

# Kindergarten Central Registration Policy

February 2024

**Responsible Directorate:** Community Support  
**Authorised By:** Council  
**Date of Adoption:** March 2016  
**Review Date:** November 2024

## **Acknowledgement of Traditional Owners**

The City of Boroondara acknowledges the Wurundjeri Woi-wurrung people as the Traditional Owners and original custodians of this land, and we pay our respects to their Elders past and present.

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# 1 Introduction

## 1.1 Purpose

The purpose of the Kindergarten Central Registration Policy (the Policy) is to ensure children registering for kindergarten are allocated a place in a fair, equitable and consistent manner.

## 1.2 Scope

This Policy applies to member kindergartens who participate in the Kindergarten Central Registration Scheme, whether managed by a Committee of Management or Early Years Manager, members of the Central Registration Representative Group, kindergarten staff and Council officers.

This Policy also applies to parents/guardians who wish to have their children enrolled at a member kindergarten, or have children already enrolled at a member kindergarten.

## 1.3 Corporate framework

This Policy supports Council's Mission and Vision by addressing the following objective in the Boroondara Community Plan 2021-2031:

- Theme 1: Community Services and Facilities - Community services and facilities are high quality, sustainable, inclusive and strengthen resilience.

This Policy supports the Children and Young People's Action Plan by addressing the following action:

- Action 1.8: Promote the Boroondara Kindergarten Central Enrolment Scheme to streamline the registration and enrolment process for 3-year-old and 4-year-old programs at participating member kindergartens.

# 2 Background

## 2.1 Policy environment

In Victoria, kindergarten is available to children in the two years before entry into primary school. Funding is provided to the kindergarten provider by the Victorian Government. Council supports kindergarten through provision of infrastructure and administering a centralised enrolment scheme.

In line with the Victorian Government Kindergarten Funding Guide, the priority of the Kindergarten Central Registration Scheme is to ensure that eligible 3 and 4-year-old

children are offered the opportunity to attend two years of funded kindergarten before entry into primary school, dependent on the availability of each member kindergarten's capacity. The Kindergarten Funding Guide's priority of access criteria must be adhered to prior to applying the locally agreed selection criteria when prioritising enrolments.

Council first endorsed this Policy on 17 September 2007. This Policy is reviewed and updated annually, where necessary, in accordance with the following key documents:

- Education and Care Services National Law 2010 and Regulations 2011
- Public Health and Wellbeing Amendment (No Jab, No Play) Act 2015
- Department of Education Kindergarten Funding Guide
- Department of Education Central Registration Enrolment Scheme Practice Guide
- Best Start, Best Life reform
- City of Boroondara Privacy and Data Protection Policy

Other related documents that underpin this Policy are outlined in Section 6, References.

If the Early Learning Association Australia (ELAA) provides an updated policy or an urgent change to this Policy is proposed by the Department of Education, a member kindergarten, the Central Registration representative Group or Council; a representative group meeting will be held to discuss and consider endorsement of any proposed amendments.

Any amendments or updates to this Policy can be approved by the Director Community Support. As Council is not the decision maker in regard to State Government kindergarten policy and funding, and kindergartens must fully comply with their funding and service agreement to continue to operate; it is not necessary to seek review and approval by Council.

## **2.2 Role of Council**

The Kindergarten Central Registration Scheme streamlines the process for registering children in kindergarten for families and service providers, ensuring the process is simple, consistent, inclusive, and equitable.

While Council does not operate any education and care services directly, Council owns 32 facilities leased to community run, not for profit kindergartens and long day care services. These services are managed by a combination of Early Years Management and volunteer, parent-run Committees of Management. All kindergarten programming, including sessions, group sizes, and timetabling, are solely the responsibility of approved providers across the Boroondara municipality. Council has no direct role in the operations of kindergarten services.

Council plays a supporting role in the early childhood education and care sector through the provision of existing Council owned infrastructure for kindergarten programs. Council delivers a renewal program for Council owned infrastructure leased to early years education and care services. The purpose of this renewal program is to maintain the

current infrastructure. It is not the Council's role to undertake building works to increase the licensed capacity of existing facilities or construct new buildings for early years services. For further information please refer to the Kindergarten Infrastructure and Services Plan available on the Department of Education website.

## **2.3 Consultation**

In developing and reviewing this Policy, feedback may be obtained through consultation with the following groups:

- Central Registration Representative Group.
- Member kindergarten Committees of Management and Early Years Managers.
- Council officers involved in the planning, managing, and delivering the Kindergarten Central Registration Scheme.
- Victoria Government Department of Education.

## **3 Policy statement**

This Policy is committed to:

- Fair and equitable access to kindergarten programs for all children, based on the selection criteria set out in the Registration and Allocation Procedure (see Appendix A).
- Compliance with the Education and Care Services National Law 2010 and Regulations 2011.
- Compliance with the Victoria Government Kindergarten Funding Guide requirements relating to the registration of children in funded kindergarten services.
- Compliance with the Victoria Government Central Registration and Enrolment Scheme.
- Compliance with the Council Privacy and Data Protection Policy.

## **4 Implementation and monitoring**

### **4.1 Funded Kindergarten Programs Eligibility**

#### **4.1.1 Eligibility for 3-year-old kindergarten**

In line with the Victorian Government Kindergarten Funding Guide, to be eligible for 3-year-old kindergarten:

- Children turn 3 years of age by 30 April in the year they are enrolled to attend the funded kindergarten program.
- Children are enrolled up to 15 hours per week.

- Children are not enrolled in a funded kindergarten place at another service.

#### **4.1.2 Eligibility for 4-year-old kindergarten**

In line with the Victorian Government Kindergarten Funding Guide, to be eligible for 4-year-old kindergarten:

- Children turn 4 years of age by 30 April in the year they are enrolled to attend the funded kindergarten program.
- Children who have received funding for a second year of funded kindergarten program.
- Children turning 6 years of age in their year at kindergarten who have been granted an exemption from school entry by the Department of Education.
- Children who are younger than the eligible age, but whose parents/guardians have submitted an early entry application to the Department of Education approved for their child to attend school the following year.
- Children are enrolled for at least 15 hours per week or 600 hours per year.
- Children are not enrolled in a funded kindergarten place at another service.

#### **4.1.3 No Jab, No Play**

The Victorian Government's No Jab, No Play legislation requires a child's immunisations to be up to date to attend kindergarten. Families are required to advise their immunisation status at the time of registering for kindergarten. Families must provide a copy of their up-to-date child's Immunisation History Statement (IHS) prior to commencement at kindergarten.

### **4.2 Registration and Allocation Procedure**

Council implements an annual cycle for the registration and allocation process that is fair, equitable and consistent while being flexible to cater for unique family and carer circumstances and needs. The Registration and Allocation Procedure (See Appendix A of this Policy), is a guide for current and future families who wish to have their children enrolled at a member kindergarten and outlines:

- The process to register a child at a member kindergarten for 3-year-old and 4-year-old kindergarten.
- The criteria by which kindergarten places will be allocated to eligible children.
- The process for families once offered a place in a member kindergarten.
- The enrolment process by the member kindergarten.

### **4.3 Registration fee**

From 27 February 2024, there is no charge to register for kindergarten through the Central Registration Scheme. This will be reviewed annually in line with the Victorian Government Department of Education administration funding support.



## 4.4 Evaluation

Council officers managing the scheme will:

- Review the registration and allocation procedures.
- If appropriate, conduct a survey in relation to this Policy, or incorporate relevant questions in the general parent/guardian survey.
- Consider feedback regarding the Policy from the Central Registration Representative Group, member kindergarten Committees of Management/Early Years Management and kindergarten staff.
- 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.

## 4.5 Accountabilities

For all queries or feedback regarding this Policy, please use the contact details for the responsible department below.

Position title	Contact number	Contact department email
Senior Coordinator Children, Young People and Families	9278 4444	families@boroondara.vic.gov.au

Complaints, grievances or appeals regarding the Policy or registration and allocation procedure of the Central Registration Scheme may be made in writing to the Team Leader Early and Middle Years and may be elevated to the Senior Coordinator Children, Young People and Families. Supporting evidence will be required. Outcomes of any complaint/grievances will be notified in writing as soon as practicable. Complaints will be handled according to Council's Complaint Policy.

## 4.6 Responsibilities

Responsible party	Responsibility
Central Registration Representative Group	<ul style="list-style-type: none"> <li>• This group comprises one representative from each member kindergarten, a Central Registration officer and the Team Leader Early and Middle Years. Non-participating Boroondara kindergartens may also nominate a non-voting representative.</li> <li>• Oversees the implementation of the Policy.</li> <li>• Advises the Central Registration officers and Council on issues relating to policy implementation.</li> <li>• Monitors and evaluates the Policy to ensure it continues to achieve its purpose.</li> </ul>

Responsible party	Responsibility
Central Registration officers	<ul style="list-style-type: none"> <li>• Responsible for the day-to-day implementation of the Policy.</li> <li>• Maintaining current information on the City of Boroondara website.</li> <li>• Maintaining the Kindergarten Central Registration Scheme database and liaising with parents/guardians.</li> <li>• Secure storage and maintenance of the confidential status of online registrations of kindergarten applications and the information contained within them.</li> <li>• Offering places by email in accordance with the Policy.</li> <li>• Liaising with Enrolment officers of the member kindergartens.</li> <li>• Providing a regular report to the Central Registration Representative Group regarding the status of registrations and any difficulties encountered.</li> <li>• Providing the kindergartens with the advised immunisation and concession status of the children enrolled within the kindergarten program of the member kindergarten.</li> </ul>
Member kindergartens, the Committees of Management or Early Years Management	<ul style="list-style-type: none"> <li>• Determine the programs and hours of attendance to be offered at their kindergarten, based on applications received, the licensed capacity of the kindergarten and the financial viability of the programs to be offered.</li> <li>• Advise the Central Registration officers by mid-April of any program changes for the following year so families can update preferences before the close of registrations on June 30.</li> <li>• Responsible for the administration of optional additional hours and confirming attendance with families.</li> <li>• Responsible for any changes to the program after June 30, however, costs and notification of program changes are the responsibility of the member kindergarten.</li> </ul>

## 5 References

### 5.1 Related documents

- Member kindergartens policies on fees, complaints, and inclusion of children with additional needs
- Victorian Government Department of Education Kindergarten Funding Guide
- Victorian Government Central Registration and Registration Scheme
- Victorian Government Kindergarten Infrastructure and Services Plan

- Education and Care Services National Law 2010
- Education and Care Services National Regulations 2011
- Child, Youth and Families Act 2005
- Disability Discrimination Act 1992
- Equal Opportunity Act 2010
- Human Rights and Equal Opportunity Commission Act 1986
- Public Health and Wellbeing Amendment (No Jab, No Play) Act 2015
- Sex Discrimination Act 1984
- Privacy and Data Protection Act 2014
- City of Boroondara - Boroondara Community Plan
- City of Boroondara - Children and Young People’s Action Plan
- City of Boroondara - Privacy and Data Protection Policy
- City of Boroondara - Complaints Policy

## 5.2 Definitions

Include a list of key terms and definitions if required.

Term	Definition
Asylum seeker and refugee children	<p>Defined in the Victorian Government Kindergarten Funding Guide as a child or family who holds a visa or supporting documentation and information, identifying the child and/or parents, carers or legal guardians as a refugee or asylum seeker who holds one of the following:</p> <ul style="list-style-type: none"> <li>• Refugee visa (subclass 200)</li> <li>• In-country Special Humanitarian visa (subclass 201)</li> <li>• Global Special Humanitarian visa (subclass 202)</li> <li>• Emergency Rescue Visa (subclass 203)</li> <li>• A woman at Risk visa (subclass 204)</li> <li>• Humanitarian Stay visa (subclass 449)</li> <li>• Temporary Protection visa (subclass 785)</li> <li>• Temporary (Humanitarian Concern) visa (subclass 786)</li> <li>• Safe Haven Enterprise visa (subclass 790)</li> <li>• Protection visa (subclass 866)</li> <li>• A Bridging visa and is in the process of applying for one of the above Refugee or Humanitarian visas.</li> <li>• Current or expired ImmiCard</li> <li>• An approved exemption from the department</li> </ul>
Kindergarten Central Registration Scheme	The central registration scheme managed by Council on behalf of member kindergartens.

Term	Definition
Central registration officer	Council staff who process kindergarten registrations and respond to general enquiries regarding the content and implementation of this Policy.
Central Registration and Enrolment Scheme (CRES)	The Victorian Government Department of Education best-practice model that streamlines the process of registering and enrolling children in kindergarten for families and service providers, ensuring the process is simple, consistent, inclusive, and equitable.
Children at risk of abuse or neglect, including children in out-of-home care	Defined in the Victorian Government Kindergarten Funding Guide as a child referred by: <ul style="list-style-type: none"> <li>• Child Protection</li> <li>• Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker)</li> <li>• Maternal and Child Health nurse</li> <li>• Out-of-home care provider.</li> </ul>
Children with additional needs	Defined as: <ul style="list-style-type: none"> <li>• Children who require additional assistance in order to fully participate in the kindergarten program.</li> <li>• Children who require a combination of services which are individually planned.</li> <li>• Children who have an identified/ diagnosed specific disability or developmental delay.</li> </ul>
Early Start Kindergarten	Early Start Kindergarten Grants enable eligible children to access a kindergarten program for up to 15 hours per week (or six hundred hours per year) delivered by a qualified early childhood teacher in the year two years before school.  Early Start Kindergarten is for children identified as being: <ul style="list-style-type: none"> <li>• from a refugee or asylum seeker background,</li> <li>• Aboriginal and/or Torres Strait Islander, and/or</li> <li>• known to child protection.</li> </ul> Early Start Kindergarten Extension Grants provides a free or low-cost year-before-school kindergarten program for children. Eligible children are not required to have accessed Early Start Kindergarten in the previous year to access the Early Start Kindergarten Extension Grant.
Expression of interest	An online expression of interest can be submitted to Council from birth, to register a child’s interest in attending a funded kindergarten program. The expression of interest does not include kindergarten preferences. Lodgment will ensure families receive a reminder when registrations open for their child for 3-year-old kindergarten.

<b>Term</b>	<b>Definition</b>
Free Kinder	Free Kinder is available in 3- and 4-year-old kindergarten programs at participating funded kindergarten services. Children enrolled in sessional kindergarten programs receive a free program: <ul style="list-style-type: none"> <li>• For 3-year-olds, a free kindergarten program between 5 and 15 hours per week (200 to 600 hours a year); or</li> <li>• For 4-year-olds, Free Kinder means a free kindergarten program of 15 hours per week (600 hours a year).</li> </ul>
Funded kindergarten	A funded kindergarten program meets the requirements of the Kindergarten Funding Guide in relation to kindergarten program hours, qualifications of educators and operational requirements.
High priority children	Defined in the Victorian Government Kindergarten Funding Guide as: <ul style="list-style-type: none"> <li>• Children at risk of abuse or neglect including children in out-of-home care.</li> <li>• Aboriginal and/or Torres Strait Islander children.</li> <li>• Asylum seeker and refugee children.</li> <li>• Children that meet the eligibility criteria for the Kindergarten Fee Subsidy.</li> <li>• Children with additional needs, defined as children with an identified specific disability or developmental delay, require additional assistance to fully participate in the kindergarten program or who require a combination of services which are individually planned.</li> </ul>
Kindergarten	Kindergarten (sometimes referred to as preschool) is a facility that provides a universal early childhood program and is funded by the Victoria Government, for children in the two years prior to commencing primary school.
Kindergarten Registration	An online application submitted to the Kindergarten Central Registration Scheme for the allocation of a 3 or 4-year-old place at a member kindergarten.
Member kindergarten	A kindergarten located within the City of Boroondara that has elected to be part of the Kindergarten Central Registration Scheme.
Selection criteria	The criteria for registration and allocation of places to kindergarten programs in a member kindergarten.
Sibling	A sister or brother by birth, adoption, step, or foster arrangement.
Special Consideration	A request by a parent/guardian for their child to gain a place at a specified kindergarten as outlined in the Policy.
Special Consideration Review Panel	A panel of Council officers that review all requests for special consideration.

## **Appendix A: Registration and Allocation Procedure**

Council implements an annual cycle for the registration and allocation process that is fair, equitable and consistent while being flexible to cater for unique family and carer circumstances and needs. The Registration and Allocation Procedure is a guide for families who wish to have their children enrolled at a member kindergarten.

### **Stage 1: Eligibility to start kindergarten**

- Eligible entry age for funded kindergarten programs for 3-year-old and 4-year-old kindergarten are outlined in section 4.1 of the Policy.
- Children learn and develop in different ways. Families are encouraged to carefully choose the year their child will commence accessing their two years of funded kindergarten.
- Children can only access one year of funded 3-year-old kindergarten and then will transition to their one year of funded 4-year-old kindergarten. It is important to keep in mind that once a child begins attending, they are expected to complete that full year of kindergarten.
- Kindergarten places are allocated to children accessing their two years of funded kindergarten. Children not eligible for a funded kindergarten place are not eligible to apply.
- You are encouraged to speak with your Maternal and Child Health nurse, family doctor or allied health professional, or a foundation teacher or principal at the family's school of choice, for guidance.
- Kindergarten open days provide a great opportunity to talk things through with an experienced professional.

### **Stage 2: Registering for Kindergarten**

#### **2.1 Registering eligible children**

- Prior to registering for kindergarten, families can submit an expression of interest from birth, using the online application. Families are encouraged to complete this so they can be sent important kindergarten updates, including when to register for kindergarten.
- A kindergarten registration application detailing kindergarten preferences must be completed for each child for each year of entry, between 1 May and 30 June in the year prior to attendance.
- Parents/guardians will receive confirmation via email of a completed kindergarten registration application.

## **2.2 Registering Children with Additional Needs**

To facilitate the inclusion of all children into the education program, kindergarten registrations should identify any additional or specific needs of the child. Member kindergartens may be eligible for funding through the Department of Education Kindergarten Inclusion Support Packages to provide support to children enrolled with additional needs.

## **2.3 Special Consideration Process Guidelines**

Requests for special consideration can be made at the time of completing the registration application. Priority will be given to applications that meet the following criteria:

- Applications for 3 or 4-year-old entry in a member kindergarten.
- Applications that demonstrate genuine need based on physical illness, disability or mental illness of the child or immediate family (parents and siblings).
- City of Boroondara residents.

All applications must provide supporting documentation from a medical practitioner or health care worker or an organisation/authority with expertise in a relevant field.

If a special consideration application is successful, the applicant will be granted a kindergarten place at their nominated first preference kindergarten. The Special Consideration Review Panel will assess which group within the kindergarten would best suit the child's needs. Where appropriate, the relevant kindergarten educator may be contacted for further information or guidance with group allocations/kindergarten facilities.

Applications for special consideration must be submitted before June 30 in the year preceding attendance. Special consideration applications received after the close of registrations will be assessed, but successful applications will not be guaranteed a place in the first round of offers.

### **2.3.1 Membership of Special Consideration Review Panel**

The Special Consideration Review Panel will be made up of the following members:

- Senior Coordinator Children, Young People and Families (Chair)
- Team Leader Early and Middle Years
- Team Leader Maternal and Child Health, or delegate
- Central Enrolment Officer (Minutes)

## **2.4 Closing Dates of Registration**

The closing date for kindergarten registrations is 30 June in the year prior to attendance.

- Applications received after the closing date will be placed on the waiting list and will be allocated in accordance with the date of receipt and may not form part of the first round offers.
- Council takes no responsibility for late registration applications.
- Any preference changes must be submitted by June 30 in the year preceding entry. Change of preferences lodged after June 30 will be considered as a new application.

## **2.5 Registering a Second Year of Kindergarten**

In accordance with Department of Education kindergarten funding guidelines:

- The member kindergarten Educator/Director must advise the parents/guardians of any child she/he considers may require a second year of funded 4-year-old kindergarten before the close of registrations on June 30 for kindergarten entry in the following year.
- Parents/guardians of children applying for a second year of funded 4-year-old kindergarten must contact the Central Registration officer to arrange the submission of an online kindergarten registration before the close of registrations for a funded place to be held at the same kindergarten.
- Applications for a second year of funded 4-year-old kindergarten at an alternate member kindergarten will be considered as a new application.
- Children attending a funded 3-year-old kindergarten program are not eligible to access a second year of 3-year-old kindergarten. Children accessing 3-year-old kindergarten will transition to 4-year-old kindergarten the following year.

## **2.6 Protecting your information**

Council is committed to the responsible and fair handling of your personal information, consistent with the Information Privacy Principles set out in the Privacy and Data Protection Act 2014 (the Act). This means Council will only collect your personal information if it is necessary for us to perform a specific duty or function; in this instance it is to facilitate your participation in the Central Registration Scheme.

The Act defines personal information as information or an opinion about you where your identity is clear or where someone could reasonably work out that it related to you. This can include:

- Name
- Date of birth
- Contact details
- Signature



A privacy statement has been included on the kindergarten application form. This statement provides details on why Council is collecting your personal information and how we will use and/or disclose it. Further information on how Council collects, uses, discloses and destroys personal information can be found in our [Privacy and Data Protection Policy](#) and our [Website Privacy Statement](#).

## 2.7 Translation and accessibility support

- Translating and Interpreting Service call 13 14 50 and select your language.
- National Relay Service:
  - TTY (Teletypewriter): call 133 677 then ask for 9278 4444
  - Voice Relay: call 1300 555 727 then ask for 9278 4444

## Stage 3: Allocation of kindergarten places

### 3.1 Selection criteria for 3-year-old kindergarten

Based on the applicant’s first preference, places are allocated according to the following criteria:

<b>High Priority children</b>	In line with the Victorian Government Kindergarten Funding Guide Priority of Access: <ul style="list-style-type: none"> <li>• Children at risk of abuse or neglect, including children in Out-of-Home Care,</li> <li>• Aboriginal and/or Torres Strait Islander children,</li> <li>• Asylum seeker and refugee children,</li> <li>• Children that meet the eligibility criteria for the Kindergarten Fee Subsidy, and,</li> <li>• Children with additional needs.</li> </ul>
<b>Sibling</b>	Children with a sibling with a prior connection to the first preference kindergarten within the last 5 years, in order of: <ol style="list-style-type: none"> <li>i. Residents of Boroondara - Closest Kindergarten</li> <li>ii. Residents of Boroondara</li> <li>iii. Non-residents</li> </ol>
<b>Residents of Boroondara - Closest Kindergarten</b>	City of Boroondara residents applying for closest member kindergarten to their residential address as measured by a geographical straight line as their first preference.
<b>Residents of Boroondara</b>	All other residents of the City of Boroondara.
<b>Non-Resident with High Priority children</b>	Non-City of Boroondara residents who have been verified as high priority children.
<b>All other</b>	All other non-residents

**Note:** Deferrals no longer form part of the Kindergarten Central Registration Scheme Registration Policy from the 2025 allocation process. Deferrals from the 2024 allocation process will be honoured.

If all criteria are equal, positions shall be determined by a computer-generated random allocation. Fulfilling the criteria for registration does not guarantee a placement at a member kindergarten due to the excessive number of applicants.

### 3.2 Selection criteria for 4-year-old kindergarten

Based on the applicant’s first preference, places are allocated according to the following criteria:

<b>High priority children</b>	<p>In line with the Victorian Government Kindergarten Funding Guide Priority of Access:</p> <ul style="list-style-type: none"> <li>• Children at risk of abuse or neglect, including children in Out-of-Home Care,</li> <li>• Aboriginal and/or Torres Strait Islander children,</li> <li>• Asylum seeker and refugee children,</li> <li>• Children that meet the eligibility criteria for the Kindergarten Fee Subsidy, and,</li> <li>• Children with additional needs.</li> </ul>
<b>Repeats</b>	<p>Children currently enrolled at the kindergarten who have received funding for a second year of 4-year-old kindergarten are placed at the same kindergarten. (see section 3.3 below for additional criteria for repeats applying to St Paul’s Pre-Prep program).</p>
<b>Previous attendance</b>	<p>Children who have attended the 3-year-old program at the first preference member kindergarten in the previous year and have applied for the 4-year-old program at the same kindergarten, in order of:</p> <ol style="list-style-type: none"> <li>i. Residents of Boroondara - Closest Kindergarten</li> <li>ii. Residents of Boroondara</li> <li>iii. Non-residents</li> </ol>
<b>Siblings</b>	<p>Children with a sibling with a prior connection to the first preference kindergarten within the last 5 years in order of:</p> <ol style="list-style-type: none"> <li>i. Residents of Boroondara - Closest Kindergarten</li> <li>ii. Residents of Boroondara</li> <li>iii. Non-residents</li> </ol>
<b>Residents of Boroondara - Closest kindergarten</b>	<p>City of Boroondara residents applying for closest member kindergarten to their residential address as measured by a geographical straight line as their first preference.</p>

<b>Residents of Boroondara</b>	All other residents of the City of Boroondara.
<b>Non-resident with high priority children</b>	Non-City of Boroondara residents who have been verified as high priority children.
<b>All other</b>	All other non-residents

If all criteria are equal, positions shall be determined by a computer-generated random allocation. Fulfilling the criteria for registration does not guarantee a placement at a member kindergarten due to the excessive number of applicants.

### 3.3 St Pauls Pre-Prep program

Repeats who have selected the St Paul's Pre-Prep program as their first preference will be allocated in order of:

- i. Children currently enrolled at St Paul's Kindergarten
- ii. Residents of Boroondara - Closest Kindergarten
- iii. Residents of Boroondara

## Stage 4: Offer and acceptance of places

### 4.1 First round offers

- Offers of places in the 3 and 4-year-old funded kindergarten programs will be made in late July/early August in the year preceding attendance.
- Applicants who are successful in being allocated a place will receive an offer email. Parents must process their response within 7 days. Responses after the offer deadline date will not be accepted and the position may be offered to another child on the waiting list.
- If in the event of unforeseen circumstances, a parent/guardian who has been offered a place at their first preference kindergarten may choose to be placed on the waiting lists of lower preference kindergartens. Places in lower preference kindergartens and groups will be allocated according to the date of request rather than the date the original registration was received.
- Parents/guardians who do not wish to accept the offer of a place, or withdraw their registration, must respond within 7 days.

### 4.2 Subsequent offers and waitlist

- Subsequent offers will be made following first round offers closing as positions become available and will continue until all vacancies are filled.
- Places will be allocated to eligible children who are on the waiting list in accordance with the eligibility and access criteria of this Policy.

- From time to time, the Central Registration officer will contact 3 and 4-year-old applicants who remain on the waiting list for attendance in the following year. At this time, they will be asked to confirm their kindergarten requirements. Applicants may choose to secure a vacant place at a non-preference kindergarten and remain on the Kindergarten Central Registration Scheme waiting list for their preference kindergarten.

## **Stage 5: Enrolment**

### **5.1 Enrolment**

- Member kindergartens will be notified of confirmed places and will contact families.
- Once an offer has been accepted the member kindergarten service will be in touch with families to complete an enrolment form/provide enrolment information.
- Families may be required by the member kindergarten to provide evidence of:
  - Proof of child's date of birth
  - Immunisation record
  - Copy of concession card (if applicable)
- Member kindergartens should avoid imposing financial barriers to families seeking access; member kindergartens are strongly encouraged to waive any refundable deposit or other charges required upon confirming acceptance.
- Where an enrolment deposit is charged by a kindergarten, this should be deducted off the fees once the child starts attending. Where the kindergarten is accessing Free Kinder funding, any deposit should be refunded.
- Member kindergartens participating in Free Kinder must comply with all the terms and conditions on fees charged.
- Member kindergartens require the kindergarten funding to be allocated to their service. If a child is also attending another service that offers a funded kindergarten program (e.g., long day care centre), families must advise the additional service that the kindergarten funding is to be allocated to the member kindergarten the child is attending.

If a child is absent from the kindergarten for an extended period upon enrolment, the place will only be held if written notification has been made to the kindergarten.