which may affect them or their child.

Further considerations may include but are not limited to:

- Asking the family how they have settled in and if they have any questions or concerns.
- Refer to *Attachment 3* for the general kindergarten registration and enrolment procedures
- Refer to *Attachment 6* for cancellation of enrolment and non-attendance procedures.

Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- Regularly seek feedback from everyone affected by the policy regarding its effectiveness
- Monitor the implementation, compliance, complaints and incidents in relation to this policy
- Keep the policy up to date with current legislation, research, policy and best practice
- Revise the policy and procedures as part of the service's policy review cycle, or as required

- Notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172*).

7. Victorian State Legislation Copyright Acknowledgement

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ATTACHMENT 1 ELIGIBILITY AND PRIORITY OF ACCESS CRITERIA

Glenelg Shire Council Children's Services

Guidelines for Managing access to Kindergarten Places

2026

For a funded three and four-year-old kindergarten program

Information extracted and sources from The Kindergarten Guide 2023 (Department of Education)

Give your Child the best start - <https://www.vic.gov.au/sending-child-kinder>

Managing access to kindergarten places

The approved provider must notify all families of the priority of access (PoA) policy that applies when they enrol their child.

Multiple rounds of kindergarten enrolments will be offered by Glenelg Shire Council

- The first Round is for existing families over a two-week period.
- The second Round is for all families in the community.
- The third Round remains open until the start of the Kindergarten year.

In instances where more eligible children apply for a place at a kindergarten service than there are places available, services must:

- prioritise children based on the Department of Education (DE) criteria listed in the table below (<https://www.vic.gov.au/priority-access-criteria>)
- work with other local kindergarten services and the Department's regional office to ensure all eligible children have access to a kindergarten place.

This criteria must be used by the approved provider when prioritising enrolments. Guidance is available from the Department’s regional offices if required.

Service providers should build flexibility into their enrolment processes that consider the circumstances of families from priority groups.

Glenelg Shire Council Childrens Services participates in a central registration and enrolment scheme, as a CRES provider places are allocated in accordance with DE’s PoA criteria, and then the local criteria.

All information relating to PoA criteria should be respectfully collected from families upon enrolment, recorded in the child’s confidential enrolment record and entered into the Arrival system, where applicable.

DE’s priority of access criteria:

High priority children	Criteria & processes for verifying need(s)
Children at risk of abuse or neglect, including children in Out-of-Home Care	The child is: <ul style="list-style-type: none"> • eligible for ESK or AEL • family, carer or legal guardian identifies the child as known to Child Protection or in out-of-home care referred by one of the following: <ul style="list-style-type: none"> • Child Protection • Child and family services (family services referral and support team, Child FIRST /integrated family services/Service Connect case worker,) • Maternal and Child Health nurse, or • Out-of-Home Care provider
Aboriginal and/or	As part of the enrolment process, service providers must respectfully ask families “is your child

High priority children	Criteria & processes for verifying need(s)
Torres Strait Islander children	Aboriginal and/or Torres Strait Islander?" and record this information in Arrival
Asylum seeker and refugee children	Child or family holds a visa or supporting documentation and information, including an ImmiCard, identifying the child and/or parents, carers or legal guardians as a refugee or asylum seeker and/or Referred as a refugee or asylum seeker by a CALD outreach worker.
<p>Children and/or families holding concession cards:</p> <p>Children from families with multiple births:</p>	<ul style="list-style-type: none"> • A child or parents holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card or • Multiple birth certificate (i.e. triplets or more)
<p>Children with additional needs, defined as children who:</p> <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 an identified specific disability or developmental delay 	<p>The child :</p> <ul style="list-style-type: none"> • holds a Child Disability Health Care Card • 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) • has previously been approved for Kindergarten Inclusion Support Program (KIS), and/or has been referred by: <ul style="list-style-type: none"> ➢ the National Disability Insurance Scheme ➢ Early Childhood Intervention Service ➢ Preschool Field Officer, or ➢ Maternal and Child Health nurse or ➢ is assessed as having delays in 2 or more areas and is declared eligible for a second year of funded Four-Year-Old Kindergarten.

After the priority of access guidelines have been assessed and there are more eligible children seeking a place at a kindergarten service than there are places available, children will be prioritised based on the following Glenelg Shire Council's additional local criteria:

1. Demonstrable link to the service
 - a. The child is currently attending the service
 - b. A sibling currently attends the service or has within the past five years
2. Working families
3. Residential proximity to the service (using Google maps)

Note: DE's PoA guidelines are to ensure that kindergarten programs are available to those children who stand to benefit the most from attending early education. In mixed age groups, PoA guideline will equally prioritise three and four-year-old children that are considered high priority. Where programs for three- and four-year old children are provided separately, the PoA criteria will be applied separately for each age cohort.

*** Early Start Kindergarten and Three-Year-Old Kindergarten**

During the roll-out of Three-Year-Old Kindergarten, Early Start Kindergarten (ESK) (*refer to Definitions*) will continue to provide 15 hours a week of funded kindergarten for all eligible children up until 2029, when three-year-old children across the state will have access to 15 hours.

It is important to continue to enrol eligible children in ESK, even if funded Three-Year-Old Kindergarten is available at the service.

The Kindergarten Funding Guide 2023 states for ESK funding, service providers should:

- provide up to 15 hours in a kindergarten program free of charge and maximise access to 15 hours of kindergarten (children accessing ESK can be enrolled in a 3-year-old group, a 4-year-old group, a mixed age group or a combination of groups in order to access the full 15 hours per week)

This guarantees that children experiencing vulnerability will continue to be enrolled in the full 15 hours of kindergarten in all service settings, including long day care. It also ensures that service providers can continue to receive all funding entitlements.

Service providers are expected to continue to provide the full 15 hours funded through Early Start Kindergarten, even in instances where three-year-old groups are being offered fewer than 15 hours.

ESK is available to children who turn three years of age by 30 April in the year of enrolment and who:

- are Aboriginal and/or Torres Strait Islander
- are known to Child Protection
- have a refugee or asylum seeker background*

*Children/families without a current refugee visa or ImmiCard who have a recent refugee experience may be eligible by exception for Early Start Kindergarten, for more information contact your local Department of Education and office.

Refer to the Department of Education's website for up-to-date information:

www.education.vic.gov.au

ATTACHMENT 2. ELIGIBILITY AND PRIORITY OF ACCESS CRITERIA 2027

Below are PoA eligibility and evidence requirements for 2027 enrolments.

High priority children Criteria and processes for verifying need(s)

Tier 1

Children at risk of abuse or neglect, including children in out-of-home care

- 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:
 - Child Protection
 - Child and family services
 - Maternal and Child Health nurse (MCH)
 - Out of Home Care provider.

Aboriginal and 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?' and record this information in Arrival.

Asylum seeker and refugee children

- 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.

High priority children	Criteria and processes for verifying need(s)
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	<p>Child and family with additional needs who meet one of the following.</p> <p>Child:</p> <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)• 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.

High priority children Criteria and processes for verifying need(s)

Parent or carer:

- 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.

Services in Pre-Prep rollout LGAs

The department's PoA criteria apply to all enrolments for 2027, including Pre-Prep. Children that meet the Pre-Prep priority cohort criteria also meet the Tier 1 PoA criteria.

These children must be given priority over children who do not meet the Tier 1 criteria. For services located in Pre-Prep rollout LGAs:

- apply Tier 1 and Tier 2 PoA criteria first
- then give priority to children who live in the LGA, and to those who live outside the LGA but whose nearest service is located within it, ahead of other children from outside the LGA.

Tier 3 Locally agreed criteria

After the priority of access guidelines have been assessed and there are more eligible children seeking a place at a kindergarten service than there are places available, children will be prioritised based on the following Glenelg Shire Council's additional local criteria:

1. Demonstrable link to the service a sibling currently attends the service or has within the past five years
 - a.
2. Working families
3. Glenelg Shire Council will give consideration to the composition of the entire group and may prioritise an equitable number of Three-Year-Old Kindergarten and Pre-prep places
4. Residential proximity to the service (using Google maps)

ATTACHMENT 3. GENERAL KINDERGARTEN REGISTRATION AND ENROLMENT PROCEDURES

KINDERGARTEN REGISTRATION PROCESS

Stage	CRES Role	Family Role	Kindergarten Role
1. Proactive engagement and awareness	Ensures families are aware of the importance of ECEC, the CRES and available assistance to help them engage with the CRES.	Searches for information about ECEC and CRES. Receives information from a service provider, MCH staff or support service they have contact with.	Communicates information about ECEC and CRES to families
2. Enrolment Process	Obtains information about children to initiate the process of allocating places.	Completes an enrolment form.	Refers families to the CRES Provider to support families to complete the enrolment forms.
3. Allocation	Equitably allocates kindergarten places and optimise the supply and demand of places.		
4. Confirmation and communication	Clearly communicates with families and carers to confirm their allocated place and inform service providers of their enrolment list.	Reject the offer in writing if no longer required.	Supports families to understand what an offer means and what they need to do next.
5. CRES planning, maintenance and development	Plans for success every year by evaluating and	Begins to engage with the service	Supports families to enrol and begin kindergarten.

	improving the CRES.	provider to start the enrolment process.	Provides feedback to the Glenelg Shire Council about your experience so they can improve it for the coming year.
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Kindergarten enrolment dates

If families miss the enrolment period deadline, they can complete the enrolment form although they will be either placed into a waiting list or be allocated in subsequent rounds, they are less likely to get their top preference. After second round offers have been confirmed, Glenelg Shire Council will continue to allocate children to kindergarten places where they are available. More places may become available as children move kindergartens or withdraw, or when kindergartens increase capacity.

General Timelines for the kindergarten enrolment

Date	Activity
May	Open Kindergarten enrolment period
June	Close Kindergarten Enrolment period
August/September	Kindergarten letters of offer letters send via post
Weekly or when vacancies become available	Subsequent offers

- *Enrolments will still be accepted after the Kindergarten enrolment period, however enrolment forms received during the enrolment period will be allocated first. Children eligible for Tier 1 and Tier 2 will be prioritised regardless of when enrolment is received when there are vacancies.

Enrolment

The quickest way to complete an enrolment form is online at www.glenelg.vic.gov.au Families can complete a paper form if required. A separate enrolment form must be completed for each child.

Families cannot enrol directly with the kindergarten that are part of the CRES, they must go through the centralised registration process. Kindergarten's can direct families to enrol through Glenelg Shire Council and assist them to complete the enrolment.

To fill out the enrolment form, families will need to provide information about themselves and their child.

The enrolment form asks families for:

- Information about the child including name, date of birth, language spoken at home, and immunisation status.
- Details of any additional support the child might require due to a disability including intellectual, sensory or physical impairment.
- Documents detailing any medical conditions or requirements the child has.

- Immunisation History Statement (unless experiencing vulnerability or disadvantage, at which point they can take advantage of a 16-week 'grace period'. More information is available at <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>)
- Contact details for the family or carer and any additional adults that should be kept informed throughout the process (e.g. another family member, a case worker or other support service staff member the family or carer trusts).
- Whether the child is identified as fulfilling any of the following criteria:
 - Is Aboriginal or Torres Strait Islander
 - Is from a multiple birth (triplet or greater)
 - Is known to Child Protection
 - Is in Out-Of-Home Care

It is strongly recommended that you **do not collect** documents providing the child's birth date, address, vis status, concession card status or similar at the registration stage. A statement at the end of the registration form that certifies the information provided is true can suffice as legal declaration.

This will make accessing kindergarten as easy as possible for families, particularly those who are experiencing vulnerability or disadvantage. Gathering documentation can be a barrier for many families and carers attempting or completing the form and establishing contact with the CRES. Once registered, the CRES Provider, the kindergarten service, MCH or support service staff can assist the family or carer to gather documentation for the enrolment state.

If your CRES does require documentation at this stage and this cannot be changed,

Proof of identity: Where a birth certificate cannot be produced, other acceptable evidence of a child's full name and date of birth includes:

- Statement from the Australian Immunisation Register (AIR)
- Medicare card
- Letter from the doctor or midwife who attended the birth
- Doctor's note attesting to a child's age
- Passport
- Citizenship documents or Australia visa documents or Immicard.
- Subsidy card and immigration visas (where applicable).
- Documents from Family Support Services or a MCH nurse confirming high support needs and/or disability, or letter from a doctor for complex medical needs (where applicable).

Kindergartens may also require additional documentation. The kindergarten should ensure that information regarding any additional documentation is easily accessible for families, carers and support services.

Enrolment Records

Enrolment records (*refer to Definitions*) form part of the enrolment procedure and are completed by families before a place is allocated, and before commencing attendance.

Cancellations

Families to notify Glenelg Shire Council in writing of their intention to leave the service providing 2 weeks' notice of their last booked kindergarten session

Additional year of funded Kindergarten

- Families of children who have been determined as eligible for an funded additional year of kindergarten must complete a kindergarten registration form for an additional year, signed and dated by the early childhood teacher.
- The declaration of eligibility form for an additional year of Kindergarten must be submitted to the Department of Education
- From 2026, across Victoria, children who meet the eligibility requirements, due to their learning or developmental needs, can access an additional year of either, three-year-old kindergarten, or pre-prep (of Four-year-old kindergarten for children not eligible for pre-prep) but not both.

Early entry to four-year-old kindergarten or Pre-Prep

- Early entry to four-year-old kindergarten or Pre-Prep is appropriate for some gifted children where families are seeking an early entry to school for their child i.e. the child will not be 5 years of age before 30 April in the year of school commencement.
- Early entry to school is approved only when exceptional circumstances apply and is subject to an application process and rigorous eligibility criteria. It is important to note that most children who enrol early in four-year-old kindergarten are not approved for early entry to school because they did not meet the eligibility criteria.
- The decision regarding early entry should be discussed with parents/guardians and consider the following:
 - o Children are not guaranteed early school entry as a result of being enrolled to attend kindergarten early
 - o To start school early, the child must possess suitable academic ability as evidence by formal cognitive assessment, and be considered at risk of long-term educational disadvantage if they don't gain early entry to school

School exemption

- Children who will turn six during the pre-prep year must apply for an exemption from school from the relevant their local ECIB that their child is seeking an exemption from school by submitting an Exemption from school form ([2024 Exemption from school due to attendance in a funded kindergarten program.pdf](#)) to the appropriate departmental regional office by 1 November in the year prior to the child turning 6.
- The kindergarten service must sight the approved exemption form from relevant education authority and note that it has been sighted on the child's enrolment record. Data on the number of children attending Kindergarten who are six years plus, and confirmation that the exemption was sighted for each child, must be provided as part of funding data collection process.
- Children who will turn 6 while attending their second year of Four-Year-Old and Pre-prep Kindergarten can be exempted from school if a Declaration of eligibility for a second year of funded kindergarten has been completed by the child's kindergarten teacher.

Adapted from the Kindergarten Funding Guide, 2023

ATTACHMENT 4. LETTER FOR PARENTS/GUARDIANS WITHOUT ACCEPTABLE IMMUNISATION DOCUMENTATION

Glenelg Shire Council

[Address]

[Insert date]

Dear [insert name]

Re: Enrolment at Glenelg Shire Council for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at [Service Name] in the [insert 3 year old or 4 year old program] in [insert year].

Under the *Public Health and Wellbeing Act 2008* early childhood education and care services cannot enrol a child unless the parent/guardian has provided AIR Immunisation History Statement.

AIR Immunisation History Statement includes evidence of immunisations and is used to assess whether you child is fully vaccinated for their age.

As we have not received acceptable immunisation documentation for [insert name of child] by the due date, and your child is not eligible for the 16 week support period, we are unable to confirm a place at our service for [insert year] and your child's name has been removed from our list.

Immunisation programs are effective in reducing the risk of vaccine preventable diseases. Immunisation from an early age helps protect your child against serious childhood infections. Further information about immunisations for your child is available from:

- your doctor
- Portland District Health - mch.pdh@swarh.vic.gov.au & (03) 55210504
- National Immunisation Information Line Tel. 1800 671 811
- Australian Immunisation Register:
www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register
- Better Health Channel website: www.betterhealth.vic.gov.au/campaigns/no-jab-no-play


Should you wish to re-apply for a place for [insert child's name], we are happy to accept a new enrolment application accompanied by an AIR Immunisation History Statement. The new application would be considered in line with Glenelg Shire Council's *Enrolment and Orientation policy*.

Yours sincerely

[Insert name]

[Insert title]

Glenelg Shire Council


 Australian Government
 Department of Human Services
medicare

Immunisation history statement

As at: 01 June 2019

For: ARMANDO D BOWERS

Date of birth: 01 Nov 2017

Immunisation status: up to date

Schedule	Immunisation	Date given	Brand name given	Provider type
Birth	Hepatitis B	01 Nov 2017	Engerix-B	Hospital
2 months	Diphtheria Tetanus Pertussis Hepatitis B	01 Jan 2018	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal		RotaTeq	
	Rotavirus			
4 months	Diphtheria Tetanus Pertussis Hepatitis B	01 Mar 2018	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal		RotaTeq	
	Rotavirus			
6 months	Diphtheria Tetanus Pertussis Hepatitis B	01 May 2018	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal		RotaTeq	
	Rotavirus			
12 months	Measles Mumps Rubella Meningococcal C Hib	01 Nov 2018	MMR II Menitorix	GP
18 months	Measles Mumps Rubella Varicella	01 May 2019	Priorix-Tetra	GP
Next immunisation/s due Diphtheria Tetanus Pertussis Poliomyelitis				Date due 01 Nov 2020

ATTACHMENT 5. CANCELLATION OF ENROLMENT AND NON-ATTENDANCE FOR FUNDED KINDERGARTEN

Cancellation of Enrolment

Families **MUST** notify **Glenelg Shire Council** and/or Children’s Service’s Administration in writing of their intention to cancel their child’s enrolment.

Note: This process does not apply to vulnerable children (*refer to Definitions*). Children and families that are experiencing vulnerability are to be supported according to their individual needs. Where children/families are linked to Child Protection and not attending; early childhood teacher or educator will need to inform their Case Officer.

Non-attendance

Term One

Families Traveling Overseas

- Families are required to notify **Glenelg Shire Council** prior to extended periods of travel

Non-contactable Families

- After one week of a child not attending the service, early childhood teacher or educator to call the family. If there is no response, educator to log this attempt and place in the child's file.
- After second week of the child not attending and the family has made no attempts to contact the service, early childhood teacher or educator to contact the family via phone/text and/or email. If there is no response, Educator to log this attempt and place in the child's file.
- After third week of non-attendance, early childhood teacher or educator to inform nominated supervisor and cross check families contact details.
- Administration Officer or approved provider to email family, ensuring a response date is documented in the email.
- If the family have made no attempt to communicate with the service before the response date, post a final attempt letter, ensuring a response date is documented in the letter.
- If the family has not responded to the final attempt before the response date, their placement will be cancelled, and the family emailed.