



## Kindergarten Central Enrolment Policy

### **PURPOSE**

This policy outlines the processes and priorities used when applying for a three or four year old kindergarten place in a West Wimmera Shire Council Kindergarten.

### **POLICY STATEMENT**

#### **VALUES**

West Wimmera Shire Kindergarten Cluster is committed to:

- Equal access for all children based on the priorities set out in this policy
- Compliance with the *Education and Care Services National Regulations 2011* and the *Education and Care Services National Law Act 2010*
- Compliance with DET funding requirements relating to the enrolment of children in State Government Funded Kindergarten Services
- Maintaining confidentiality in relation to the details on the application for four year old Kindergarten enrolment forms.
- Facilitating positive educational and social outcomes for children experiencing disadvantage.

#### **SCOPE**

This policy applies to parents/guardians wishing to access a three or four year old kindergarten place, Approved Provider, Nominated Supervisor, Certified Supervisor, educators and agencies involved in the placement of children into three or four year old kindergarten as part of West Wimmera Shire Kindergarten Cluster.

### **PROCEDURES**

#### **1. APPLICATIONS**

##### **1.1. APPLICATION FORMS**

- Application forms must be completed via KidsXap with supporting documentation as outlined in the Kindergarten handbook.
- Incomplete applications submitted will not be processed until the full application and required documentation is received.



#### **1.2. ALLOCATION OF PLACES**

- Places will be allocated to eligible children, including those who are on the waiting list, in accordance with the Allocation Priorities of this policy

#### **1.3. OFFERS**

- Families will be offered a kindergarten place in accordance with this policy following completion of all paperwork indicated on the enrolment form.

#### **1.4. ACCEPTANCES OF PLACE**

- A kindergarten place is deemed to have been accepted upon payment of Term One fees, prior to the start of the kindergarten year.

### **2. PRIVACY**

Access to completed enrolment forms will be restricted to the Manager Community Support and Wellbeing, Educational Leader and Kindergarten Educators

### **3. RESPONSIBILITY AND ACCOUNTABILITY**

#### **3.1. WEST WIMMERA SHIRE COUNCIL**

- Responsible for providing families with session times, orientation sessions and fee information in relation to the day to day operation of the Kindergarten program.
- Responsible for employing Kindergarten staff.
- Responsible for the administrative tasks associated with the allocation of kindergarten places.

#### **3.2. PARENT/GUARDIANS**

- Responsible for providing all required documentation for the Kindergarten application form by the due date.



## **BACKGROUND AND LEGISLATION**

### **4. ELIGIBILITY CRITERIA**

In accordance with the Victorian Government Kindergarten Guide 2016, the following children are eligible for two years of funded Kindergarten:

- Children who are three years of age or older by 30 April in the year they are to attend 3 year old Kindergarten.
- Children who are younger than the eligible age are unable to attend due to staff ratio for age regulations. Children must have turned 3 to attend.
- Children who are eligible for Early Start Kindergarten.

### **5. ALLOCATION PRIORITIES**

In line with the Victorian Government Kindergarten Guide 2016 and the West Wimmera Shire Kindergarten's Central Enrolment Policy, children of WWSC residents are eligible for priority of access if they meet the following:

- Vulnerability
- Children at risk
- Child and or parent with a life threatening or debilitating illness or disease
- Aboriginal and/or Torres Strait Islander decent
- Eligibility for Early Start Kindergarten
- Eligibility for a second year of funded Kindergarten
- A parent or child with a diagnosed mental illness
- Court Orders that limit choices for Kindergarten



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## 5.1. WEST WIMMERA SHIRE COUNCIL PRIORITY OF ACCESS:

Priority	Priority of Access Criterion	Requirements for Eligibility
<b>Priority One</b> (all criteria of equal priority)	Children of WWSC residents who are at risk of abuse or neglect or children in out-of-home care	Referral by any service working with the family that assess the child as vulnerable, such as: <ul style="list-style-type: none"> <li>• Child Protection/Child First</li> <li>• Maternal &amp; Child Health Nurse</li> <li>• Out of Home Care Provider</li> <li>• Family Services</li> </ul>
	Children of WWSC residents who are of Aboriginal/Torres Strait Islander descent	Family identifies the child as Aboriginal/Torres Strait Islander
	Children of WWSC residents eligible for Aboriginal Early Start Kindergarten	A child who meets all of the following criteria: <ul style="list-style-type: none"> <li>• the child is three years old by 30 April in the year in which they are enrolled to attend the funded kindergarten program</li> <li>• the child has been identified as being Aboriginal and/or Torres Strait Islander</li> </ul> Advice of eligibility may be verbal (from a parent or carer) or written from a professional such as a Koorie Engagement Support Officer (KESO).
	Children of WWSC residents eligible for Early Start Kindergarten known to Child Protection or Child FIRST	A child who meets <b>all</b> of the following criteria: <ul style="list-style-type: none"> <li>• the child is three years old by 30 April in the year in which they are enrolled to attend the funded kindergarten program, and</li> <li>• the child is known to Child Protection</li> </ul> child known to Child Protection means: <ul style="list-style-type: none"> <li>• a child who has a current, or a history of, involvement with Child Protection, including those in out-of-home care, or</li> <li>• a child who has been referred by Child Protection to Child FIRST</li> </ul> A child's eligibility can be advised by: <ul style="list-style-type: none"> <li>• a parent or carer who self-identify their child is currently supported by Child Protection or</li> </ul>



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Priority	Priority of Access Criterion	Requirements for Eligibility
		Child FIRST services or has been supported in the past, or <ul style="list-style-type: none"> <li>a Child Protection or Child FIRST professional</li> </ul> Advice about eligibility may be verbal (from a parent or carer) or written from a Child Protection or Child FIRST professional
	Children of WWSC residents with additional needs, defined as: <ul style="list-style-type: none"> <li>children who have an identified specific disability or developmental delay</li> <li>children who require additional assistance in order to fully participate in the Kindergarten program</li> <li>children of WWSC residents currently waiting on an assessment or a diagnosis (not yet been diagnosed with a specific disability or developmental delay)</li> </ul>	Referred by services, such as: <ul style="list-style-type: none"> <li>Early Childhood Intervention Service</li> <li>Pre-School Field Officer</li> <li>Maternal and Child Health Nurse</li> <li>Child Disability Health Care Card</li> <li>General Practitioner</li> </ul>
	Children of WWSC residents who are eligible for a second year of funded Kindergarten	Children of WWSC residents who DET have approved for a second year of funded Kindergarten
	Children of WWSC residents who have Asylum Seeker and/or Refugee Status	Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker or referral letter from case worker
	Children of WWSC residents where the parent or child has a life threatening or debilitating illness or disease	Copy of a signed letter from a General Practitioner
	Children of WWSC residents where a parent has a disability	One of the following: <ul style="list-style-type: none"> <li>Copy of a signed letter from a General Practitioner</li> <li>Copy of a signed letter from a disability support agency</li> </ul>



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Priority	Priority of Access Criterion	Requirements for Eligibility
	Children of WWSC residents where a parent or child has a diagnosed mental illness	One of the following: <ul style="list-style-type: none"> <li>• Copy of a signed letter from a case worker/manager from a mental health or other relevant agency or mental health practitioner stating that the child or parent has a mental illness</li> <li>• Copy of a signed letter from a General Practitioner, stating that the child or parent has a mental illness</li> </ul>
	Children of WWSC residents where Court Orders limit choices for Kindergarten	Copy of related Court Order
	Children of WWSC residents where a parent has a drug and/or alcohol dependency	Copy of a signed letter from a case worker/manager from a drug and alcohol or family support agency, stating that the child's family has a drug and/or alcohol dependency
	Children of WWSC residents where there is a risk of family violence	Copy of a signed letter from a case worker/manager from a family support agency stating that the child is at risk due to family violence
	Children of WWSC residents where there is a risk of homelessness	Copy of a signed letter from a case worker/manager from a family support agency stating that the child is homeless or at risk of becoming homeless
	Children of WWSC residents experiencing a situation resulting in vulnerability	Copy of a signed letter from a case worker/manager from a family support agency or other applicable agency
	Previous year Deferrals: Children of WWSC residents who attended Kindergarten in Term 1 but withdrew	Teacher/educator required to submit a referral outlining the child would benefit from deferring to the following year  Children who do not attend the kindergarten program will not be entitled to a deferral
<b>Priority Two</b>	Residents of West Wimmera Shire Council	Places will be allocated through a computer generated ballot system if allocated numbers are filled
<b>Priority Three</b>	Non-Residents	Refer to 6.2 Non-Resident



Note: Children will be prioritised under priority Number 1, according to the number of criteria met. In a situation where the same number of criteria is met, places will be allocated in order of the date the enrolment was received.

#### **5.2. NON-RESIDENT**

- Applications from Non-Residents will not be assessed until January of the year of the child's attendance at Kindergarten and will be determined on the Kindergarten vacancies at that time
- Families are considered Non-Resident if they move out of the municipality prior to the commencement of the Kindergarten year

#### **5.3. SECOND YEAR OF KINDERGARTEN**

- The Kindergarten Guide 2016 indicates that the Early Childhood teacher, in consultation with the parents/guardians, will assess children who are eligible for a second year of funded Kindergarten
- As per The Kindergarten Guide 2016 a child is eligible to receive a second year of funded Kindergarten if:
  - The child is observed by the Early Childhood Teacher as having delays in at least two outcome areas of learning and development detailed in the Victorian Early Years Learning and Development Framework
  - There is evidence to suggest that the child will achieve better outcomes if they attend a second year of funded Kindergarten to strengthen the learning and development of skills in these areas and better facilitate transition to school the following year
  - The child qualifies for the Early Start Kindergarten Program. Early Start Kindergarten provides free or low cost Kindergarten to eligible three year old children where a qualified Teacher offers programs. Eligible children are Aboriginal and/or Torres Strait Islander or have had contact with Child Protection or been referred to Child First
- Parents/guardians of children identified as eligible to enrol in a second year of Kindergarten must ensure their child's kindergarten teacher notifies the WWSC Early Years Coordinator.
- Families ineligible for second year funding who choose for their child to attend as a full fee paying client cannot be guaranteed a place and will be assessed in line with a Non-Resident application.



#### 5.4. DEFERRALS

- In accordance with The Kindergarten Guide 2016 and its successor agreements, an enrolment may be deferred within Term 1, provided the registration has not been recorded by the Kindergarten teacher on the DET Kindergarten Information Management System.
- Families wishing to defer their enrolment should speak with Kindergarten staff as soon as possible to discuss their child's readiness for Kindergarten.

Note: Children wishing to defer who do not attend the Kindergarten Program will not be entitled to a deferral. The child will need to be re-enrolled following the standard enrolment process.

#### DEFINITIONS

Word/Term	Definition
<b>Allocation Priorities</b>	The priorities referred to when allocating places into a four year old Kindergarten program.
<b>Applicant</b>	A child whose parent/guardian has lodged a completed application for four year old kindergarten.
<b>Deferrals – Four Year Old</b>	Children who attended kindergarten in Term 1, but withdrew their place and deferred to the following year with DET approval. Children, who have deferred from a four year old kindergarten place and are considered by DET not to have accessed a year of funded kindergarten, are therefore eligible for kindergarten funding in the following year.
<b>DET</b>	Department of Education and Training.
<b>Eligible Child</b>	A child who is eligible to apply for a place in a WWSC kindergarten.
<b>Early Start Kindergarten</b>	Early Start Kindergarten provides free or low cost kindergarten to eligible three year old children who identify as Aboriginal or Torres Strait Islander or are known to Child Protection or Child FIRST.





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Word/Term	Definition
<b>Funded Kindergarten Place</b>	The Government fee subsidy enables eligible children to attend a funded kindergarten program at a minimal cost in the year prior to commencing school.
<b>Non-Resident</b>	Families who live outside of West Wimmera Shire.
<b>The Kindergarten Guide</b>	The Kindergarten Guide is developed by DET and is updated annually to provide guidance to Kindergarten Providers on operations including the eligibility criteria for funding.

## SOURCES AND RELATED POLICIES

Name	Location
<i>Education and Care Services National Regulations 2011</i>	<a href="http://www.education.nt.gov.au/_data/assets/pdf_file/0019/24085/EducationCareServicesNationalRegulations.pdf">http://www.education.nt.gov.au/_data/assets/pdf_file/0019/24085/EducationCareServicesNationalRegulations.pdf</a>
<i>Education and Care Services National Regulations 2011</i>	<a href="http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubS tatbook.nsf/51dea49770555ea6ca256da4001b90cd/B73164FE5DA2112DCA2577BA0014D9ED/\$FILE/10-069a.pdf">http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubS tatbook.nsf/51dea49770555ea6ca256da4001b90cd/B73164FE5DA2112DCA2577BA0014D9ED/\$FILE/10-069a.pdf</a>
Disability Discrimination Act 1992 (Commonwealth)	<a href="http://www.comlaw.gov.au/Details/C2014C00013">http://www.comlaw.gov.au/Details/C2014C00013</a>
<i>Equal Opportunity Act 2010 (Victoria)</i>	<a href="http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubS tatbook.nsf/f932b66241ecf1b7ca256e92000e23be/7CAFB78A7EE91429CA25771200123812/\$FILE/10-016a.pdf">http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubS tatbook.nsf/f932b66241ecf1b7ca256e92000e23be/7CAFB78A7EE91429CA25771200123812/\$FILE/10-016a.pdf</a>
<i>Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)</i>	<a href="http://www.austlii.edu.au/au/legis/cth/num_act/hraeoca1986512/">http://www.austlii.edu.au/au/legis/cth/num_act/hraeoca1986512/</a>
<i>Sex Discrimination Act 1984 (Commonwealth)</i>	<a href="http://www.comlaw.gov.au/Details/C2014C00002">http://www.comlaw.gov.au/Details/C2014C00002</a>
<i>Sex and Age Discrimination Amendment Act 2011</i>	<a href="http://www.austlii.edu.au/au/legis/cth/num_act/saadlaa2011427/sch1.html">http://www.austlii.edu.au/au/legis/cth/num_act/saadlaa2011427/sch1.html</a>



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Name	Location
<i>Information Privacy Act 2000</i>	<a href="http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubS tatbook.nsf/f932b66241ecf1b7ca256e92000e23be/4BE13AE4A4C3973ECA256E5B00213F50/\$FILE/00-098a.pdf">http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubS tatbook.nsf/f932b66241ecf1b7ca256e92000e23be/4BE13AE4A4C3973ECA256E5B00213F50/\$FILE/00-098a.pdf</a>
<i>Child Wellbeing and Safety Act 2005</i>	<a href="http://www.legislation.vic.gov.au/domino/Web_Notes/LDMS/LTObj ect_Store/LTObjSt6.nsf/DDE300B846EED9C7CA257616000A3571/6606BB1B2DC56CE3CA257974000E4879/\$FILE/05-83aa014%20authorised.pdf">http://www.legislation.vic.gov.au/domino/Web_Notes/LDMS/LTObj ect_Store/LTObjSt6.nsf/DDE300B846EED9C7CA257616000A3571/6606BB1B2DC56CE3CA257974000E4879/\$FILE/05-83aa014%20authorised.pdf</a>
<i>Children, Youth and families Act 2005</i>	<a href="http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubS tatbook.nsf/edfb620cf7503d1aca256da4001b08af/15A4CD9FB84C7196CA2570D00022769A/\$FILE/05-096a.pdf">http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubS tatbook.nsf/edfb620cf7503d1aca256da4001b08af/15A4CD9FB84C7196CA2570D00022769A/\$FILE/05-096a.pdf</a>
<i>Victorian Charter of Human Rights and Responsibilities Act 2006</i>	<a href="http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubS tatbook.nsf/f932b66241ecf1b7ca256e92000e23be/54D73763EF9DCA36CA2571B6002428B0/\$FILE/06-043a.pdf">http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubS tatbook.nsf/f932b66241ecf1b7ca256e92000e23be/54D73763EF9DCA36CA2571B6002428B0/\$FILE/06-043a.pdf</a>
<i>Victorian Kindergarten Policy, Procedures and Funding Criteria</i>	<a href="http://www.education.vic.gov.au/childhood/providers/funding/Pag es/kinderfundingcriteria.aspx">http://www.education.vic.gov.au/childhood/providers/funding/Pag es/kinderfundingcriteria.aspx</a>

### 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
- Notify parents/guardians at least 14 days prior to making any changes to this policy or its procedures

#### The Nominated Supervisor will:

- Inform families of updated policy changes and encourage feedback
- Provide feedback regarding the policy
- Assist families with questions in relation to feedback
- Refer families to Approved Provider for further information

#### The Certified Supervisor and other educators will:

- Refer families to Nominated Supervisor for further information
- Provide feedback regarding the policy



## ATTACHMENTS

Nil

## AUTHORISATION

The Approved Provider of West Wimmera Shire Kindergartens adopted this document on 01/08/2018.

REVISION	DATE APPROVED	AUTHOR	SIGNATURE	DATE OF NEXT REVISION
1	1/08/18	C. Hurley	<i>C Hurley</i>	1/08/21
2	06/08/2020	Tracey Bone	<i>TL Bone</i>	06/08/2023