

# ENROLMENT AND ORIENTATION POLICY

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## Mandatory – Quality Area 6

### PURPOSE

This policy will outline:

- the criteria for enrolment at North Brighton Kindergarten
- the process to be followed when enrolling a child at North Brighton Kindergarten, and the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into North Brighton Kindergarten.

### POLICY STATEMENT

#### 1. VALUES

North Brighton Kindergarten is committed to:

- equal access for all children
- meeting the needs of the local community
- complying with DET funding requirements relating to the enrolment of children in government-funded kindergarten places
- complying with council requirements for central registration and with the conditions of our service agreement with council
- providing a fair and transparent process for accepting enrolment applicants
- maintaining confidentiality in relation to all information provided on enrolment forms
- ensuring all families are welcomed and receive an effective orientation into the service.

#### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at North Brighton Kindergarten.

#### 3. 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)).

It is intended that all eligible children (refer to *Definitions*) will have access to one year of kindergarten before commencing school. However, a shortage of places in some areas can limit choices for parents/guardians. Where demand is higher than availability, a priority system for access must be determined by the Approved Provider in order to allocate the available places. The criteria used to determine the allocation of places will vary from service to service, but is generally based on a service's philosophy, values and beliefs, and the provisions of the *Equal Opportunity Act 2012*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Criteria for access and inclusion are outlined in the *Victorian kindergarten policy, procedures and funding criteria* (refer to *Sources*). Services participating in central registration schemes are required to comply with the enrolment procedures of that scheme.

Childcare services providing approved care (refer to *Definitions*) must abide by the *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011* (refer to *Legislation and standards*) and the Commonwealth Government's *Priority for allocating places in child care services* (refer to *Sources*).

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* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with acceptable immunisation documentation (refer to *Definitions*).

### 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), as amended 2011
- *Children, Youth and Families Act 2005* (Vic), as amended 2011
- *Child Wellbeing and Safety Act 2005* (Vic), as amended 2012
- *Disability Discrimination Act 1992* (Cth)
- *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
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015* (Vic)
- *Sex Discrimination Act 1984* (Cth)

## 4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Acceptable immunisation documentation:** documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* as acceptable evidence that a child is fully vaccinated for their age, or is on a recognised catch-up schedule if their child has fallen behind their vaccinations; or has a medical reason not to be vaccinated; or has been assessed as being eligible for a 16 week grace period.

**Approved care:** Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at:

[www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/](http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/)

**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. At North Brighton Kindergarten, an authorised nominee MUST

be over the age of 15 years (minimum age) as per the kindergarten's *Delivery and Collection of Children* policy. Request for an authorised nominee who is under the age of 15 years will be assessed by the kindergarten on a case by case basis and will require a signed form (*Acknowledgement and Confirmation of Authorisation of a Young Person to Collect a Child*).

**Child Care Benefit (CCB):** A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Benefit. Details are available at:

[www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit](http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit)

**Children with additional needs:** Children whose development or physical condition requires specialist support, or children who may need additional support due to language, cultural or economic circumstances (refer to *Inclusion and Equity Policy*).

**Deferral:** When a child does not attend in the year when they are eligible for a funded kindergarten place, DET considers that this child has not accessed a year of funded kindergarten and is therefore eligible for DET funding in the following year.

**Eligible child:** A child attending an early childhood education and care service as described in the *Immunisation enrolment toolkit for early childhood education and care services* or a child in a kindergarten program who meets the requirements of both *The Kindergarten Guide* and the *Immunisation enrolment toolkit for early childhood education and care services*.

**Enrolment application 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.

**Enrolment online application form:** A form available online through Bayside City Council's website, used to apply for a place at the service.

**Enrolment form:** A form that collects contact details, and personal and medical information from parents/guardians about their child. This is completed after a place has been offered by the service and accepted by the applicant. The information on this form is placed on the child's enrolment record (see below) and is kept confidential by the service.

**Enrolment record:** The collection of documents which contains information on each child as required under the National Regulations (Regulations 160, 161, 162) including the enrolment form; details of any court orders; and immunisation documentation as specified in the *Immunisation Enrolment Toolkit for early childhood education and care services*. This information is kept confidential by the service.

**Fees:** A charge for a place within a program at the service. This fee covers the cost of providing the program above any government funding.

**Kindergarten fee deposit:** A charge to secure a place that has been offered in a program at the service. This fee is non-refundable.

## 5. SOURCES AND RELATED POLICIES

### Sources

- Australian Childhood Immunisation Register:  
[www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register](http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register)
- *Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000*, included in the *Legislative Extracts*:  
[www.deewr.gov.au/EarlyChildhood/Programs/ChildCareforServices/Operation/Pages/InstructionSheets.aspx](http://www.deewr.gov.au/EarlyChildhood/Programs/ChildCareforServices/Operation/Pages/InstructionSheets.aspx)

- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011:*  
[www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/](http://www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/)
- *Guide to the National Quality Standard:*  
[www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/](http://www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/)
- *Priority for allocating places in child care services:*  
[www.deewr.gov.au/Earlychildhood/Programs/ChildCareforServices/Operation/Pages/Priorityforallocatingplacesinchildcareservices.aspx](http://www.deewr.gov.au/Earlychildhood/Programs/ChildCareforServices/Operation/Pages/Priorityforallocatingplacesinchildcareservices.aspx)
- *The Kindergarten Guide (Department of Education and Training):*  
[www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
- *Immunisation enrolment toolkit for early childhood education and care services 2015:*  
[www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit](http://www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit)
- Victorian Department of Health: [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)

### Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Complaints and Grievances Policy*
- *Dealing with Infectious Disease Policy*
- *Fees Policy*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

## PROCEDURES

### The Approved Provider is responsible for:

- determining the criteria for priority of access to programs at North Brighton Kindergarten, based on funding requirements, council requirements and the service's philosophy
- developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program, and considering any barriers to access that may exist
- complying with the *Inclusion and Equity Policy*
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy
- providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program
- ensuring that enrolment forms (refer to *Definitions*) comply with the requirements of Regulations 160, 161, 162
- reviewing the enrolment form to determine its effectiveness in meeting the regulatory and management requirements of the service
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable
- assessing the child's immunisation documentation **prior to enrolment** to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16 week grace period

- ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program
- advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services (see Attachment 4 – Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- ensuring that enrolment records (refer to *Definitions*) 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 (Regulation 183)
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

**The person responsible for the enrolment process, the Enrolment Officer, is accountable for the following:**

- advising people in regard to the online application process through Bayside City Council
- maintaining a waiting list
- collecting, and receipting enrolment fees where appropriate and ensuring they are received by banking officer
- offering places in line with this policy and criteria for priority access, and providing relevant paperwork to families in accordance with this policy
- providing a monthly report to the Approved Provider regarding the status of enrolments and any difficulties encountered
- storing completed enrolment application forms in a lockable file (refer to *Privacy and Confidentiality Policy*) as soon as is practicable
- complying with the *Privacy and Confidentiality Policy* of the service
- providing a summary of the *Enrolment and Orientation Policy* with all information accompanying enquiry handouts, and ensuring the full policy is available upon request.

**The Nominated Supervisor, Certified Supervisor, Administration Officer and other educators are responsible for:**

- responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- reviewing enrolment applications to identify children with additional needs (refer to the *Inclusion and Equity Policy*)
- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- ensuring that enrolment forms are completed prior to the child's commencement at the service

- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157)
- developing strategies to assist new families to:
  - feel welcomed into the service
  - become familiar with service policies and procedures
  - share information about their family beliefs, values and culture
  - share their understanding of their child’s strengths, interests, abilities and needs
  - discuss the values and expectations they hold in relation to their child’s learning
- discussing the individual child’s needs with parents/guardians and developing an orientation program to assist them to settle into the program
- discussing with parents/guardians strategies used for helping children to settle into the kindergarten program
- encouraging parents/guardians to make contact with educators and carers at the service, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- sharing information with parents/guardians regarding their child’s progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required
- complying with the service’s *Privacy and Confidentiality Policy* in relation to the collection and management of a child’s enrolment information.

**Parents/guardians are responsible for:**

- complying with this *Enrolment and Orientation Policy*
- completing enrolment forms prior to their child’s commencement at the service and providing acceptable immunisation documentation of their child’s immunisation status
- where a child is on an immunisation catch-up schedule, ensuring that the child’s immunisations are updated in line with the schedule and providing acceptable immunisation documentation to the service
- ensuring that all required information is provided to the service
- updating information by notifying the service of any changes as they occur.

**Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

**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 before making any changes to this policy or its procedures.

## **ATTACHMENTS**

- Attachment 1: General enrolment procedures
- Attachment 2: Letter for parents/guardians without acceptable immunisation documentation

## **AUTHORISATION**

This policy was adopted by the Approved Provider of North Brighton Kindergarten on 4<sup>th</sup> December 2017

**REVIEW DATE:** DECEMBER 2018

## ATTACHMENT 1

### General enrolment procedures

#### 1. Enrolment application process

##### 1.1 Bayside City Council central registration system

- North Brighton Kindergarten applications are initially coordinated through the Bayside City Council central registration system.
- The Bayside City Council central registration period commences May 1 and concludes June 30 in the year proceeding that which the child attends.
- Enrolment applications must be filled out online via Bayside City Council's website.  
<https://www.bayside.vic.gov.au/register-your-child-kindergarten>
- All applications must be accompanied by an enrolment application fee specified by the Bayside City Council at the time of enrolling. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is not refundable.
- A separate application form must be completed for each proposed year of attendance at the service for each of:
  - four year old funded kindergarten (even for children currently in three year old program)
  - second year of four year old funded kindergarten (if required) and
  - three year old kindergarten
- To facilitate the inclusion of all children into the program, enrolment applications should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).

##### 1.2 North Brighton Kindergarten application process

- The list of applicants collated by the Bayside City Council central registration system is provided to North Brighton Kindergarten following first round offers, in the order of priorities. The list includes those applicants offered a place at North Brighton Kindergarten.
- The enrolment officer must supply the Bayside City Council with a list of applicants accepting or declining the offer and the reason why.
- North Brighton Kindergarten will be supplied with the remaining applicants who were not offered a place in order of priority and this forms the kindergarten's Waitlist.
- North Brighton Kindergarten is obliged to respect this Waitlist through the Service Agreement with the Council.
- Following the central registration process, interested parties can contact the kindergarten directly, however if they do join our Waitlist they are still required to register through the Council and pay all necessary fees including the enrolment application fee and the kindergarten fee deposit, both of which are non-refundable.
- Access to completed enrolment application forms will be restricted within North Brighton Kindergarten to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor, Administration Officer and educators at the service, unless otherwise specified by the Approved Provider.
- Should a child offered/ and or accepted in a place be required to change between year levels after the Bayside City Council central registration system list is provided to North Brighton Kindergarten, the kindergarten will place the child as a high priority on the receiving year level Waitlist based on:
  - The child having met the set criteria for being placed in the original year level

- The parents having followed guidance available in making the decision to select the original year level

Note: The decision to change the child's year level is led by the responsible teacher.

## **2. Offer of places**

- The Bayside City Council will advise successful applicants of first round offers for both four year old funded kindergarten and three year old kindergarten.
- When a place is offered, the kindergarten will provide parents/ guardians with an enrolment form and other relevant information in regards to enrolment process.

## **3. Accepting, declining or deferring an offer**

- To accept an offer, the following documents must be submitted to North Brighton Kindergarten by the specified date:
  - The enrolment form
  - \$100 non refundable deposit, securing your child's spot
  - A copy of the child's birth certificate
  - Acceptable Immunisation documentation
  - Payment of annual fees (due in December) Note: Places will not be allocated to children until any substantial debt owed to the service by the family is paid, or a payment plan is agreed to between the family and the service (refer to Fees Policy). Families can also opt to pay per term in cases of financial hardship as agreed with the Treasurer.
- If declining an offer, parents/guardians are requested to notify the kindergarten, or the office or enrolment, in writing as soon as possible.
- If deferring an offer, a non-refundable deposit of \$100 must be paid by cheque or credit card by the specified date outlined in the correspondence from North Brighton Kindergarten to hold the place for the following year.
- If a child does not present at kindergarten for one week after their designated start date and after all reasonable attempts to get in contact with them with no contact made, their position can be declared vacant and can be offered to another child, at the discretion of the enrolment officer.
- If the child is withdrawn during the year, a notice of at least four weeks provided to the enrolment officer for the relevant year group is required. The guardians will be required to pay the full fees for the year unless the enrolment officer is able to find a replacement for the vacated position. Should a replacement be found after the 4 weeks' notice, the family will be reimbursed for the period replaced by the new child.
- The enrolment officer will follow the following steps to attempt to fill the position including:
  - Refer to Waitlist
  - Advise council of a vacancy
  - Advertise in newsletters of Elsternwick Primary School and St James Primary School
  - Advertise at Hunt Memorial Child Care centre.

## **4. Eligibility**

### **4.1 Eligibility for acceptance into four year old funded kindergarten**

The following criteria are used to determine eligibility of children in the funded kindergarten program:

- children who turn four years of age by 30 April in the year they will attend kindergarten

- children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DET, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DET. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DET for having recognised developmental needs
- children who were eligible to attend in the previous year but deferred
- children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DET (refer to *Victorian kindergarten policy, procedures and funding criteria*, available at [www.education.vic.gov.au/ecprofessionals/kindergarten/](http://www.education.vic.gov.au/ecprofessionals/kindergarten/))

#### 4.2 Eligibility for funding for four year old funded kindergarten

- children who have been accepted in their first year of funded kindergarten in accordance with the *Victorian kindergarten policy, procedures and funding criteria* (available at [www.education.vic.gov.au/ecsmanagement/careankinder/](http://www.education.vic.gov.au/ecsmanagement/careankinder/))
- children who have been granted approval to receive funding for a second year of kindergarten in accordance with the *Victorian kindergarten policy, procedures and funding criteria* (available at [www.education.vic.gov.au/ecsmanagement/careankinder/](http://www.education.vic.gov.au/ecsmanagement/careankinder/))
- Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at [www.education.vic.gov.au/ecsmanagement/careankinder/earlystart/](http://www.education.vic.gov.au/ecsmanagement/careankinder/earlystart/)
- children who qualify for a health care card

##### 4.2.1 Eligibility for a second year of funding for four year old Kindergarten

- All children are eligible to access a second year of funded kindergarten for 600 hours if an early childhood teacher has declared the child to be eligible, and the family and early childhood teacher agree the child will achieved better outcomes at kindergarten than at school.
- The early childhood teacher can declare that a child is eligible to receive a second year of funded kindergarten if:
  - The child is observed as having delays in a least two outcome areas of learning and development detailed in the Victorian Years Learning and Development Framework, and
  - There is evidence to suggest the child will achieve better outcomes if he/she attends a second year of kindergarten to strengthen the learning and development of skills in these areas and better facilitate transition to school the following year.
- The assessment for determining eligibility should factor in the teacher's ongoing observations over the time the teacher has spent with the child along with any more formal assessments that may have been undertaken and a declaration of eligibility for a second year of funded kindergarten is completed using the KIM system, the child is eligible to attend a second year of funded kindergarten.

#### 4.3 Eligibility for acceptance into three year old kindergarten

- The Bayside City Council central registration process specifies that children are eligible to apply for a place in the three-year-old program provided they have turned three by January 31st of the kinder year. The application will need to include fees for the entire year.

- Following the central registration process, interested parties can contact the kindergarten directly, however, if they do join our Waitlist they are still required to register through the Council and pay all necessary fees including the enrolment application fee and the kindergarten fee deposit, both of which are non-refundable.

#### 4.3.1 Enrolment of children with a birth date between 1<sup>st</sup> January and 30<sup>th</sup> April

- Families of children with birth dates between 1 January and 30 April have a choice about whether their child will commence school in the year they turn five, or the following year, and therefore whether they commence three year old kindergarten in the year they turn three or the year they turn four. All children learn and develop in different ways.
- Families with children born between 1 January and 30 April need to make an informed choice about which year they would like their child to commence school and therefore which year their child will attend a three year old or four year old kindergarten program.
- Prior to enrolment, services should advise families with children who are born between 1 January and 30 April to choose carefully, as children are expected to complete a full year of kindergarten in the year they enrol and begin attending and are only funded for one year of kindergarten before school (unless they are eligible for an Early Start Kindergarten grant or a second year of funded kindergarten).
- Families who have questions about the best time for their child to commence school, and hence kindergarten, should be encouraged to discuss this decision with an early childhood teacher, Maternal and Child Health nurse, Prep teacher or other professionals involved in supporting the development of their child.
- Acceptance of a child who turns three during the year of attendance will be at the discretion of the responsible teacher on the basis that the child is mature enough and ready for the kindergarten class.

#### 4.4 Eligibility for funding for three year old kindergarten

- Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours (refer to Fees Policy). Details are available at [www.education.vic.gov.au/ecsmanagement/careankinder/earlystart/](http://www.education.vic.gov.au/ecsmanagement/careankinder/earlystart/)

### 5. Prioritisation of applications for kindergarten program

#### 5.1 Bayside City Council central registration system priority of applications

- Where there are more applicants than places available, applicants will be selected based on clearly defined criteria in order to create equitable access for children applying for kindergarten in Bayside.
- The application classification criteria include *Continuity* and *Proximity*. Each of these criteria will be allocated a weighting. An applicant will not be excluded from applying or selection because they do not meet one or all of the classification criteria. Where enrolments exceed requests and criteria are equal, a ballot for places will take place.
- The registration form requires the applicant to agree that the information provided is true and correct and gives permission for Council to verify information supplied on the registration form if deemed necessary.
- *Continuity*: Council will allocate a 70% weighting to any current three year old children applying for a place in a four year old program at the same service. (Note- to receive this weighting, interested parties will still need to apply for four year old kindergarten through the central registration system). Or, a weighting of 40% is allocated to an incoming sibling of a current enrolment applying for a

place in a three or four year old program at the same service. Or, a weighting of 20% is given to an incoming sibling of a former enrolment who attended in the previous three years applying for a place in a three or four year old program at the same service.

- *Proximity*: Application for a place in either the three or four year old program where the first preference kindergarten is the closest community delivered kindergarten to the child's primary place of care receives a 20% weighting.
- In addition, the process prioritises access for children who are vulnerable, at risk, or have a disability in accordance with current State and Commonwealth Funding legislation.
- Details are available at <https://www.bayside.vic.gov.au/kindergarten>

## 5.2 North Brighton Kindergarten priority of applications

- While the Bayside City Council Waitlist will be respected, the kindergarten will prioritise subsequent applications based on the order of applications received, with priority given to high risk families.
- Should applicants who accept a place at the kindergarten and choose to not access all hours offered, they will still be required to pay full fees.
- In the interests of fairness, preference of placements will be provided to children who are not enrolled at another kindergarten.

## 6. Allocation within groups

- North Brighton Kindergarten offers two four year old funded kindergarten classes which have different session times.
- Preference for a particular group can be requested at the time of filling in the enrolment form. Where possible, North Brighton Kindergarten will allocate children into their preferred session times for the four year old classes.
- Allocation of groups will be made on a first come, first serve basis.
- Should parents have no particular group preference, enrolments can be made by mail.
- North Brighton Kindergarten reserves the right to override the allocations where:
  - a child has been advised to defer or repeat kindergarten. That child may be allocated into the most appropriate session time advised by the North Brighton Kindergarten teacher ie that child may stay with the same teacher in the following year.
  - the make up of the class is considerably gender unbalanced. The enrolment officer in consultation with the Educational Leader of the Kindergarten reserve the right to allocate children appropriately.

## ATTACHMENT 2

### Letter for parents/guardians without acceptable immunisation documentation

North Brighton Kindergarten

[Address]

[Insert date]

Dear [insert name]

Re: Enrolment at North Brighton Kindergarten for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at North Brighton Kindergarten in the [insert 3 year old or 4 year old 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 acceptable immunisation documentation.

Acceptable immunisation documentation includes evidence that your child:

- is fully vaccinated for their age
- is on a recognised catch-up schedule
- has a medical reason not to be vaccinated
- has been assessed by our service as being eligible for a 16 week grace period.

As we have not received acceptable immunisation documentation for [insert name of child] by the due date, 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
- [insert details of local government immunisation service]
- National Immunisation Information Line Tel. 1800 671 811
- Australian Childhood Immunisation Register Tel 1800 653 809
- Better Health Channel website: <https://www.betterhealth.vic.gov.au/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 acceptable immunisation documentation. The new application would be considered in line with North Brighton Kindergarten's Enrolment and Orientation policy.

Yours sincerely

[Insert name]

[Insert title]

North Brighton Kindergarten