

# Kindergarten Registration Process

## 1. Process

This document outlines the kindergarten registration process. It aims to assist families who wish to register their children for a free kindergarten program participating in Moorabool Shire Council's Central Registration and Enrolment Scheme (CRES), Kindergartens and Council officers involved in the administration of Council's CRES.

## 2. CRES Policy

Moorabool Shire Council's CRES policy is currently under review.

## 3. Values

Moorabool Shire Council is committed to:

- Ensuring fair and equitable access for children to kindergarten programs,
- Ensuring there are no financial barriers for families wishing to register their child/children in a kindergarten program.

## 4. Participating Kindergartens

The following standalone Kindergartens participate in Moorabool Shire Council's CRES:

- Bacchus Marsh Montessori Uniting Kindergarten
- Darley Kindergarten
- West Maddingley Kindergarten
- Young Street Preschool
- Ballan Community Kindergarten
- Wallace & District Kindergarten

## 5. Eligibility

To determine what year your child can commence kindergarten, and check their eligibility, please visit <https://www.vic.gov.au/sending-child-kinder>

## 6. Allocation Priorities

In line with the Kindergarten Funding Guide (KFG2023), children are eligible for the priority one access if they:

- a) are vulnerable/children at risk
- b) have a disability or developmental delay
- c) are of Aboriginal and/or Torres Strait Islander decent
- d) are asylum seeker and/or refugee children

To ensure equity for both three and four-year-old children, allocations for each program (three-year-old and four-year-old kindergarten) will have the Priority of Access applied to each age group separately.

# Kindergarten Registration Process

If more 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 1 and Table 2).

Where multiple children meet the Priority One criteria and there are limited places available, registrations will be weighted, based on the number of Priority of Access criteria (within Priority One, Two and Three) that the registrant meets.

## 7. Process

Registrations received prior to Round One, will be processed in the first round and acknowledged via system email upon submission.

Registrations received after Round One closes will be processed in the second round of allocations and acknowledged via system email upon submission.

For each age group (three-year-old and four-year-old kindergarten), allocation of placements will be made according to the Priority of Access Criteria (Table 1) and the registrant's kindergarten preference. A ballot system will be used when the number of registrations for a Kindergarten outnumbers the number of kindergarten places available at the Kindergarten.

If a ballot system is required, children who are vulnerable and at risk of abuse or neglect, including children in out-of-home care will be allocated a kindergarten place prior to the ballot allocation.

If there are no places available at any of their preferred Kindergartens or if registrants fail to take up an available vacancy at another Kindergarten, they will be placed on the waiting list of one of their preferred Kindergartens and according to their Priority of Access eligibility.

## 8. Non-residents

Kindergarten registrations from non-residents will be assessed on a case-by-case basis. Refer to the Priority of Access outlined in Table 1.

Families are considered non-resident if they move out of the municipality prior to the commencement of the kindergarten year.

## 9. Offers and responding to offers

Kindergarten places will be allocated to registrants in accordance with the Priority of Access criteria, their eligibility, the balloting system and, if a registration is received outside Round One and Two, receipt date.

Placement offers will be sent to registrants via email. If email is not available, other mechanisms will be put in place.

# Kindergarten Registration Process

Unless specified, registrants are required to respond to the offer via email to Council within the nominated time frame as outlined in the offer. Registrants are required to make one of the following choices:

All choices need to be communicated in writing (via email) to [earlyyears@moorabool.vic.gov.au](mailto:earlyyears@moorabool.vic.gov.au).

**Accepting:** Accept the kindergarten place offered, via return email

**Waitlist:** Request to be placed on a waiting list for the registrant's preferred Kindergarten. Registrants who request to be waitlisted have a choice of rejecting the offered kindergarten place, or provisionally accepting the offered place, while also remaining on the WAITLIST for their preferred Kindergarten.

Waitlists will be maintained by Council. Registrants on the waitlist are placed in order of Priority of Access. Registrants on the waitlist will be balloted for available vacancies if and when they occur.

**Delay:** If, after careful consideration, it is determined that this is not the right time for a child to commence three-year-old kindergarten, registrants may DELAY acceptance of the accepted kindergarten place to the following year. You only have 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. A delayed position only applies to the kindergarten position that has been accepted.

Families must be aware of the year their child is expected to go to school and plan their three-year-old and four-year-old kindergarten program years accordingly. To determine what year your child can commence kindergarten, and check their eligibility, please visit <https://www.vic.gov.au/give-your-child-the-best-start-in-life#when-to-start-three-year-old-kindergarten>.

Families who choose to DELAY acceptance of their three-year-old kindergarten place DO NOT need to re-register for the place the following year. A letter of offer will be sent the following year, registrants need to ensure that they respond to the new offer as per the timeframe outlined in the new offer.

**Decline:** Determines that you decline the offer and cancel your registration.

## 10. Late responses

Families who do not respond in the nominated timeframe risk losing the offered place. If a response is not received within the nominated timeframe, Council will attempt to contact the family to get a response by telephone or email, or a combination of both.

If Council is unsuccessful in getting a response after these attempts, a letter will be posted and emailed to the family advising them that the offer of a place has been withdrawn.

# Kindergarten Registration Process

## 11. Amendments, change of preference or request to transfer

Any change or amendment requests to registrations must be made in writing by emailing [earlyyears@moorabool.vic.gov.au](mailto:earlyyears@moorabool.vic.gov.au).

Changes to kindergarten preferences must be lodged with Council prior to the close of Round One the year prior to attendance for the registration to be considered in first round offers. Any requests for change of preference received after Round One will be accommodated where vacancies permit.

Once a kindergarten place has been accepted by a registrant, a transfer to another Kindergarten is only feasible provided a place is available at the alternate Kindergarten.

Requests to transfer kindergarten places must be submitted in writing by emailing [earlyyears@moorabool.vic.gov.au](mailto:earlyyears@moorabool.vic.gov.au).

Council will advise the registrant of vacancies at their preferred Kindergarten and will explain the process which may change depending on the time of year the request is made.

## 12. Appeals

If a registrant has a dispute with the Kindergarten Central Registration process or with its implementation, they are requested to put this in writing to:

Attn: Coordinator Early Years and Youth Services, Moorabool Shire Council, PO Box 18, Ballan, VIC, 3342.

Or via email to: [earlyyears@moorabool.vic.gov.au](mailto:earlyyears@moorabool.vic.gov.au)

The dispute will be reviewed by the Coordinator Early Years and Youth Services and a formal response will be sent within 10 working days of receipt of the letter by Council.

If the dispute is not resolved the matter will be reviewed by Council's Child, Youth & Family Services Manager.

# Kindergarten Registration Process

**Table 1**

	Priority of Access Criteria	Process to Verify Needs
<b>Priority One</b> (all of equal priority)	Children who are vulnerable and at risk of abuse or neglect, including children in out-of-home care	<p>The child is:</p> <ul style="list-style-type: none"> <li>• eligible for ESK (Early Start Kindergarten) or AEL (Access to Early Learning), and/or</li> <li>• family, carer or legal guardian identifies the child as known to Child Protection or in out-of-home care,</li> </ul> <p>and/or</p> <p>Referred by:</p> <ul style="list-style-type: none"> <li>• Child Protection</li> <li>• Child and Family Services (family services referral and support team, Child FIRST)</li> <li>• Maternal and Child Health nurse, or</li> <li>• Out-of-Home Care provider</li> </ul>
	Children who are of Aboriginal/Torres Strait Islander descent	Families identifying their child as Aboriginal and/or Torres Strait Islander on the registration form
	Children who are asylum seekers/refugees	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. Exemptions will be considered by the department where a child, their family or guardian does not hold, or is not in the process of applying for a refugee or humanitarian visa but has been impacted by a refugee or asylum seeker experience or an experience similar to a refugee and asylum seeker. This experience could be a recent experience, or an experience which has occurred 20 or more years ago. Services and/or Council can apply for the exemption on behalf of the registrant.

# Kindergarten Registration Process

	<p>Children with additional needs, defined as children who:</p> <ul style="list-style-type: none"> <li>- Require additional assistance to fully participate in the kindergarten program.</li> <li>- Require a combination of services which are individually planned.</li> <li>- Have an identified specific disability or developmental delay</li> </ul>	<p>The child is:</p> <ul style="list-style-type: none"> <li>- Assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten, or</li> <li>- Approved for Kindergarten Inclusion Support package.</li> <li>- Holds a Child Disability Health Care Card, or</li> <li>- Referred by: <ul style="list-style-type: none"> <li>• The National Disability Insurance Scheme (NDIS) Allied Health Professional</li> <li>• Early Childhood Intervention Services (ECIS) Early Childhood Partner, or</li> <li>• Maternal and Child Health nurse</li> <li>• Preschool Field Officer</li> </ul> </li> </ul>
	Children attending a 2nd year of kindergarten	Children identified as eligible to enrol in a second year of kindergarten
	Children or parents who hold a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card or proof of multiple birth children (triplets or more)	<p>Verification documents will be in the form of:</p> <ul style="list-style-type: none"> <li>- Copy or photo of Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card</li> <li>- proof of multiple birth children (triplets or more)</li> </ul>
<b>Priority Two</b>	Residents of Moorabool Shire or intention of becoming a resident	<p>Verification documents will be in the form of:</p> <ul style="list-style-type: none"> <li>- Evidence of living in the municipality or of being a rate payer of Moorabool Shire, or</li> <li>- Contract of Sale or rental document.</li> </ul>
<b>Priority Three</b>	<p>Children who have a connection to Moorabool Shire and who meet one or more of the following criteria:</p> <ul style="list-style-type: none"> <li>- The child's parent/guardian is working within Moorabool</li> <li>- The child's parent/guardian is studying within Moorabool</li> </ul>	<p>Registrations are assessed on a case-by-case basis in January of your child's kindergarten year. Verification documents will be in the form of:</p> <ul style="list-style-type: none"> <li>- Letter from employer or educational institution</li> </ul>
<b>Priority Four</b>	Non-residents of Moorabool Shire	Registrations are assessed on a case-by-case basis in January of your child's kindergarten year