



ENROLMENT POLICY 2025

PURPOSE

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

- enrolling a child at Yackandandah Kindergarten
- the orientation of new families and children into Yackandandah Kindergarten
- ensuring compliance with Victorian and national legislation, including disability discrimination, anti-discrimination, human rights laws, No Jab No Play and Department of Education [DE] Kindergarten Funding Guide
- ensuring access to participation, especially for vulnerable and disadvantaged children
- ensuring early entry applicants (this includes children younger than three years and children younger than four years old on 30 April in the year they will attend kindergarten) are given equitable access to enrolment
- adhering to the DE's priority of access requirements for both three and four-year-old children.

POLICY STATEMENT

VALUES

Yackandandah Kindergarten is committed to:

- families feeling respected, safe and supported during the enrolment process
- ensuring families who may experience barriers to accessing kindergarten are proactively engaged
- being flexible and catering for unique family circumstances and needs
- being transparent in the process and allocation of places through consistent communication and information sharing
- ensuring the registration, allocation and enrolment process is simple to understand, follow and implement
- maintaining confidentiality in relation to all information provided for enrolment
- promoting fair and equitable access to kindergarten programs, including those who face barriers to participation
- enrolling Early Start Kindergarten (*refer to Definitions*) eligible children into the full 15 hours of a kindergarten program.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Yackandandah Kindergarten, including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management	Nominated supervisor and persons in day-to-day	Early childhood teacher, educators and all other	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring that copies of the <i>Enrolment an Orientation Policy</i> and procedures are readily accessible to nominated supervisors, coordinators, educators, staff, volunteers and families, and available for inspection	R	√			
Providing a funded kindergarten program to children who turn four years of age by 30 April in the year they will attending, that is delivered by a qualified early childhood, VIT registered teacher, and offering at least: 15 hours per week for 40 weeks of the year, or 600 hours per year	R				
Providing a funded kindergarten program to children who turn three years of age by 30 April in the year they will attending, that is delivered by a qualified early childhood teacher and offering between 5 to 15 hours a week or 200 to 600 a year	R				
Providing communication to families explaining their access to one year of three-year-old and one of four-year-old funded kindergarten program	R	√			
Ensuring families sign DE's one funded kindergarten place form in Term 4 and confirm in Term 1. Service providers must use the form provided on the department's template and must not adapt the content into service's own templates (<i>refer to Sources</i>)	R	√			
Communicating to families the days & times the service will operate, planned closures (including public holidays and child-free days), details of any planned alternative sessions, and unplanned teacher absences or emergency situations	R				
Applying the Priority of Access criteria to funded programs at Yackandandah Kindergarten, as described in the Department of Education's [DE] <i>The Kindergarten Funding Guide</i> (<i>refer to Attachment 1</i>)	R	√	√		
Working with local council, other local kindergarten services, key stakeholder and the local ECIB to ensure all eligible children have access to a kindergarten place	√	√			
Communicating and providing advice to families regarding the best time to commence kindergarten for children born between January and April (<i>refer to Sources</i>)	√	√	√		
Ensuring the following is displayed: the current Kindergarten Program Certificate information promoting ESK information promoting the KFS in services not participating in Free Kinder operating times and name(s) of the qualified teachers delivering the program.	R	√			

Communicating to parents: fees waiting lists access and inclusion policies availability of ESK and KFS where applicable details of the annual kindergarten parent opinion survey to parents, carers or legal guardians that the service will prepare a Transition Statement for all children to help them transition to school.	R	√			
Supporting inclusion and access through specific funding stream (for eligible families): Kindergarten Fee Subsidy (<i>refer to Definitions</i>) Early Start Kindergarten (<i>refer to Definitions</i>) Early Start Kindergarten extension grants (<i>refer to Definitions</i>) Access to Early Learning (<i>refer to Definitions</i>) Second year of funded four-year-old kindergarten (<i>refer to Definitions</i>)	R	√	√		
Supporting families whose children may be eligible for early entry to kindergarten or late entry to kindergarten and school exemption (<i>refer to Attachment 2</i>)	√	√	√		
Providing communication to families explaining how they can only access one funded kindergarten program per child, per year	R	√			
Receiving written confirmation from families confirming they are attending one funded kindergarten program per child, per year	R	√		√	
Considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access a kindergarten program	R	√	√		
Working with the child's family or carer to obtain an alternate form of identification if a birth certificate or other official documentation is not available Where a birth certificate cannot be produced, other acceptable evidence of a child's full name and date of birth includes: statement from the Australian Immunisation Register (AIR) Medicare card letter from the doctor or midwife who attended the birth doctor's note attesting to a child's age passport citizenship documents or Australia visa documents or Immicard.	R	√			
Complying with the <i>Inclusion and Equity Policy</i>	R	R	√	√	√
Ensuring the collection of accurate, consistent and timely kindergarten data, to monitor and proactively manage capacity, utilisation of services and to meet School Readiness Funding requirements	R	R			
Ensuring families have access to: <i>Parent handbook</i> <i>Child Safe Environment and Wellbeing Policy and/or Statement of Commitment to Child Safety</i> <i>Fees Policy</i> <i>Privacy Statement</i> <i>Code of Conduct Policy</i> <i>Acceptance and Refusal of Authorisations</i> <i>Dealing With Medical Conditions</i> <i>Incident, Injury, Trauma and Illness</i> <i>Delivery and Collection of Children</i>	R	√	√		

Appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy <i>(refer to Attachment 2 and 3)</i>	R				
Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process as required	√	√	√		
[Where applicable] Considering access and inclusion for vulnerable children in the allocation of places at the service <i>(refer to Attachment 1 and 2)</i>	R	√			
[Where applicable] Providing families with consistent and transparent communication on waitlist management processes <i>(refer to Attachment 2)</i>	R	√			
Complying with the service's <i>Privacy and Confidentiality Policy</i> in relation to the collection and management of a child's enrolment information	R	R	R	√	√
Seeking information from parents about any specific health care need, allergy or medical condition, including whether a medical practitioner has been consulted in relation to a specific health care need, allergy or relevant medical condition	R	√	√	√	
Ensuring that medical management plan has been provided and that the risk minimisation plan has been developed and both documents are kept in the child's enrolment records	R	√	√	√	
Providing any required authorisations, such as for the approved provider, nominated supervisor or an educator to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and, if required, transportation by an ambulance service				√	
Assessing the child's immunisation documentation as defined by the Immunisation Enrolment Toolkit <i>(refer to Sources)</i> for early childhood education and care services prior to enrolment to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16-week support period <i>(refer to Definitions)</i>	R	√	√		
Ensuring that only children whose AIR Immunisation History Statements <i>(refer to Definitions)</i> have been assessed as being acceptable or who are eligible for the support period <i>(refer to Definitions)</i> have confirmed places in the program	R	√	√		
Advising parents/guardians who do not have an AIR Immunisation History Statement <i>(refer to Definitions)</i> and who are not eligible for the grace period that their children are not able to attend the service and referring them to immunisation services <i>(refer to Attachment 4)</i>	R	√	√		
Taking reasonable steps to obtain an up to date AIR Immunisation History Statement <i>(refer to Definitions)</i> from a parent/guardian of a child enrolled under a support period within 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).	R	√	√		
Completing the enrolment record prior to their child's commencement at the service and providing AIR				√	

Immunisation History Statement (<i>refer to Definitions</i>) of their child's immunisation status					
Where a child is eligible for the 16 weeks as support period, ensuring that the child's immunisations are updated in line with the schedule and providing an up to date AIR Immunisation History Statement (<i>refer to Definitions</i>) to the service				√	
Taking reasonable steps to obtain an up to date AIR Immunisation History Statement (<i>refer to Definitions</i>) from all parents/guardians after enrolment, timing reminders to comply with the maximum seven-month interval (<i>Public Health and Wellbeing Regulations 2019 107, Public Health and Wellbeing Act 2008 Section 143E</i>)	R	√	√		
Ensuring all authorised nominees (<i>refer to Definitions</i>) have been completed on the enrolment record for each child (<i>refer to Definitions</i>) (<i>Regulations 160 and 161</i>) as well as authorisations from parents relating to medical treatment, regular outings, health information and transportation	R	√		√	
Ensuring that the enrolment record for each child (<i>refer to Definitions</i>) both digital and/or hard copy complies with the requirements of <i>Regulations 160, 161, 162</i> and that it effectively meets the management requirements of the service	R	√	√		
Ensuring that enrolment record for each child (<i>refer to Definitions</i>) is kept up to date if family circumstances change, and that services are made aware if they become eligible for additional funding as a result of changed circumstances (e.g. if a child acquires a Health Care Card the child becomes available for Kindergarten Fee Subsidy; if the child or family becomes known to Child Protection, the child becomes eligible for Early Start Kindergarten and Early Start Kindergarten Extension grant).	R	√	√	√	√
Ensuring that enrolment records for each child (<i>refer to Definitions</i>) are kept confidential (<i>Regulations 181, 182</i>) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (<i>Regulation 183 (1a) (2d)</i>)	R	√	√		
Discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the service. The service should take into consideration barriers parents/guardians may have in disclosing sensitive information including communication and information barriers and the development of trusting relationships.	R	√	√		
Reviewing the orientation processes for new families and children to ensure the objectives of this policy are met	R	√	√	√	
Ensuring that parents/guardians of a child attending the service can enter the service premises at any time whilst the child is being educated and cared for (<i>Regulation 157</i>), except where this may pose a risk to the safety of children or staff, or conflict with any duty of the approved provider, nominated supervisor, early childhood teachers or educators under the <i>National Law: Section 167</i>	R	R	√	√	√
Taking reasonable steps to contact non-attending families prior to the cancellation of their enrolment (<i>refer to</i>	√	√	√		

<i>Attachment 5)</i>					
Reviewing enrolment applications to identify children with additional needs (<i>refer to Definitions</i> and the <i>Inclusion and Equity Policy</i>)	√	√	√		
Encouraging parents/guardians to: stay with their child as long as required during the settling in period, keeping in mind the best interest of the child make contact with educators at the service, when required	√	√	√	√	
Assisting parents/guardians to develop and maintain a routine for saying goodbye to their child	√	√	√	√	
Sharing information with parents/guardians concerning their child's progress with regard to settling into the service	√	√	√	√	
Discussing support services for children with parents/guardians, where required such as Pre School Field Officer, Early Intervention Programs, and Maternal Health Services	√	√	√	√	
Developing strategies to assist new families to: feel welcomed into the service become familiar with service policies and procedures share information about their family beliefs, values and culture and feel culturally safe share their understanding of their child's strengths, interests, abilities and needs value the voice of the child, ensuring they have opportunity to articulate their individual interests and needs discuss the values and expectations they hold in relation to their child's learning providing comfort and reassurance to children who are showing signs of distress when separating	√	√	√	√	
Reading and complying with this <i>Enrolment and Orientation Policy</i>	R	R	R	√	√
Updating information by notifying the service of any changes as they occur, for example obtaining or the cancellation of a Health Care Card, if the child or family becomes known to Child Protection				√	
Notifying Yackandandah Kindergarten in writing if they wish to cancel their enrolment.				√	
Ensuring the service adheres to the DE Kindergarten Funding Guide (<i>refer to Sources</i>) when the family withdraws enrolment, ensuring all necessary steps are taken prior to annual confirmation.	R	√			

IN SUMMARY:

The Management Committee is responsible for:

- Determining the criteria for priority of access to kindergarten programs based on funding requirements and the kindergarten's philosophy statement
- Developing procedures that will ensure all eligible families are aware of and able to access a kindergarten program and considering any barriers that may exist
- Providing a locked secure file for the storage of completed enrolment forms (refer to Privacy policy)
- Providing opportunities (in consultation with staff) for interested families to attend the service during operational hours to view the program
- Ensuring enrolment forms comply with the requirements of the National Regulations.
- Ensuring the Enrolment Policy is readily accessible at the centre.

The Director (or delegated person) is responsible for:

- Day-to-day implementation of this policy
- Responding to enquiries regarding the enrolment process
- Reviewing enrolment applications to identify children with additional needs (refer to the Inclusion and Equity policy) and advising the relevant teacher/staff
- Interviewing families for the purpose of enrolment
- Offering places and providing relevant paperwork to families in accordance with this policy
- Providing a monthly report to the committee regarding the status of enrolments and any difficulties encountered
- Complying with the service's Privacy policy.
- Tours of the kindergarten and providing information

Administration Officer/Educational Leader are responsible for:

- Coordinating, where requested, tours of the kindergarten and providing information on the program to parents or guardians of prospective children
- Ensuring enrolment application forms (see Attachment 2) are current and accessible to applicants, and have a copy of the Enrolment policy attached
- Providing current Enrolment Application forms to interested applicants
- Receiving and dating Enrolment Application and Acceptance forms
- Processing enrolments and maintaining a waiting list
- Responding to enrolment enquiries on a day-to-day basis and referring people to the Director as required
- Responding to family enquiries regarding their child's readiness for the program in which they are considering enrolling their child
- Complying with the service's Privacy policy in relation to the collection and management of children's enrolment information
- Storing completed enrolment application forms, as soon as is practical, in a lockable file
- Ensuring that enrolment forms are fully completed before the child commences the program.
- Ensuring the eligibility of children for the enrolled program as determined by date of birth as stated on the Enrolment form

The families are responsible for:

- Assessing the kindergarten meets their child's needs and requirements (a tour of the kindergarten can be arranged with the Director to assist with this assessment)
- Advising the service if their child is enrolled to attend more than one funded kindergarten program in the same year, and sign a declaration stating at which kindergarten their child will receive the funding
- Parents should be aware of DET requirements for accessing a second year of funded four-year-old kindergarten (refer to the DET *Information kit regarding the process to determine eligibility for a second year of funded kindergarten* available at the kindergarten).
- Fully completing enrolment forms [including providing Birth Certificate, current Medicare Immunisation History Statement [medical condition management plan, Court Orders etc where applicable] prior to their child's commencement at the service (a child is unable to commence until all forms have been completed and returned)
- Honouring the payment of their child's program and/or excursion fees.
- Providing the service management, as early as is practical, with any additional needs information that will assist the centre with catering to their child's additional needs
- Updating information by notifying the service management in writing of any changes to enrolment information
- Directing any queries regarding the enrolment process to the kindergarten administration officer in the first instance
- Abiding by the intent of the State Government's No Jab No Play Legislation."

PROCEDURES

GENERAL ORIENTATION PROCEDURES

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

- Offer families the opportunity to visit the service at different times during the day/session, this allows the child and their family to become familiar with the various routines of the service
- Provide reassurance to the family that they may stay with their child for as long as they need during orientation and once the child commences
- Provide the family with suggestions for developing and maintaining a routine for saying goodbye to their child
- Reassure the family:
 - they can leave their child initially for a shorter day, gradually increasing the length of time if agreed with the teacher
 - they may call and speak to their child's early childhood teacher or educator(s) at an agreed time
 - the early childhood teacher/educators will keep them informed on how their child is settling in
 - they will be informed about any changes or circumstances which may affect them or their child.
- Further considerations may include but are not limited to:
 - send an email during the day to update the family on their child including a photo of the child (if the child has settled in) (*refer to the information and Communication Technology Policy*). **Note:** For children in out-of-home care, the educator may need to seek permission from Child Protection before taking and distributing photos of the child
 - asking the family how they have settled in and if they have any questions or concerns.
- Refer to *Attachment 2* for the general kindergarten registration and enrolment procedures
- Refer to *Attachment 5* for cancellation of enrolment and non-attendance procedures.

BACKGROUND AND LEGISLATION

BACKGROUND

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

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

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

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Children, Youth and Families Act 2005 (Vic)

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

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

Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au

Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. approved provider, nominated supervisor, notifiable complaints, serious incidents, duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

Access to Early Learning (AEL): is an early intervention program for a child who is at least three years old on April 30th in the year of enrolment. It aims to provide intensive support to eligible families with multiple and complex needs, assisting them to access universal kindergarten programs.

Australian Immunisation Register (AIR) Immunisation History Statement: The AIR is a national register administered by Medicare that records all vaccinations given in Australia, including to children. In the case of medical contraindication, an authorised medical practitioner completes and signs a Medical Exemption Form and supplies it to the AIR (previous forms of documentation, for example a letter from a GP or local council, are no longer acceptable).

Authorised nominee: (In relation to this policy) is a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form.

Children/families experiencing vulnerability and/or disadvantage (in relation to this policy): children are vulnerable if the capacity of parents and family to effectively care, protect and provide for their long-term development and wellbeing is limited. Some factors which may contribute to a child experiencing vulnerability include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, substance abuse, or mental health; known to child protection; in statutory out-of-home care; Aboriginal and/or Torres Strait Islander, having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability (adapted from the Kindergarten Funding Guide)

Children with additional needs: Children whose development or physical condition requires specialist support or children who may need additional support due to language, refugee or asylum seeker experience, complex trauma, cultural or economic circumstances (*refer to Inclusion and Equity Policy*) (*refer to Children/families experiencing vulnerability and/or disadvantage Definition*).

Central Registration and Enrolment Scheme (CRES): CRES provides a single point for families to apply for multiple kindergarten services within a local government area, helping them secure a place that meets their needs and enabling funded kindergartens to work collaboratively with other services to engage vulnerable and disadvantaged families.

Central Registration System (CRS): Provides an equitable and transparent application and allocation process, enabling families to access local kindergartens services within a local government area.

Early Start Kindergarten (ESK): Early Start Kindergarten provides eligible children with 15 hours of free of charge kindergarten each week led by a qualified early childhood teacher register with Victorian Institute of Teaching (VIT). ESK is available to children who are at least three years old by 30 April in the year they are enrolled to attend the program and are:

- from a refugee or asylum seeker background, or
- Aboriginal and/or Torres Strait Islander, or
- the family have had contact with child protection.

These children can also access free kindergarten the year-before-school through the ESK Extension Grant regardless of whether they have accessed ESK in the previous year.

Early Start Kindergarten Extension Grants: For services not participating in Free Kinder are available to assist Aboriginal and Torres Strait Islander children, children from refugee and asylum seeker backgrounds and children who have contact with Child Protection who are not eligible for the KFS to access a free Four-Year-Old Kindergarten program.

Eligible child: as defined by the Victorian DE Kindergarten Funding Guide:

- a child who is at least four years old on 30 April in the year of attendance; enrolled for at least 15 hours per week or 600 hours per year in a Four-Year-Old Kindergarten; and not enrolled at a funded kindergarten program at another service
- a child who is at least three years old on 30 April in the year of attendance and is enrolled in a funded Three-Year-Old Kindergarten for a minimum of 5 hours per week
- any child that is enrolled in an early childhood and education and care service must have an AIR Immunisation History Statement that indicates that the child is fully vaccinated for their age or who qualifies for the 16-weeks grace period

Enrolment: An enrolment occurs when the provider has an arrangement with an individual or organisation to provide education and care to a child.

Enrolment record: the collection of documents which contains information on each child as required under the National Regulations ([Regulations 160, 161, 162](#)) including but not limited to parent details; emergency contacts; authorised nominee; transportation authorisations, details of any court orders; and health information including immunisation status. Enrolment records are stored securely in the service due to their confidential nature.

Kindergarten registration fee: a payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service, if applicable.

Kindergarten registration form: The process of families providing initial information about their child to confirm their intention to enrol in kindergarten, administered by the CRES/CRS Provider ([refer to Definition](#)) or by the kindergarten service. This includes collection of basic contact information, kindergarten preferences and any other details that may inform prioritised allocation in kindergarten ([refer to Attachment 3](#))

Support period: allows specific categories of children of families experiencing vulnerability and disadvantage to enrol and attend the service without an AIR Immunisation History Statement ([refer to Definitions](#)) or when the statement is assessed as not being up to date. Services complete the support period eligibility form with families during enrolment and keep a copy with each child's enrolment record. The 16-week support period starts on the first day of the child's attendance at the service. During the grace period, the service is required to take reasonable steps to obtain the AIR Immunisation History Statement ([refer to Definitions](#)) and to encourage families to access immunisation services.

Kindergarten Fee Subsidy (KFS) [remove if not applicable]: Promotes kindergarten participation by enabling eligible children in funded three and four-year-old groups to access up to 15 hours of kindergarten delivered by a qualified early childhood teacher free of charge or at low cost.

Local Government Area (LGA): a geographic area governed by a local council or shire.

Orientation: Process to support the child's transition to the service, whereby families spend time at the service with the child a few times before leaving the child on their own. The time required for orientation and settling in will vary for each child and their family.

Priority of access: in instances where more eligible children apply for a place at a service than there are places available, the service must allocate places using the criteria outlined in the DE Kindergarten Funding Guide (*refer to Attachment 1 and Sources*).

Registration: The process of families and carers giving initial information about their child to confirm their intention to enrol in kindergarten, administered by the service provider/EYM/CRES/CRS Provider. This includes collection of basic contact information, kindergarten preferences and any other details that may inform prioritised allocation in kindergarten.

School Readiness Funding: funding provided by DE for programs and supports that builds the capacity of kindergarten services, educators and families to support children's learning and development outcomes.

Second year of funded four-year-old kindergarten: second year eligibility may be considered when a child shows delays in key outcomes of learning and development. An assessment is carried out for each child by an early childhood teacher in Term 4 (the year before the child is to attend school) when a second year is being considered.

SOURCES AND RELATED POLICIES

SOURCES

- Australian Childhood Immunisation Register: www.servicesaustralia.gov.au
- Australian Government Department of Health and Aged Care, National Immunisation Program Schedule: www.health.gov.au
- Department of Education, Resources for funded kindergartens: www.vic.gov.au/resources-funded-kindergartens
- Department of Health, Immunisation enrolment toolkit for early childhood education and care service: www2.health.vic.gov.au
- Department of Education: [Stating age calculator](#)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011: www.acecqa.gov.au
- Guide to the National Quality Standard: www.acecqa.gov.au
- Priority of Access Guidelines for childcare service: www.education.gov.au
- The Kindergarten Funding Guide (Victorian Department of Education): www.education.vic.gov.au
- Going to kindergarten if your child is 6 years old: www.vic.gov.au

RELATED POLICIES

- Acceptance and Refusal of Authorisations
- Code of Conduct Policy
- Compliments and Complaints
- Dealing with Infectious Disease
- Dealing With Medical Conditions
- Delivery and Collection of Children
- Fees
- Incident, Injury, Trauma and Illness
- Inclusion and Equity
- Privacy and Confidentiality

EVALUATION

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

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Reg 172](#)).

ATTACHMENTS

- Attachment 1: Attachment 1 – Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program
- Attachment 2: General kindergarten registration and enrolment procedures
- Attachment 3: Sample kindergarten registration form for non CRES services
- Attachment 4: Letter for parents/guardians without acceptable immunisation documentation
- Attachment 5: Cancellation of enrolment and non-attendance

AUTHORISATION

This policy was last reviewed by the approved provider of Yackandandah Kindergarten in May 2025].

NEXT REVIEW DATE: May 2026

ATTACHMENT 1. ELIGIBILITY AND PRIORITY OF ACCESS CRITERIA

FOR A FUNDED KINDERGARTEN THREE OR FOUR-YEAR-OLD KINDERGARTEN PROGRAM

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

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

prioritise children based on the Department of Education (DE) criteria listed in the table below

work with other local kindergarten services and the regional DE office to ensure all eligible children have access to a kindergarten place.

These criteria must be used by the approved/service provider when prioritising enrolments. Guidance is available from the Department's local ECIB if required.

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

If participating in a central registration and enrolment scheme, the CRES/CRS provider will allocate places in accordance with DE's PoA criteria, and other local criteria if applicable.

Services must first apply the DE's PoA criteria, and following this may apply locally developed criteria, as per examples below.

All information relating to PoA criteria should be respectfully collected from families upon enrolment, recorded in each child's confidential enrolment record and entered into the Kindergarten Information Management (KIM) system, where applicable.

DE's Priority of Access criteria

High priority children	Criteria and processes for verifying need(s)
Children at risk of abuse or neglect, including children in Out-of-Home Care	<p>The child is:</p> <ul style="list-style-type: none"> eligible for ESK or AEL, and/or family, carer or legal guardian identifies the child as known to Child Protection or in out-of-home care, and/or referred by one of the following: <ul style="list-style-type: none"> o Child Protection o Child and family services (family services referral and support o team, Child FIRST/integrated family services/Services Connect case o worker) o Maternal and Child Health nurse o out-of-home care provider.
Aboriginal and/or Torres Strait Islander children	As part of the enrolment process, service providers must respectfully ask families 'is your child Aboriginal and/or Torres Strait Islander?' and record this information in KIMS
Asylum seeker and refugee children	Child or family holds a visa or supporting documentation and information, including an ImmiCard, identifying the child and/or parents, carers or legal guardians as a refugee or asylum seeker and/or referred as a refugee or asylum seeker by a CALD outreach worker.
Children eligible for the Kindergarten Fee Subsidy	<p>A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or</p> <p>The child is identified on their birth certificate as one of a set of triplets, quadruplets or more.</p>

High priority children	Process that could be used to verify need(s)
<p>Children with additional needs, defined as children who:</p> <ul style="list-style-type: none"> with an identified specific disability or developmental delay who require additional assistance to fully participate in the kindergarten program who require a combination of services which are individually planned 	<p>The child:</p> <ul style="list-style-type: none"> holds a Child Disability Health Care Card, and/or has previously been approved for Kindergarten Inclusion Support (KIS) program, and/or has been referred by: <ul style="list-style-type: none"> o the National Disability Insurance Scheme o Early Childhood Intervention Services o Preschool Field Officer o Maternal and Child Health nurse, or is assessed as having delays in 2 or more areas and is declared eligible for a second year of funded Four-Year-Old Kindergarten.

Examples to consider for second priority

children who turn four years of age by 30 April in the year they will attend kindergarten; or
children who turn three years of age* by 30 April in the year they 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 DE
children who have a sibling that has previously attended the same kindergarten as their first preference
home address falls within the same suburb as the kindergarten family lives, works, studies or attends childcare in [LGA]

Examples to consider for third priority

service for transient families eg. RAAF, seasonal workers and tourism workers
date of application
local community zoning
full fee paying families

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

* Early Start Kindergarten and Three-Year-Old Kindergarten

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

It is important to continue to enrol eligible children in ESK, even if funded Three-Year-Old Kindergarten is available at the service. This guarantees that ESK eligible children can continue to access 15-hour kindergarten programs and allows the correct calculation of the service's SRF entitlement.

The Kindergarten Funding Guide 2023 states for ESK funding, service providers should provide up to 15 hours in a kindergarten program free of charge and maximise access to 15 hours of kindergarten (children accessing ESK can be enrolled in a 3-year-old group, a 4-year-old group, a mixed age group or a combination of groups in order to access the full 15 hours per week).

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

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

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

- are Aboriginal and/or Torres Strait Islander
- have had contact with Child Protection
- have a refugee or asylum seeker background
- children/families without a current refugee visa or ImmiCard who have a recent refugee experience may be eligible by exception for Early Start Kindergarten. For more information contact your local Dept of Education Office.

Refer to the Department of Education's website for up-to-date information: www.education.vic.gov.au

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

[Insert date]

Yackandandah Kindergarten
30 Isaacs Avenue
YACKANDANDAH VIC 3749

Dear [insert name]

Re: Enrolment at Yackandandah Kindergarten for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at Yackandandah Kindergarten in the *[insert 3 year old or 4 year old program or non-funded program]* in *[insert year]*.

Under the *Public Health and Wellbeing Act 2008* early childhood education and care services cannot enrol a child unless the parent/guardian has provided AIR Immunisation History Statement. AIR Immunisation History Statement includes evidence of immunisations and is used to assess whether you child is fully vaccinated for their age.

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

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


- your doctor
- MYGOV
- National Immunisation Information Line Tel. 1800 671 811
- Australian Immunisation Register:
www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register
- Better Health Channel website: www.betterhealth.vic.gov.au/campaigns/no-jab-no-play

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

Yours sincerely

Marisel Blefari
Director
Yackandandah Kindergarten

Example of an immunisation history statement


Australian Government
Department of Human Services
medicare

Immunisation history statement

As at: 01 June 2019

For: ARMANDO D BOWERS

Date of birth: 01 Nov 2017

Immunisation status: up to date

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

Next immunisation/s due
Diphtheria Tetanus Pertussis Poliomyelitis

Date due
01 Nov 2020

ATTACHMENT 5. CANCELLATION OF ENROLMENT AND NON-ATTENDANCE

CANCELLATION OF ENROLMENT

FOR FUNDED KINDERGARTEN

Families MUST notify Yackandandah Kindergarten and/or an Enrolment Officer in writing of their intention to cancel their child's enrolment. Any relevant fees will continue to be generated for that place until the Yackandandah Kindergarten is notified.

FOR NON-FUNDED KINDERGARTEN

The School Council will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations.

Fees will be invoiced to parents/guardians directly from the Yackandandah Primary School and must be paid by the date indicated on the invoice. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full within 14 days of commencement at the service. Parents/guardians who elect to hold a place (for holidays or a late start) must pay the full term fees to hold that place. Receipts will be provided for all fee payments.

Once a family formally confirms that they accept the offered place for their child in any of our non-funded programs (Bush Kinder, 4yo School Readiness or a 3yo fee paying program day) they will be charged for all of Term One. Families must ensure they are committed to the placement as they will be charged even if the child does not attend. This charge is necessary as staff are employed, and resources purchased, based on acceptance, not on later attendance.

As per our Fee Policy, we will consider extenuating circumstances on a case-by-case basis. These circumstances will be considered by the approved provider of the Kindergarten – Yackandandah Primary School Council. Extenuating circumstances may include moving interstate or a significant distance away. Extenuating circumstances would not include changing your mind to attend an alternative setting.

Please note: withdrawing from all kinder/pre-kinder enrolment requires 2 weeks' notice.

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

Non-attendance

Term One

Families that have accepted a placement and not attended the service within the first 3 weeks of Term One will be contacted and informed their placement has been cancelled.

Families Traveling Overseas

Families are required to notify Yackandandah Kindergarten prior to extended periods of travel, and ensure any applicable fees are paid if they wish to return to the service.

Non-contactable Families

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

ATTACHMENTS:

General Enrolment Procedures
Sample Enrolment Form

RESPONSIBILITY:

The Enrolment Policy is the shared responsibility of the Yackandandah Primary School Council and the Kindergarten Committee of Management.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) Act 1999*
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Commonwealth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 177, 183
- *Equal Opportunity Act 2010* (Vic)
- *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011*
- *National Quality Standard*, Quality Area 6: Collaborative Partnerships with Families and Communities
 - Standard 6.1: Respectful and supportive relationships with families are developed and maintained
 - Element 6.1.1: There is an effective enrolment and orientation process for families

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

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

ASSOCIATED POLICIES / DOCUMENTS:

- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*, www.acecqa.gov.au
- *Guide to the National Quality Standard*: www.acecqa.gov.au
- *Priority for allocating places in childcare services*: <http://education.gov.au/priority-allocating-places>
- *The Kindergarten Guide (Department of Education and Training)*:
<http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx>
- *Victorian State Government No Jab No Play Legislation 2018*
- Acceptance and Refusal of Authorisations Policy
- Complaints and Grievances Policy
- Fees Policy
- Inclusion and Equity Policy
- Privacy and Confidentiality Policy
- Delivery & Collection of Children Policy
- Infectious Diseases Policy

ATTACHMENTS

1. **General Enrolment Procedures**
2. **2025 ENROLMENT FORM AS ATTACHED**

REVIEW:

In accordance with the Policy Review Table, the Enrolment Policy will be scheduled for review in 2026.

ATTACHMENT 1.

General Enrolment Procedures Yackandandah Kindergarten

Enrolment process

1.1 To enrol at Yackandandah Kindergarten a completed Kindergarten four-year-old or Pre-Kindergarten three-year-old kindergarten funded program enrolment form, must be submitted to the Kindergarten as directed by Yackandandah Primary School management.

Applications are taken by the kindergarten in date received order.

An Enrolment form is available from the Yackandandah Kindergarten office or on the website at www.yackandandahkinder.com.au

The completed Enrolment form can be delivered to the kindergarten in person, emailed to the kindergarten or mailed to: Yackandandah Kindergarten, 30 Isaacs Avenue, Yackandandah.

Once an enrolment form has been issued to families and is returned fully completed to the kinder, it is taken as an acknowledgement that the kindergarten policies contained within have been read and accepted by the family. [All policies are readily available at the Kindergarten].

On receipt of an application, a letter acknowledging is sent to the family via email/post. Families will then be contacted by email or phone to arrange an interview time and date. A letter of interview date and time confirmation will then be sent via email/post. At the time of interview, families are requested to make payment of the non-refundable enrolment to the YPS (once received, this fee is non-refundable).

Upon completion of interview with the Director/Educator, families are then emailed/posted a letter confirming their child's successful enrolment; days, session times, teacher(s).

Refer to the Fees Policy (*4.7 Withdrawals and refund of fees*) if a full year is not completed.

1.3 Selection process

Age of Children (see 1.5 Eligible Children)

There is a maximum of 44 places available for 4 year old funded Kindergarten.

There is a maximum of 44 places available for 3 year old funded Kindergarten
22 non-funded places.

First enrolments open in April, where local children will have priority. Where there is pressure for places, priority of access will be given, in the first instance, to people who reside in Yackandandah, Osbornes Flat, Staghorn Flat, Indigo Valley and Wooragee. A post code criterion is used to assess eligibility for our kindergarten.

Priority of Access as determined by the Department of Education:

Service providers must notify all families of the priority of access policy that applies when they enrol their child.

In instances where more eligible children apply for a place at a kindergarten service than there are places available, services must prioritise children based on the criteria below:

- Work with other local kindergarten services and the regional Department office to ensure all eligible children have access to a kindergarten place.
- This criterion must be used by services providers when prioritising enrolments. Funding guidance is available from the Department's regional offices if required.
- High Priority Children ie: known to Child Protection / Out-of-Home Care / Child FIRST.
- Aboriginal / Torres Strait Islander children.
- Asylum seekers and refugee children.
- Children with additional needs.

Changes to contact details or year of attendance are to be advised directly to the Kindergarten Admin Officer.

1.4 Session allocation

Sessions will be allocated to each child accepting a place. Parents will be given the opportunity to submit their preferred sessions upon payment of the Enrolment fee. The Administration Officer and Approved Provider/ Principal will be responsible for managing the allocation of sessions. The process of session allocation is a time-consuming task, and not all requests can be met. Some flexibility by parents is usually required. A waiting list is maintained for those children who do not succeed in gaining their first session preference. If a vacancy occurs for a preferred session, the Administration Officer will direct the offer to the first family on the waiting list.

Session allocation for each child is determined by taking into account parent preferences and:

- original enrolment application date
- availability of requested preferences
- structure of program delivery
- the needs of all children
- maintaining sufficient children allocated for each session of kindergarten to be viable to run.

Each family will be notified of their allocated session as soon as possible via an enrolment confirmation letter. All requests for change must be directed to the Administration Officer, Director or Approved Provider.

Requests for occasional swapping of days, as a result of family occasions or public holidays occurring on their child's nominated days, will be considered by Approved Provider/ Principal, Administration Officer and Director.

Fees are still payable for any missed session due to illness, travel or other inability to attend.

1.5 Funding

All places in funded kindergarten are offered subject to State Government funding via DET. No child can attend two funded kindergarten programs in the same year at different kindergartens.

The Yackandandah Primary School Council is bound by the funding and service agreement issued by DET. Should the funding be substantially altered (either increased or decreased) the Yackandandah Primary School Council reserves the right to alter the number of places offered accordingly. Should actual enrolment numbers exceed or fall short of the quota for the program, the Yackandandah Primary School Council will re-evaluate the services offered and may change the hours or increase or decrease the number of groups.

Non-funded programs offered are not State Government funded and attract a termly fee as determined by the Yackandandah Primary School Council.

1.6 Eligible Children

Eligible children for 4 year old kinder are those who:

- Have not already attended a subsidised four-year-old kindergarten program.
- Will not be attending another subsidised four-year-old kindergarten program in the same year at another kindergarten.
- Have successfully applied for and secured approved documentation for a second year of funded 4yo kinder.
- Have turned four years old on or before 30 April in the year they attend 4 year old sessions.
- Aged five on or before 30 April and are eligible to access the place reserved in a group for children with additional needs.
- Are younger than four years and the family have requested early age entry from DET or the non-government school the child is to attend. This is on the understanding that funded places will need to be forfeited to any new children wishing to enrol at the kinder during the year. Fees for the normal four-year-old sessions will be charged. Children attending under this scheme will still be considered as new enrolments in the year they attain four years of age on or before 30th April and thus will attract government funding in that year.
- Turn six years and have received an exemption from school entry age requirements from DET.
- Were eligible to attend in the previous year, however, deferred or withdrew from the centre on or before the last day of Term 2.

- 4yo Aboriginal and Torres Strait Islander children whose families are in receipt of a concession card. These children are able to attend up to 15 hours a week of a funded early childhood program planned and delivered by a qualified early childhood teacher.

Eligible children for 3 year old Pre-Kinder are those who:

- Are three years of age by the time they commence at the kindergarten. Children may attend prior to turning three as long as a parent or guardian attends with them, or the Service can cover staff ratios.
- Have not already attended a subsidised 3yo pre-kindergarten program.
- Will not be attending another subsidised 3yo pre-kindergarten program in the same year at another kinder.
- Have turned four years old on or before 30 April in the year they attend 3 year old sessions.

1.7 School Readiness

- Government funding is available for two years in any kinder nationwide. The only exceptions to this are:
 - *If a child in their first year of four-year-old kindergarten is withdrawn by the last day of the second term.* Government funding is then available for the following year.
- If a child has been assessed by an independent early childhood professional as having delayed development identified in two or more areas. All applications for a second year of funded four-year-old kindergarten are to be directed to the educational leader or the Approved Provider / Director.
- If a parent decides to send their child to a second year of 4 year old kindergarten this will not be funded by DET unless a Second Year Declaration has been approved by DET. The Committee encourages all families to be aware of the Department's funding criteria and a copy of the DET *Information kit regarding the process to determine eligibility for a second year of funded kindergarten* is available at the kinder or from the Principal.
- To apply for a second, privately funded, year of four-year-old kindergarten, families are required to advise the Approved Provider / Director in writing by the end of the kindergarten year. Priority is given to those children applying for their first year of four-year-old kindergarten. *2.8. Deferring a funded kindergarten year.*
- Due to high demand for places in the four-year-old program, a privately funded second year of kinder may only be available if vacancies remain in the four-year-old program as of 31 January of the kinder year. Children who leave the Kindergarten with the intention of deferring their funded kindergarten year do not forfeit their eligibility for funding the next year.

1.8 Withdrawing

- Two weeks' notice in writing is required if a child is to be withdrawn from kindergarten prior to the end of the year. Written notice of withdrawal must state the last date of attendance and be addressed to the Administration Officer who will inform all staff.
- Refer to the Fees Policy (*4.7 Withdrawals and refund of fees*) for further information.
- Once a family formally confirms that they accept the offered place for their child in any of our non-funded programs (Bush Kinder, 4yo School Readiness or a 3yo fee paying program day) they will be charged for all of Term One. Families must ensure they are committed to the placement as they will be charged even if the child does not attend. This charge is necessary as staff are employed, and resources purchased, based on acceptance, not on later attendance.

As per our Fee Policy, we will consider extenuating circumstances on a case-by-case basis. These circumstances will be considered by the approved provider of the Kindergarten – Yackandandah Primary School Council. Extenuating circumstances may include moving interstate or a significant distance away. Extenuating circumstances would not include changing your mind to attend an alternative setting.

Please note: withdrawing from all kinder/pre-kinder enrolment requires 2 weeks' notice.

1.9 Late Commencement

- If vacancies become available in the funded kindergarten program the service will contact the next person on the waitlist and an offer will be made to that person by telephone or email.
- A meeting with the Director & Administration Officer before the child's commencement will be required for completion of the necessary paperwork.