

QUALITY AREA 6 – COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES

ENROLMENT POLICY

PURPOSE

The purpose of the Enrolment Policy is to guide and direct the operations of bestchance Kindergarten Cluster managed services in its role as Kindergarten Cluster Manager and provide clear guidelines to member kindergartens in;

- The criteria for enrolment
- The process to be followed when enrolling a child in the service
- The basis on which places within the program will be allocated
- Provision of information to families regarding enrolment processes

Kindergarten committees are supported to manage enrolments to comply with legislation (see related legislation below). A set of definitions is provided with the Enrolment Policy (Attachment 1).

SCOPE

This policy applies to educators and kindergartens with committees, cluster managed by bestchance.

This procedure relates to the following National Quality Standards;

QA 6	6.1	Respectful and supportive relationships with families are developed and maintained.
	6.6.1	There is an effective enrolment and orientation process for families.

This procedure relates to the following National Regulations;

Regs	168 (2)(k)	Policies and procedures are required in relation to the following; enrolment and orientation.
	183	Storage of records and other documents.
	157	Access for parents

This procedure relates to the following Legislation;

Education and Care Services National Regulations 2012
Education and Care Services National Law Act 2010
The Equal Opportunity Act (Victoria) 1995
The Sex Discrimination Act (Commonwealth) 1975
The Disability Discrimination Act (Commonwealth) 1992
The Human Rights and Equal Opportunity Commission Act (Commonwealth) 1986
The Information Privacy Act 2000

PROCEDURE

bestchance and the Kindergarten Committee are committed to;

- Providing equal access for all children based on the criteria set out in this policy;
- Meeting the needs of the local community;
- Complying with Department of Education and Training (DET) funding requirements relating to the enrolment of children in government funded kindergarten places;

- Adherence to the Privacy Act (1998) and Information Privacy (2000) Act and Health Records Act 2001 and Human Rights legislation; and
- Maintaining confidentiality in relation to all information provided on enrolment forms.

The Education and Care Services National Regulations 2011 require approved services to have policies and procedures in place in relation to enrolment. It is intended that all eligible children (i.e. a child who meets the criteria outlined in the current Department of Education and Training Kindergarten Guide) will have access to one year of kindergarten before starting school.

CENTRAL ENROLMENT SYSTEM

A Kindergarten Central Enrolment Scheme Policy is supported by local government (or other central enrolment provider) to take initial enrolments in a defined area for either 3 or 4 year old kindergarten. Enrolment details are then provided to kindergarten committees to distribute places in a fair, equitable and transparent manner. Parents/guardians usually apply for a kindergarten position through such a central enrolment scheme. The Kindergarten Committee in consultation with educators then allocates group places within the service according to a set of priority access criteria.

Central enrolment schemes vary in their processes and timelines. Families should contact their local government Family and Children's Services Department for additional information or advice regarding kindergarten enrolment applications. ***Kindergarten Committees must refer to and adhere to the priority of access rules of the central enrolment system to which they belong (provided these rules of access are non-discriminatory).***

ELIGIBILITY AND ACCESS TO A 4 YEAR OLD KINDERGARTEN PROGRAM (GOVERNMENT REQUIREMENT)

As per the Department of Education and Training (DET) Kindergarten Funding Criteria, the following children are eligible for attendance in 4 year old kindergarten program.

<ul style="list-style-type: none"> • Children who have turned 4 years of age by 30 April in the year they will attend the funded kindergarten program and intend to go to school the following year. In order to receive government per capita funding, a child must be at least four years of age on 30 April in the year in which they will attend the kindergarten program. This aligns with the requirement for children to be at least five years of age on 30 April in the year they first attend school.
<ul style="list-style-type: none"> • Children who turn 6 years of age during the kindergarten year who have been granted an exemption from school entry age requirements by the regional office of DET.
<ul style="list-style-type: none"> • Children who have received funding for a second year of funded 4 year old kindergarten.
<ul style="list-style-type: none"> • Children who were eligible to attend kindergarten in the previous year, but deferred entry to the kindergarten program.
<ul style="list-style-type: none"> • Children who are younger than 4 years of age by 30 April in the year of attendance whose family has submitted a written request for their child to attend school the following year to their regional office of DET. A copy of the written request must be attached with the application. <i>Parents/guardians are advised that very few requests are approved by DET.</i> If the child attends kindergarten early, but does not proceed on to school the following year, the child will be unable to access another year of funded kindergarten. (Refer to the DET <i>Kindergarten Funding Guide</i>).

It is a DET requirement that an unsubsidised child (e.g. a child who has received a funded year of kindergarten but is not eligible for a second year of funded kindergarten according to DET criteria) shall not take the place of an eligible child. Liaison will occur between the Kindergarten Cluster (bestchance), the Kindergarten Committee and/or providers of the central enrolment scheme to determine whether a place can be offered for the child, whilst still adhering to DET funding criteria above.

EARLY START KINDERGARTEN (ESK)

Early Start Kindergarten (ESK) provides eligible 3 year old children with access of up to 15 hours of kindergarten per week (or 600 hours per year) for free. This grant is available in all settings where the kindergarten program is delivered by a degree qualified teacher, including in a 3 year old kindergarten program, a mixed age program or where Early Start enrolments are incorporated into a 4 year old funded kindergarten program.

ESK is available for children who are 3 years old by 30 April in the year they are enrolled to attend the program and who are either:

- Aboriginal and/or Torres Strait Islander, or
- Known to Child Protection or have been referred by Child Protection to Child FIRST

A child's eligibility can be determined in discussion between a parent/guardian and educator.

Kindergartens must offer children eligible for ESK a kindergarten program free of charge. Kindergarten committees are strongly encouraged to waive any refundable deposit. It is important that a requirement for a deposit does not present a financial barrier to families seeking to access ESK.

ELIGIBILITY AND ACCESS TO A 3 YEAR OLD KINDERGARTEN PROGRAM

Three year old kindergarten is not funded by the Victorian Government but is offered by some kindergartens who will undertake their own enrolment processes. Exemptions apply if children are eligible for the Early Start Kindergarten Grant.

A child must turn 3 years of age by April 30 in the year they are to attend the 3 year old group. A child must be 3 years of age **before they commence** the program. Some kindergartens with vacant 3 year old places available allow a family to "hold" a 3 year old position until the child turns 3. Fees are paid, but the child is not able to attend the service until after their third birthday.

GROUP SIZE

The maximum group size for funded four year old kindergarten will be the same as the maximum licensed capacity at that location unless otherwise determined by bestchance in consultation with the kindergarten committee. Decisions outside this approach will be based on;

- Demand for kindergarten places in the local community;
- Financial capacity of the service to staff additional places; or
- Particular needs of the children enrolled that might warrant consideration of a smaller group size for that year.

WHEN DEMAND IS HIGHER THAN PLACES AVAILABLE

For both three and four year old education and care programs, where demand is higher than availability, a priority system for access must be determined by the Approved Provider (bestchance) to allocate the available places. bestchance provides Kindergarten Committees with information for prioritising access to kindergarten places aligned to Human Rights legislation.

The criteria used to determine allocation of places may vary from service to service, but is generally based on the service philosophy, values and beliefs and the provisions of the Equal Opportunity Act 2012. The Victorian Government requires funded organisations to ensure that policies and procedures promote equal opportunity for all children. Criteria for access and inclusion are outlined in *The Kindergarten Guide*.

PRIORITISING ACCESS TO KINDERGARTEN PLACES (GOVERNMENT REQUIREMENTS)

Kindergarten committees are required to prioritise access and support vulnerable families to access kindergarten programs and consider potential barriers to participation and how they might be addressed.

There are three groups of 'high priority' children that are required to have priority of access to a funded kindergarten program. Kindergarten committees must provide places for these children first. These

categories reflect the Commonwealth guidelines on priority for allocating places in approved education and care services.

High priority children	Process that could be used to verify need(s)
1. Children at risk of abuse or neglect and children in Out of Home Care	Referral by; <ul style="list-style-type: none"> • Child Protection • Child and family services information, referral and support team (Child FIRST) Family Services • Maternal Child Health Nurse • Attendance at Early Start Kindergarten (see Attachment 1 <i>Definitions</i>) • Out of Home Care provider
2. Aboriginal and/or Torres Strait Islander children	Family identifies the child as an Aboriginal and/or Torres Strait Islander
3. Children with additional needs, defined as children: <ul style="list-style-type: none"> • who require additional assistance in order to fully participate in the kindergarten program • who require a combination of services which are individually planned • who have an identified specific disability or developmental disability 	The child is: <ul style="list-style-type: none"> • assessed as having delays in two or more areas and is declared eligible for a second year of funded kindergarten • approved for Kindergarten Inclusion Support Package, or • holds a Child Disability Health Care Card • referred by; <ul style="list-style-type: none"> Early Childhood Intervention Service Preschool Field Officer Maternal and Child Health Nurse or Enhanced Home Visiting Nurse, or Home Visiting Nurse

Where possible, kindergarten committees should build flexibility into their processes that take into account the circumstances of vulnerable families. bestchance recommends that Kindergarten Committees reserve some places in group(s) for late applications from high priority children. Kindergarten committees will then determine at what date unfilled reserved places are made available to other children on the waiting list.

Once eligible children have been allocated kindergarten places according to the Priority of Access Criteria, kindergarten committees may then select and develop an order of priority from the following criteria to offer places to the remaining children.

- Eligible children whose parents/guardians have deferred an offer of enrolment until the commencement of the following kindergarten year;
- Children accessing a second year of funded kindergarten (who meet eligibility criteria for a second year of funded kindergarten);
- Demonstrable link to the service e.g. children continuing from a 3 year old program into a 4 year old program; siblings of children who have previously attended the service;
- Application date of enrolment (as long as this is not linked to age as a barrier)
- Proximity; those who reside closest to the kindergarten. Proximity may include those whose primary carer resides closest to the kindergarten; and
- Ballot - if there are more applicants than positions available and applicants are on equal standing after priority of access criteria has been applied, offers may be determined by ballot.

The Kindergarten Committee's Priority of Access information is attached to this policy (Attachment 3).

ENROLMENT OF CHILDREN WITH A BIRTH DATE BETWEEN 1 JANUARY AND 30 APRIL

All children are eligible to access a funded kindergarten program in the year before school. Families of children with birth dates between 1 January and 30 April have a choice about whether their child will commence school in the year they turn five or the following year, and therefore whether they commence kindergarten in the year they turn four or the year they turn five. Some children may benefit from starting school at a younger age, whilst other children benefit from starting later. Families need to make an informed choice about which year they would like their child to commence school.

Prior to enrolment, Kindergarten Committees and/or educators should advise families with children born between 1 January and 30 April to choose carefully, as children are only funded for one year of kindergarten before school (unless they are eligible for an Early Start Kindergarten grant or a second year of funded kindergarten). Once a child has begun to attend the service, the child is accessing their funded year of kindergarten.

Families who have questions about the best time for their child to commence kindergarten, and therefore school, should be encouraged to discuss this decision with an early childhood educator, MCH nurse, and/or any other professionals involved in supporting the child prior to commencement in the service. A discussion with an early childhood teacher can help reassure concerned families by discussing how a child's individual learning and development needs can be met within the program.

During the year an early childhood teacher and the child's parent/guardians will work together on a plan for the child's transition to school. All children, regardless of age, are eligible to access a second year of funded kindergarten if an early childhood teacher has identified developmental delays in two or more areas and the family and educator agree that the child will achieve better outcomes at kindergarten than at school.

MANAGING A KINDERGARTEN WAIT LIST

In the event that there are more eligible children seeking a place at a kindergarten than there are places available, the Kindergarten Committee needs to continue to apply the Priority of Access Process already specified.

The list of eligible children is prioritised according to the priority of access criteria listed above. Kindergarten committees may apply points, or weightings to the criteria, so that all eligible children on the list are given points to determine their order on the list.

The Kindergarten Committee may use a ballot system (where names are randomly drawn from a ballot box) when all remaining children on the Waiting List are on equal standing after applying the priority of access criteria. The Kindergarten Enrolment Secretary can advise enquiring families of how the kindergarten manages a waiting list.

ENROLMENT APPLICATION FEE

The Kindergarten Committee may determine if an Enrolment Application Fee applies (Attachment 5).

bestchance supports delivery of this policy by;

Providing kindergarten committees with a list of criteria for determining priority of access to the service, based on funding requirements and law.
Developing procedures that ensure committees are supported so that all eligible families are aware of, and are able to access an early childhood program, with consideration to any barriers to access that may exist.
Providing kindergarten committees and educators with Enrolment Record forms that contain the required regulatory information.
Providing kindergarten committees with a generic Application for Enrolment Form to support collection of information for determining priority of access.

Kindergarten committee role;

Complying with the central enrolment scheme procedures and enrolment timelines as set out by the central enrolment scheme.
Advising and updating the central enrolment scheme of children who may require a second year of funded four year old kindergarten or who are deferring kindergarten entry.
Advising and updating the central enrolment scheme of any vacancy that may become available during the year to enable the position to be offered to the next eligible applicant.
Deciding on the Priority of Access rules the committee agrees to apply to enrolment application according to the Priority of Access criteria listed in this policy and communicating the Enrolment Policy to families.
Providing parents/guardians with written confirmation of a child's group and hours of attendance.
Informing the central enrolment scheme, Council or the local Preschool Association to which they belong of any proposed program changes to hours of attendance for the following year following consultation with bestchance within required timelines.
Appointing an Enrolment Officer to be responsible for the committee agreed enrolment process and day to day implementation of this policy including collating enrolments; ensuring documentation is available for enquiring families; collecting, receipting and banking fees associated with enrolment; liaising with educators in the group allocation process.
Ensuring that a copy of the child's birth certificate or passport is submitted with all applications.
Ensuring confidentiality in that access to the completed Enrolment Application Form is restricted to the Enrolment Officer, the approved provider and the educators at the service.
Where the central enrolment scheme does not do so, maintaining a Waiting List.
Sending written offers to families aligned to this policy and criteria for priority access, and providing relevant documentation to families in accordance with the central enrolment scheme.
Storing completed enrolment application forms confidentially, in a lockable file.
Complying with the Privacy and Confidentiality Procedure.
Making the Enrolment Policy available to families.
Consulting with bestchance and obtaining written approval from bestchance if the committee wish to provide alternative criteria for determining priority of access to the service other than the priority of access detailed in this procedure.
Considering and documenting a process for enrolment of a child where the family has outstanding debt.
Retaining all records related to the Enrolment Procedure according to bestchance Retention of Records Procedure.
Ensuring that eligible families e.g. Health Care Card holders are exempt from paying any fee that could be considered a barrier to accessing the service e.g. Enrolment Application Fee.

Educator role;

Ensuring that all eligible families are aware of, and are able to access an early childhood program, with consideration to any barriers to access that may exist and working to reduce or remove those barriers.
Sight Health Care Cards and maintain a file of numbers and expiry dates to qualify for increased subsidy from DET. Develop a process for checking with families regarding expiry dates or updated Health Care Card information and reporting any changes to bestchance.
Identifying families eligible for Early Start Kindergarten.
Ensuring that Enrolment Records (records that contain information on each child) are stored in a safe and secure place and kept for 3 years after the last date on which the child was educated and cared for by the service (Regulation 183).
Ensuring that enrolment records are completed fully by parents/guardians prior to a child commencing at a service.
Providing information to the Kindergarten committee regarding the status of enrolments and any difficulties encountered.
Providing timely information to bestchance regarding changes of enrolment (children beginning and children leaving the service) in real time, as changes occur. This is essential in order for kindergartens to obtain the full funding they are entitled to receive for each child. Updated enrolment information is required when children move in or out of a service at any time during the year.

Complying with the Privacy and Confidentiality Procedure in relation to collection and management of a child's confidential enrolment information.
Responding to enrolment enquiries and referring families to the relevant officer on the Kindergarten Committee or the relevant central enrolment scheme.
Reviewing enrolment applications to identify children with additional needs and vulnerable families to support application of the priority of access criteria.
Responding to parent/guardian enquiries regarding a child's readiness for the program they are considering enrolling their child in.
Engaging in conversations with parents/guardians of any child who may require a second year of kindergarten to support their decision-making.
Ensuring that parents/guardians of a child attending the service can enter the service premises at any time the child is being educated and cared for, 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, or educators under the Law (Regulation 157).
Developing strategies to assist new families to feel welcomed into the service and have ready access to the service's policies and procedures.

Parents/guardians are responsible for;

- Reading and complying with the Enrolment Policy
- Responding promptly to requests for confirmation of acceptance of offer to secure a place. Failure to do so will result in the allocated place being deemed as available for reallocation.
- Completing enrolment forms prior to their child's commencement at the service
- Ensuring that all required information is provided to the service
- Updating information by notifying the service of any changes as they occur e.g. change of address, contact details
- Informing the kindergarten of intention to withdraw their enrolment
- Declaring if their child is accessing a four year old funded kindergarten program in another setting. This includes, but is not limited to, funded programs offered in Long Day Care settings
- Retaining receipts and correspondence relating to the enrolment of their child

This procedure relates to the following bestchance Policies and Procedures;

- Child Protection Procedure
- Children's health, Safety and Medical Conditions Procedure
- Fee Policy
- Gender equity, diversity and inclusion Procedure
- Governance and management of the service Procedure
- Leadership, Governance and Service Management Policy
- Orientation Procedure
- Privacy and Confidentiality Procedure
- Record keeping and retention of records Procedure

Review

This procedure will be reviewed in a 2 yearly policy review cycle or earlier, in response to new information informing best practice including legislation, research, feedback and policy. bestchance service participant parent/guardians will be notified 14 days before making changes to this policy or procedures.

The review will be conducted by: bestchance and will seek the feedback of bestchance service families, bestchance Committee Partnership Group, employees, and any other interested parties.

Last reviewed:

Date for next review:

ATTACHMENT 1 - DEFINITIONS

Detail of definitions within the Enrolment Policy

Approved education and care service	An education and care service operated by an approved provider, for which a service approval exists.
Approved Provider	bestchance (see Service Provider)
Ballot	A process of random selection to determine which applicants are granted allocated a place where there are a greater number of applicants than there are positions available.
Central Enrolment Scheme	A Kindergarten Central Enrolment Scheme Policy is supported by local government or another provider to take initial enrolment enquiries and then distribute and allocate funded four year old kindergarten places in a fair, equitable and transparent manner. The Kindergarten Committee then allocates group places within the service.
Child FIRST	Child and family services information, referral and support teams (Child FIRST).
Children with Additional Needs	Children whose development or physical condition requires specialist support within the kindergarten setting, as defined by medical assessment.
Department of Education and Training	Department of Education and Training. The Victorian Regulatory Authority primarily responsible for the regulation and quality assessment of education and care services in Victoria.
Deferrals/Withdrawals	A child who does not attend in the year when the child is eligible for a funded kindergarten place, or officially withdraws from kindergarten in accordance with current Kindergarten Funding Criteria guidelines.
Early Start Kindergarten	A child eligible for Early Start kindergarten is any child aged 3 by 30 April of the year she or he is attending kindergarten, who has been identified by a parent, carer or legal guardian as being Aboriginal or Torres Strait Islander or is a child known to Child Protection or a child referred by Child Protection to Child First. (Refer to DET publication <i>The Kindergarten Guide</i>). The grant enables an eligible child to access a kindergarten program for two years before school.
Education and care service	Family day care, long day care, outside school hours care services and kindergarten services that must operate in accordance with the National Quality Framework are referred to as education and care services.
Eligible Child	A child who is eligible to apply for a place in a 3 year old kindergarten program or a subsidised 4 year old kindergarten program as stated in this policy.
Enrolment Application Form	A form to apply for a child to be offered a place at a service.
Enrolment Application Fee	A payment to cover administrative costs associated with processing a child's enrolment application for a place at the service.
Enrolment Form	A form issued by the kindergarten which collects details about the child and family. The enrolment form is completed after a place has been offered and accepted by the parent/guardian
Enrolment Record	Information provided by the parents/guardians to the kindergarten educators prior to a child's commencement at a service. Information on the enrolment record is required information under the <i>Education and Care Services National Regulations 2011</i> .
Fees	Fees are set by individual kindergartens and are payable directly to kindergartens. Fees are a charge for a place within the program at the service, additional to per capita funding.
Funded Kindergarten Program	An early childhood educational program delivered by a qualified early childhood teacher for which funding is received from DET. In Victoria, a funded kindergarten program provides a developmentally appropriate program in accordance with the Victorian Early Years Learning and Development Framework.
Funded place	A place in a kindergarten program for which a per capita grant is received.

Health Care Card	A concession card that entitles the person to cheaper medicines and concessions.
Holding Deposit	A kindergarten may charge a proportion of a term fee to families to hold a place for a child until the child accesses the program. The Holding Deposit is refundable if a family withdraws and the place is filled.
Kindergarten	Kindergarten (also known as pre-school) is the service providing a universal early childhood education and care program, primarily funded by the State Government for children in the year prior to commencing formal education in primary school.
Kindergarten Cluster Management	Kindergarten Cluster Management brings together a group of community-based kindergarten services under the management of a single service provider. The Kindergarten Cluster Manager for this service is bestchance Child and Family Care.
Kindergarten Committee, or Committee	Voluntary Kindergarten committee members are elected at the kindergarten Annual General Meeting by parent/guardians of children who attend the kindergarten. The Kindergarten Committee supports the day to day running of the kindergarten and works in partnership with the Kindergarten Cluster Manager (bestchance).
Kindergarten Enrolment Officer	A voluntary Kindergarten Committee designated position to manage enrolments.
License Capacity	The maximum number of children that can be enrolled in an education and care service according to space requirements as determined by DET.
Priority of Access	A set of criteria Kindergarten Committees apply to the process of determining which applicants are offered a Kindergarten position.
Second year funding	Per capita funding provided for children who meet the eligibility criteria for a second year of funded kindergarten.
Service	The approved education and care service (location) from which a kindergarten program is delivered.
Service provider (also approved provider)	A legal entity or organisation that has entered into a service agreement with DET, receives the kindergarten funding and has responsibility for the management of funds and the delivery of kindergarten programs (bestchance).
Vacancy	A place in an education and care program that becomes available as a result of a child leaving the kindergarten or is available because not all places are filled.
Vulnerable children	Children who are at risk of abuse and neglect because of their particular circumstances, which may include: living in a family with a low income, or is experiencing problems with housing, domestic violence, substance abuse or mental health; having a culturally and linguistically diverse background; having a young or sole parent; a parent with a disability.
Wait List	Where applicants exceed Kindergarten places available, the Kindergarten Committee will maintain a Waiting List should a vacancy arise.

COMMITTEE USE ONLY - ATTACHMENT 2 - SAMPLE ENROLMENT APPLICATION FORM

(Insert service name)	
(Indicate whether this application is for a 3 year old program or a funded 4 year old program)	
<input type="checkbox"/> 3 year old program <input type="checkbox"/> 4 year old program	
Has this child attended a funded four year old program previously? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Complete this Enrolment Application Form and provide the following;	
<input type="checkbox"/> A copy of the child's Birth Certificate or suitable evidence of the child's date of birth (e.g. passport)	
<input type="checkbox"/> Enrolment Application Fee of \$____ (committee to state whether this is refundable or not)	
Parents/guardians are reminded to notify the kindergarten of any changes to your contact details.	
Date of application -	
Child's name -	
Child's date of birth -	
Child's address -	
<input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent/guardian details 1 - Mr Mrs Miss Ms Dr First name - Family name - Residential address - Email - Postcode -	Parent/guardian details 2 - Mr Mrs Miss Ms Dr First name - Family name - Residential address - Email - Postcode -
Relationship to child -	
Is your child Aboriginal or Torres Strait Islander? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has your child attended Early Start Kindergarten <input type="checkbox"/> Yes <input type="checkbox"/> No * A child eligible for Early Start kindergarten is any child aged 3 by 30 April of the year she or he is attending kindergarten, who has been identified by a parent, carer or legal guardian as being Aboriginal or Torres Strait Islander or is a child known to Child Protection or a child referred by Child Protection to Child First. (Refer to DET publication <i>The Kindergarten Guide</i>). The grant enables an eligible child to access a kindergarten program for two years before school.	
First language, if not English - Interpreter support required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the child a multiple birth or blended family with another sibling applying for either a 3 year old or funded 4 year old kindergarten position at the service in the same year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, sibling name/s - Have any siblings attended this kindergarten in the past 3 years to your application year? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of sibling -	
Are you or any family members registered with any support services or support agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your child have any pre-existing medical conditions, disabilities or additional needs? <input type="checkbox"/> Yes <input type="checkbox"/> No (Disability/additional needs is defined as requiring additional support to fully participate in the program).	
Please attach proof of birth <input type="checkbox"/> Yes <input type="checkbox"/> No	
The personal information requested in this form will be used primarily for the purpose of assisting the kindergarten in allocating places, or for directly related purposes. I declare that all of the information provided is true and correct and I agree to the use/disclosure of the information provided for the above purpose. I have read and accept the terms and conditions of enrolment. Signature of Parent/Guardian: _____	

Date: _____

Once the kindergarten has received your application, we will send you an acknowledgement letter or email to confirm your application has been registered.

This application form must be returned with the \$ (committee insert amount) non-refundable enrolment application fee.

DRAFT

COMMITTEE USE ONLY - ATTACHMENT 3 - KINDERGARTEN COMMITTEE PRIORITY OF ACCESS PROCEDURE

For those children not identified as "high priority" for access to a funded kindergarten program, as listed in this policy, Kindergarten Committees may apply one or more Kindergarten Committee agreed criteria to prioritise their list of applicants and determine the order in which offers are made.

Priority of access to 4 year old funded kindergarten places at _____ Kindergarten is determined in the following order;

(Committees prioritise access for their community according to the following criteria in the order).

- Eligible children whose parents/guardians have deferred an offer of enrolment until the commencement of the following kindergarten year;
- Children accessing a second year of funded kindergarten (who meet eligibility criteria for a second year of funded kindergarten);
- Demonstrable link to the service e.g. children continuing from a 3 year old program into a 4 year old program; siblings of children who have previously attended the service;
- Application date of enrolment (as long as this is not linked to age as a barrier)
- Proximity; those who reside closest to the kindergarten. Proximity may include those whose primary carer resides closest to the kindergarten; and
- Ballot - if there are more applicants than positions available and applicants are on equal standing after priority of access criteria has been applied, offers may be determined by ballot.

Mandatory Priority of Access - Children at risk of abuse or neglect and children in Out of Home Care
Mandatory Priority of Access - Aboriginal and/or Torres Strait Islander children
Mandatory Priority of Access - Children with additional needs, defined as children: <ul style="list-style-type: none">• who require additional assistance in order to fully participate in the kindergarten program• who require a combination of services which are individually planned• who have an identified specific disability or developmental disability
•
•
•
•
•
•

Priority of access to 3 year old kindergarten places

(Committees prioritise for their community according to the following criteria).

- Eligible children whose parents/guardians have deferred an offer of enrolment until the commencement of the following kindergarten year;
- Children accessing a second year of funded kindergarten (who meet eligibility criteria for a second year of funded kindergarten);
- Demonstrable link to the service e.g. children continuing from a 3 year old program into a 4 year old program; siblings of children who have previously attended the service;
- Application date of enrolment (as long as this is not linked to age as a barrier)
- Proximity; those who reside closest to the kindergarten. Proximity may include those whose primary carer resides closest to the kindergarten; and
- Ballot - if there are more applicants than positions available and applicants are on equal standing after priority of access criteria has been applied, offers may be determined by ballot.

Priority of access to 3 year old kindergarten places at _____ Kindergarten is determined in the following order;

•
•
•
•
•
•

DRAFT

COMMITTEE USE ONLY - ATTACHMENT 4

The Kindergarten Committee's Waiting List Procedure is

- _____
- _____
- _____

ATTACHMENT 5

The Kindergarten Committee's Enrolment Application Fee is \$____

This fee is due and payable on ____

DRAFT

COMMITTEE USE ONLY - ATTACHMENT 6 - SAMPLE GENERAL ENROLMENT PROCEDURES

* General enrolment procedures are usually provided by the local central enrolment scheme. Kindergarten committees adhere to central enrolment scheme timelines and instructions.

Application for a place at the service

Enrolment applications will be accepted _____ years prior to the child's attendance year.
Enrolment application forms are available from the service.
A separate application form must be completed for each child, and for each proposed year of attendance at the service.
To facilitate inclusion of all children into the program, the enrolment application form will clearly identify any additional or specific needs of a child.
Parents/guardians of children applying for a second year of funded kindergarten or currently attending a 3 year old program must also submit an enrolment application form for the following year.
A copy of the child's birth certificate must be submitted with all applications.
An Enrolment Application Form must be accompanied by an enrolment application fee of [insert amount]. This fee is not refundable.
Completed enrolment application forms are to be forwarded to the Enrolment Secretary at the service.
Access to completed enrolment application forms will be restricted to the person responsible for the enrolment process (Enrolment Secretary), the approved provider (bestchance) and the Nominated Supervisor.
Applications will be entered on the waiting list using the eligibility and priority of access criteria.

Closing dates for enrolment applications

The closing dates for enrolment applications are:

- [Date] for children to attend the funded kindergarten program in the [year]
- [Date] for children to attend the three year old program in [year]

Procedure for a late application for enrolment

Applications received after the closing date will be considered after all other applicants have been offered a place, in line with the eligibility and priority of access criteria.

Group allocations

Where there are more preferences for one group than another, committee will place children in order of receipt of request.

Offering places

Places will be allocated in line with the eligibility and priority of access criteria in this procedure.
Offers for places in the three year old program and the funded four year old kindergarten program will occur at the same time.
Successful applicants will be notified in writing, confirming a place.
Families requesting a particular group must return their request in writing by the date required by committee to the Enrolment Secretary. Places will be offered to children in order of receipt of request.
Parents/guardians who do not wish to accept the offer of a place, or intend to withdraw their enrolment are requested to notify the Enrolment Secretary of the service in writing as soon as practicable.
Second round offers will be made [] weeks after first round offers.
Third round offers will be made [] weeks after second round offers.
A deposit of [] must be paid by [] by [insert payment options] to hold the place for the following year. This deposit will be deducted from Term 1 Fees.
An enrolment form and other relevant information will be provided after the place has been accepted and the deposit has been paid.
A kindergarten committee may decide not to allocate a place to a child until any debt owed to the service by the family is paid, or a payment plan is agreed to between the family and the service (refer to Fee Policy).

Eligibility and priority of access criteria for the funded four year old kindergarten program

Where demand exceeds availability, the Kindergarten Committee will prioritise children's attendance in the following ways;

Mandatory Priority of Access - Children at risk of abuse or neglect and children in Out of Home Care
Mandatory Priority of Access - Aboriginal and/or Torres Strait Islander children
Mandatory Priority of Access - Children with additional needs, defined as children: <ul style="list-style-type: none">• who require additional assistance in order to fully participate in the kindergarten program• who require a combination of services which are individually planned• who have an identified specific disability or developmental disability
•
•
•
•
•
•

The following children are eligible for attendance in the funded kindergarten program

Children who turn four years of age by 30 th April in the year the child will attend kindergarten.
Children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of the Department of Education Training (DET)
Children who are younger than eligible age, whose parents/guardians have submitted an early age entry request to DET for their child to attend school the following year. A copy of the approval from DET must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DET. If a child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DET for having recognised developmental needs.
Three year old Aboriginal and Torres Strait Islander children and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours.

Eligibility and access criteria for three year old children

Children are eligible for attendance in the three year old program provided they have turned three years of age prior to commencement.
Children will only be able to attend a second year of three year old kindergarten in exceptional circumstances (after consideration by the kindergarten committee) or when all eligible children on the waiting list have been offered a place.
•
•
•
•
•
•