

Kindergarten Central Registration Policy



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Service Unit	Community Connections & Wellbeing
Directorate:	Community Strengthening
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1. Purpose

This Policy outlines Moorabool Shire Council's commitment to providing a transparent and consistent framework for registering a child for funded Three-Year-Old Kindergarten, Four-Year-Old Kindergarten and/or Pre-Prep via the Central Registration and Enrolment Scheme (CRES).

2. Definitions

CRES	Central Registration and Enrolment Scheme. A single point of entry for Moorabool families to register and enrol in a funded kindergarten program.
DE	Department of Education.
BSBL	Best Start, Best Life reforms.
Early Years Manager (EYM)	The kindergarten provider who operates a funded kindergarten program.
Kindergarten registration form	An online form used to register a place at a funded kindergarten program participating in Council's CRES.
MSC	Moorabool Shire Council.
Preferred kindergarten	A kindergarten that has been nominated by a family through the registration process.
Priority of Access/Priority Cohort	The priorities referred to and applied when allocating places into the kindergarten program through the CRES.
Registration	Registration is considered the initial application for a child to access kindergarten through Council's CRES.
Enrolment	Enrolment is the formal process after registration where the kindergarten provider will confirm a child's place in a kindergarten program.

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Standalone/sessional kindergarten	A kindergarten program that operates on set days and hours for 15 hours a week for Three and Four-Year-Olds and for up to 30 hours a week for Pre-Preps, in line with the BSBL rollout dates.
Three-Year-Old Kindergarten	A kindergarten program offered to children who are at least 3 years-old on 30 April of the year in which they are enrolled to attend the funded Three-Year-Old Kindergarten program for 15 hours per week.
Four-Year-Old Kindergarten	A kindergarten program offered to children who are at least 4 years-old on 30 April of the year in which they are enrolled to attend the funded Four-Year-Old Kindergarten program for 15 hours per week.
Pre-Prep	A kindergarten program offered to priority cohort children for 16 to 30 hours per week (see Section 8).
Pre-Purchased Places (PPP)	Pre-Purchased Places (PPP) are fully funded kindergarten places reserved by the Department of Education to ensure children experiencing vulnerability who miss enrolment dates can access a reserved place at a local kindergarten.

3. Scope

This Policy applies to families who wish to register their children for a Moorabool Shire Council CRES registered kindergarten program, CRES participating kindergarten providers, and all Council employees and third-party contractors that provide or manage kindergarten registration and enrolment services through the Moorabool Shire Council CRES.

4. Policy

This Policy works in partnership with Moorabool Shire Council CRES participating kindergarten providers to promote the fair and equitable access for children to free kindergarten programs. This Policy is implemented in line with current DE BSBL reform rollout.

Moorabool Shire Council is responsible for:

- The administrative tasks associated with the processing of registrations and allocations through the Moorabool CRES and in line with State Government Priority of Access and Priority Cohort Criteria.
- Informing the community of key details in the registration process.
- Ensuring this Policy is implemented and reviewed as appropriate.

Kindergarten providers are responsible for:

- Formally enrolling children into kindergarten programs.
- Providing families with information relating to groups, session times, orientation sessions, any costs and the day-to-day operation of the kindergarten program.

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- Notifying Council of the number of children requiring an additional year of funded Three-Year-Old, Four-Year-Old Kindergarten or Pre-Prep (provisionally at the end of round one and confirming by the first week of term 4 of the year prior).
- Advising Council of the anticipated number of Pre-Purchased Places (PPP) applied for or allocated by DE for the following year.
- Ensuring they work with families of children who have been recommended for an additional year of Three-Year-Old Kindergarten, Four-Year-Old Kindergarten or Pre-Prep, to complete the process required to register for an additional year.
- Advising Council of the anticipated group size for the following year by the end of round one of the year prior.
- Reminding parents to submit a registration form before round one or round two closing dates.

Parents/carers are responsible for:

- Submitting a Moorabool Shire Council CRES registration form for each individual child for each year of kindergarten, with the required supporting documentation in line with key dates (Section 9).
- Providing in writing to the Early Years email if registration details need to be amended.
- Contacting the kindergarten provider to gain information regarding session times and other relevant information required for the family to decide on kindergarten preference.
- Advising Council of their response to their offer by selecting their preferred choice in the offer email within the 7-day timeline.
- Completing the kindergarten provider enrolment forms and supporting documentation within the set timelines.

5. CRES Eligibility

To be eligible to join the Moorabool Shire Council CRES, kindergarten providers must:

- Be a not-for-profit organisation.
- Agree to abide by this CRES Policy in full.
- Offer free Three-Year-Old Kindergarten, Four-Year-Old Kindergarten and Pre-Prep kindergarten.
- Be based within the Municipality.
- Understand and accept that all registrations into their kindergarten programs are to be processed through Council's CRES registration process.

6. Kindergarten Eligibility Criteria

In line with the DE Kindergarten Registration Guidelines, the following children are eligible to register for free Three-Year-Old Kindergarten in MSC:

- Must be at least 3 years-old on 30 April of the year in which they are enrolled to attend the funded Three-Year-Old Kindergarten program.
- Enrolled for 15 hours of kindergarten per week.
- Not utilising a funded kindergarten place at another service.

The following children are eligible to register for free Four-Year-Old Kindergarten and Pre-Prep in MSC:

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- Must be at least 4 years-old on April 30 of the year in which they are enrolled to attend the funded Pre-Prep program.
- Enrolled for no less than 15 hours per week and up to 30 hours per week, in line with the BSBL reform eligibility requirements and rollout dates for Moorabool Shire Council.
- Not utilising a funded kindergarten place at another service.

7. Priority of Access

Council will implement the current DE Priority of Access for 2027 criteria. Priority of access is applied to eligible children in a tiered approach with the highest priority children in tier one and tier two children to be allocated after all tier one children have been placed. Children are eligible for priority access to a kindergarten place if they are:

Tier One

- Children at risk of abuse or neglect, including children in out-of-home care.
- Aboriginal and/or Torres Strait Islander children.
- Asylum seeker and refugee children.
- A child and/or parent holding a Commonwealth Health Care Card, Pensioner Concession Card or Veterans' Affairs Card.
- A child and/or family with additional needs who require additional assistance to fully participate in the kindergarten program.
- A child accessing an additional year of three-year-old, four-year-old or pre-prep.
- Children from families with multiple births (triplets or quadruplets).

Tier Two

- Children currently attending the kindergarten service and are seeking Four-Year-Old or Pre-Prep at the same service for continuity of learning.

A child that meets the above criteria but does not reside in Moorabool can request registration.

If more priority one eligible children are seeking a place at a kindergarten service than there are places available, children are required to be prioritised based on the Priority of Access table (Section 7.1).

Where multiple children meet the priority one criteria and there are limited places available, those who meet additional priority of access criteria will be given preference.

7.1. Priority of Access Table

CRES Priority Category	Priority Allocation Criteria for 2026 kindergarten year	Process to Verify Needs
1	High Priority Children – a child meets DE Priority of Access eligibility criteria (as described in Section 7).	Verification documentation to determine a child's eligibility (see MSC website for details).
2	Multiple Siblings – child is a Moorabool resident and has a sibling who will also be registered for a Three-Year-Old, Four-	Child is registering in a Three-Year-Old Kindergarten, Four-Year-Old

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CRES Priority Category	Priority Allocation Criteria for 2026 kindergarten year	Process to Verify Needs
	Year-Old Kindergarten or Pre-Prep at the same kindergarten service for the same year.	Kindergarten or Pre-Prep program in the same year as their sibling.
3	Resident – child is a Moorabool resident or has an intention of becoming a Moorabool resident.	Verification documents: - Evidence of living in Moorabool, i.e. rates notice, rental agreement. - Contract of sale or rental agreement.
4	Community Connection – child is not a resident of Moorabool, but the family has a connection to community through work or education.	Assessed on a case-by-case basis. Verification document in the form of a letter from employer or education facility.
5	Non-resident – child is not a resident of Moorabool.	Registrations are assessed on a case-by-case basis and after the closure of round two offers and prior to December.

8. Priority Cohort Criteria

From 2026 the following priority cohorts will be able to access 16 – 25 hours of Pre-Prep per week:

- Children at risk of abuse or neglect, including children in out-of-home care.
- Aboriginal and/or Torres Strait Islander children.
- Asylum seeker and refugee children.
- Children who were supported by Early Start Kinder (ESK) or Access to Early Learning (AEL) in their Three-Year-Old Kindergarten year.

From 2028, in addition to those listed above, the following priority cohorts will also be eligible to access 16 – 25 hours of Pre-Prep per week:

- Children who have (or have a parent or guardian who has) a Commonwealth concession card.
- Children from a multiple birth family (triplets or more).

Pre-Prep hours for these priority cohorts will increase to up to 30 hours from 2030.

9. Registration

Registration, enrolment and attendance for Three-Year-Old Kindergarten, Four-Year-Old Kindergarten and Pre-Prep is free.

Important dates for registration are:

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Round One	March - May	Round one registration for the following kindergarten year will be accepted from the start of March and close at the end of May.
Round One Offers	First week in June	Round one offers will be sent via email at the beginning of June.
Round Two	June-July	Round two registrations for the following kindergarten year will be accepted from the start of June and close at the end of July.
Round Two Offers	First week in August	Round two offers will be sent via email at the beginning of August.

Registration forms are available via the MSC website. The two steps to registration are:

- Completing the online registration form.
- Attaching supporting documentation to the registration form:
 - For residents, proof of address.
 - Resident and non-resident children who are eligible for CRES Priority Category One, must provide supporting documentation as listed on the MSC website.

An acknowledgement of registration notification will be sent via system email to notify the registrant that their registration has been received.

The MSC Early Years team can be contacted at earlyyears@moorabool.vic.gov.au or 5366 7100 if there are any challenges in accessing or submitting a registration form.

9.1. Process

Information on kindergarten registration for the following kindergarten year will be listed on the MSC website by the second week of February of each year.

Registrations received prior to round one closing date will be processed in the first round and acknowledged via system email. Registrations received after the round one closing date will be processed in the second round of allocations and acknowledged via system email.

Allocation of placements for each Three-Year-Old Kindergarten, Four-Year-Old Kindergarten and Pre-Prep program will be made in accordance with the Priority of Access Criteria and the registrant's kindergarten preferences. A ballot system will be used when the number of registrations for a kindergarten outnumber the number of kindergarten places available.

If a ballot system is required, Priority One eligible registrant's will be allocated a place prior to the ballot allocation unless the number of Priority One registrations exceed the number of places available. In this case, they will be balloted and any Priority One children who do not receive a place will be listed on a waitlist in order of the ballot.

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9.2. Responding to Offers

Unless specified, registrants are required to respond to the link in their email offer within the nominated timeframe as outlined. Registrants will be required to make one of the following choices:

- **ACCEPT**
Accept the kindergarten place offered via email link.
- **ACCEPT AND WAITLIST**
If a place at your preferred kindergarten was not available, you are able to accept a place at an alternative kindergarten and be placed on the waitlist of your preferred kindergarten (please see below the waitlist conditions).
- **DECLINE AND WAITLIST**
If a place at your preferred kindergarten is not available, you may decline the offered place at an alternative kindergarten and be placed on the waitlist for your preferred kindergarten (please see below the waitlist conditions).
- **DECLINE**
You decline your offer and have your registration cancelled.

WAITLIST CONDITIONS

Waitlist requests for the registrant's preferred kindergarten will be valid until the end of January of the enrolled kindergarten year. Registrants can provisionally accept an offered place while remaining on the waitlist for their preferred kindergarten place. All waitlists will be closed by the end of January of the enrolled kindergarten year.

Waitlists will be maintained by Council and will be allocated in a fair and equitable manner.

If places become available at your preferred kindergarten service these will be allocated in the following order:

1. Waitlisted registrants who are Priority One eligible.
2. Waitlist requests received during the Round One response period (balloted).
3. Waitlist requests received during Round Two response period (balloted).
4. All other waitlist requests (balloted).

DELAY

Registrants may delay acceptance of a kindergarten place to the following year. There is only the option to delay attendance at Three-Year-Old Kindergarten if your child turns three before 30 April in the year you are considering attending kindergarten. Families who choose to delay will not need to re-register for kindergarten for their place the following year.

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9.3. Appeals

Should a registrant have a dispute with the Kindergarten Central Registration Policy or its implementation they are requested to put this in writing to:

Co-ordinator Early Years and Youth Services, Moorabool Shire Council, PO Box 18, Ballan VIC 3342 or via email to earlyyears@moorabool.vic.gov.au

The dispute will be reviewed by the Co-ordinator Early Years and Youth Services and a formal response will be sent within ten working days of receipt of the dispute. If the dispute is not resolved, the matter will be reviewed by the Manager of Community Connections and Wellbeing.

10. Related Legislation

- National Quality Framework (ACECQA)
- The Kindergarten Funding Guide 2023 (DE)
- Kindergarten Central Registration and Enrolment Practice Guide 2023 (DE)
- Early Childhood Reform Plan 2017
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Child Wellbeing and Safety Act 2005
- Best Start, Best Life Reforms (DE)

11. Council Plan Reference

Objective: Healthy, inclusive and safe communities.
Action: Improve access to services for all communities.

12. Review

As a minimum this Policy will be reviewed every two years, or as needed.

13. Approval

This Policy will come in effect once signed by the CEO.

A handwritten signature in blue ink, appearing to read "Derek Madden".

Derek Madden
Chief Executive Officer

Date: 21 November 2025