


Kindergarten Central Enrolment Policy

Policy – OP116

Prepared	Reviewed	Approved	Date
Kindergarten Enrolment Officer	GMC	ELT	March 2023
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CEO Signature: 			

1. The purpose of this policy is

Mildura Rural City Council operates a kindergarten central enrolment service on behalf of some community kindergartens within the municipality. Council provides this service to simplify the process of kindergarten enrolment for Mildura Rural City Council families. This service is provided to support kindergarten providers, apply an equitable and fair process for families and provide information for early years services and planning.

2. Policy Statement

This policy provides the framework for a kindergarten central enrolment process incorporating Victorian Government allocation criteria that:

- Offers kindergarten places fairly and equitably in accordance with the current legislation;
- Is developed on the basis of local community needs, promoting local connection and continuity of learning and education;
- Applies the priority of access criteria (according to Department of Education (DE) Kindergarten Funding Guidelines) transparently and with integrity.

3. Principles

- Kindergarten central enrolment will occur for both funded pre-kindergarten and kindergarten places with kindergarten services that have agreed and signed a Memorandum of Understanding.
- The kindergarten central enrolment service will endeavor to meet families, kindergartens and community needs.
- Registrations are completed online via the Mildura Rural City Council Website.
- Registrations will be conducted within timelines, with opportunity for families to change kindergarten preference, change details or withdraw enrolment in a timely manner.
- Registrations can be conducted with families by the Kindergarten Enrolment Officer in a confidential manner.

- Information collected is required by State and Commonwealth legislation, Government Census purposes and to enable effective service provision. This includes all relevant health information and the details of Authorised Nominees for the family. This information is collected by the services or Early Years Management.
- Enrolments and placements cannot be confirmed until a family has completed all relevant details on the Kindergarten Enrolment Form.
- By Law (No Jab, No Play), to confirm an enrolment for Kindergarten an Australian Immunisation Register (AIR) Immunisation History Statement from Medicare must be provided that shows the child is:
 - Up to date with vaccinations for their age; or
 - On a vaccine catch-up schedule; or
 - Has a medical condition preventing them from being fully vaccinated.
- The Law does not apply to:
 - Some circumstances, where a 16 week 'grace period' can be applied, so the child can start at the service while documentation is organised. The Kindergarten Enrolment Officer must complete a checklist to advise if this applies.
- Kindergarten Enrolment Officer will make provision for Culturally and Linguistically Diverse (CALD) families and/or families with limited literacy skills to support their enrolment.
- Kindergarten Enrolment Officer will have discussions with families about the availability of Early Start Kindergarten (ESK) and where they may be eligible for funding to enrol the child in a 15-hour program at the family's discretion.
- If registration fees apply, fees will be waived for vulnerable families (ESK) and Kindergarten Fee Subsidy (KFS) eligible families.

Eligibility for Funded Kindergarten Program

As per the DEKindergarten Funding Guide, the following children are eligible for attendance in a funded kindergarten program:

- Children who turn 4 years of age by 30 April in the year they attend kindergarten.
- High priority children (refer to Priority One in table one).
- Children who have received funding for a second year of 4 year old kindergarten.
- Children turning six years of age in their year at kindergarten who have been granted an exemption from school entry by the DE regional office.
- Children eligible for Early Start Kindergarten (refer to DE Kindergarten Funding Guide for eligibility).

Eligibility and Access for Funded Pre-kindergarten Program

- Children who turn 3 years of age by 30 April in the year they attend kindergarten.

Selection Criteria

Places are allocated according to the following locally agreed criteria and priority of access criteria defined by Victorian State Government Department of Education:

Priority	Description	Criteria
1	Children at risk of abuse or neglect, including children in Out-of-Home Care	<p>The child is:</p> <ul style="list-style-type: none"> • Eligible for ESK or AEL, and/or • family, carer or legal guardian identifies the child as known to child protection or in out-of-home care, and/or • 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/Services Connect case worker) – Maternal and Child Health nurse, or • Out-of-Home Care provider.
	Aboriginal and/or Torres Strait Islander children	As part of the enrolment process, service providers must Respectfully ask families 'is your child Aboriginal and/or Torres Strait Islander?' and record this information in KIMS.
	Asylum seeker and refugee children	<ul style="list-style-type: none"> • Child or family holds a visa or supporting documentation and information, including an Immicard, identifying the child and/or parent, carers or legal guardians as a refugee or asylum seeker, and/or • Referred as a refugee or asylum seeker by a CALD outreach worker
	Children that meet the eligibility criteria for the Kindergarten Fee Subsidy	<ul style="list-style-type: none"> • A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, and/or • The child is identified on their birth certificate as one of a set of triplets, quadruplets or more.
	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 an identified specific disability or developmental delay 	<p>The child:</p> <ul style="list-style-type: none"> • holds a Child Disability Health Care Card and/or • has previously been approved for Kindergarten Inclusion Support (KIS) Program and/or 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 two or more areas and is declared eligible for a second funded year of kindergarten.
2	Locally agreed guidelines	Children identified as eligible to enrol in a second year of kindergarten
3	Locally agreed guidelines	Attended the kindergarten as a 3 year old (pre-kindergarten program)

4	Locally agreed guidelines	Siblings attended the kindergarten within 5 year timeline
5	Locally agreed guidelines	Proximity to the kindergarten
6	Locally agreed guidelines	Mildura Rural City Council resident or in the process of moving
7	Locally agreed guidelines	Work/study within the municipality or other children attend school

4. Preclusions

The Kindergarten Central Enrolment Scheme does not:

- Deliver kindergarten programs directly.
- Manage the number of available funded places within the municipality.
- Control the costs to families which are set each year by the individual kindergarten providers, and reduced as a result of the Victorian Government subsidy.
- Provide specific information with regard to service delivery of individual kindergarten providers.

5. Who is responsible for implementing this policy?

Kindergarten Enrolment Officer, Early Years Coordinator,
Manager Community Care

6. Definitions

Kindergarten Central Enrolment (KCE) scheme

A centralised system administered by Mildura Rural City Council to allocate kindergarten places on behalf of participating kindergarten services.

Early Start Kindergarten (ESK):

Free or low cost kindergarten that enables eligible three year old children to access a funded kindergarten program for up to 15 hours per week (or 600 hours per year) delivered by a qualified early childhood teacher, two years prior to commencing school.

Funded kindergarten place:

In accordance with the National Partnership on Early Childhood Education and Care, DE provides funding for children to access a kindergarten program for up to 15 hours per week (or 600 hours per year) delivered by a qualified early childhood teacher in the year prior to school.

Kindergarten Enrolment form	A form, which collects details about the child. This is completed once families accept the Kindergarten place they have been allocated by the Kindergarten Enrolment Officer. Once the place has been accepted by the applicant, the kindergarten the child will attend will either email or send out paper copies of the enrolment forms.
Kindergarten fees	A payment for a place within a funded Kindergarten (four-year-old) and pre-kindergarten (three-year-old) program payable to the kindergarten – if applicable
'No Jab No Play'	The Public Health Amendment (No Jab No Play) Act 2015 means that early childhood education and care services cannot enroll a child unless the parent/guardian has provided documentation.
Second year of funded kindergarten:	Children enrolled in a funded kindergarten program may be eligible to access a second year of funded kindergarten if the early childhood teacher demonstrates DE requirements.
Pre-kindergarten program	Kindergartens offer three-year-old or pre-kindergarten programs for children. Sessions are typically between 5 and 15 hours per week.
Vacancy	A place in a program that becomes free as a result of a child leaving the service, or is available because all places are not filled.
Immunisation status certificate	A statement showing the vaccines a child has received, usually, an Immunisation History Statement from the Australian Immunisation Register (AIR) or Medicare

7. Legislation and other references

7.1 Legislation

For further information related to this policy see:

- Education and Care Services National Regulations 2011 (2014)

- Education and Care Services National Law 2014
- Public Health and Wellbeing Act 2008
- Occupational Health and Safety Act (Vic)2004
- Equal Opportunity Act 2010
- Privacy and Data Protection Act 2014

Documents

This Policy is implemented in conjunction with the following documents:

- Kindergarten Enrolment Form
- Kindergarten Enrolment Guide
- DE Kindergarten Funding Guide
- MAV Central Enrolment Guide

7.2 Resources/Sources of Information

- "Guide to the National Quality Standard" Australian Children's Education and Care Quality Authority 2023. www.acecqa.gov.au
- "Guide to the National Law and National Regulations" Australian Children's Education and Care Quality Authority 2023. www.acecqa.gov.au
- Starting childcare or Kindergarten? –Immunisation information for parents enrolling a child brochure August 2021 [Starting childcare or kindergarten: Immunisation information for parents enrolling a child \(health.vic.gov.au\)](http://Starting childcare or kindergarten: Immunisation information for parents enrolling a child (health.vic.gov.au))
- Immunisation enrolment toolkit –Victoria State Government
- Municipal Association of Victoria. Central Registrations Framework and Resource Guide 2013
- Department of Education, Kindergarten Funding Guide. January 2023
[J641-Kindergarten-Funding-Guide-v6.pdf \(education.vic.gov.au\)](http://J641-Kindergarten-Funding-Guide-v6.pdf (education.vic.gov.au))

7.3 Risk Assessment Reference

Please tick the corporate risk(s) that this policy is addressing.

Risk Category	✓	Risk Category	✓
Asset Management		Financial Sustainability	
Committees		Human Resource Management	
Compliance – Legal & Regulatory	✓	Leadership & Organisational Culture	✓
Contract Management		Occupational Health & Safety	
Contract Tendering & Procurement		Organisational Risk Management	
Corporate Governance		Project Management	
Environmental Sustainability		Public Image and Reputation	✓