

Kindergarten Central Enrolment Scheme Policy

Category	Council Staff Kindergarten Management and Staff Residents Department of Education & Training (DET)
Date of Adoption by CMT	28/04/2014
Directorate Responsibility	Community Services – Family, Children and Young People
Review Date	31/12/2015 This policy will be reviewed bi-annually and may be varied earlier in consultation with kindergarten management bodies in response to directives from the Victorian State Government via DET.

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1. POLICY

1.1 The purpose of this Kindergarten Central Enrolment Scheme (KCES) Policy is to ensure that all four year old children in the municipality can access a high quality kindergarten program and are allocated a place in a fair, equitable and transparent manner.

2. CONTEXT/RATIONALE

2.1 Kindergarten programs are play based curriculums aiming to engage children in quality learning experiences, promoting communication, learning and thinking. Research shows that quality early childhood education results in positive long-term educational and social outcomes for all children, particularly for those experiencing educational and social disadvantage.

3. OBJECTIVES

3.1 The objectives of the KCES seek to:

3.1.1 Identify the eligibility criteria for kindergarten applications, the process for prioritisation and reservation of enrolments including:

- second year of funded kindergarten and
- priority of access.

3.1.2 Ensure the KCES policy and procedures are in alignment with State Government policy directions, legislation, funding criteria and accountability (including fee subsidies).

3.1.3 Increase access and sustained participation of children and families experiencing vulnerability in early year's education services.

3.1.4 Detail the timelines and process for submitting a kindergarten application.

3.2 The objectives are both informed and achieved by the following principles:

3.2.1 In recognition that a high quality early childhood education and care program enhances children's development, the Victorian State Government funds 15 hours of kindergarten per week, for four year old children in the year prior to primary school. In addition, the State Government provides funded Early Start kindergarten to eligible three year old children of Aboriginal and Torres Strait Islander descent and for three year old children known to Child Protection;

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- 3.2.2 Kindergarten programs provide parents and families opportunities to be part of a community focused on children’s wellbeing. Parents get to know and share their experiences with other families and share information with early childhood educators;
- 3.2.3 Participation in a kindergarten program assists early childhood educators in identifying children who may require additional support for their development and offers links to targeted support services, ensuring children receive assistance and/or early intervention as soon as possible;
- 3.2.4 There is priority of access for children experiencing vulnerability into Kindergarten programs as part of Council’s mission in creating vibrant, self-sustaining communities together. Research has shown that *‘the positive experience for vulnerable children involved in quality early years services can provide the opportunity for positive role-modelling, sensitive and attuned care giving, as well as socialisation opportunities’*;
- 3.2.5 Council supports the State Government policy direction which identifies *“a responsibility shared by government and other services to work together to prevent child abuse and neglect, reduce the impact when it does occur, and improve the outcomes for children and young people in the statutory child protection system”*ii.
- 3.2.6 In the City of Whittlesea, community organisations, schools, non-profit organisations and private operators provide a choice of high quality, flexible kindergarten programs. Although Council does not provide kindergarten programs directly, it does however support community based non-profit providers via the provision of the Kindergarten Central Enrolment Scheme, advice, and infrastructure and maintenance programs.

4. RELATED LEGISLATION AND COUNCIL POLICY

- 4.1** Education and Care Services National Law Act 2010
- 4.2** Education and Care Services National Law Regulations 2011
- 4.3** National Early Years Learning Framework
- 4.4** National Quality Framework
- 4.5** Early Years Learning Framework
- 4.6** Victorian Early Years Learning and Development Framework

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- 4.7 DET The Kindergarten Guide 2015
- 4.8 Municipal Association of Victoria – A Framework and Resource Guide for Managing a Central Registrations Process for Kindergarten Places, January 2013
- 4.9 Shaping Our Future, Whittlesea 2030 Strategic Community Plan and Council Plan 2013-2017
- 4.10 Connect 2013-2018: A municipal plan for children, young people and their families in the City of Whittlesea
- 4.11 Paving the Way, facilitating a pathway with vulnerable children and families. North East Early Childhood Development 2012
- 4.12 Whittlesea Council Kindergarten Lease
- 4.13 City of Whittlesea Disability Action Plan
- 4.14 Whittlesea Council Policy No. 10.3 Information Privacy Policy 2002
- 4.15 Equal Opportunity Act 2010
- 4.16 Child Wellbeing and Safety Act 2005
- 4.17 Disability and Discrimination Act 1992
- 4.18 Victorian Charter of Human Rights and Responsibilities Act 2006

5. PURPOSE

5.1 City of Whittlesea’s Kindergarten Central Enrolment Scheme (KCES) manages applications for enrolments for the four year old kindergarten program. This policy is underpinned by objectives set out in the following State and Local Government policies, frameworks and guidelines:

- 5.1.1 The Kindergarten Guide 2015 (KG 2015) which has been issued by the DET and provides guidance to funded kindergarten services on enrolment policies, access and inclusion that support children experiencing disadvantage, address issues of eligibility and meet legislative requirements.
- 5.1.2 ‘A Framework and Resource Guide for Managing a Central Registration Process for Kindergarten Places’ issued by the Municipal Association of Victoria (MAV).

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- 5.1.3 The National Quality Framework (NQF) which contains a range of policy documents that provides the broader context in which the central registration process fits.
- 5.1.4 The Education and Care Services National Regulations 2011 which provide that services must have policies on Enrolment and Orientation (*Division 2 – Policies and Procedures: Regulation 168*).
- 5.1.5 ‘Connect 2013-2018: A municipal plan for children, young people and their families in the City of Whittlesea’.

6. POLICY IMPLEMENTATION AND PROCEDURES

6.1 Eligibility Criteria

- 6.1.1 As per the KG 2015, one year of funded kindergarten is available to all children who turn four years of age on or before 30 April of the year of kindergarten attendance, for a minimum of 15 hours per week, 40 weeks per year, delivered by an early childhood teacher who holds an approved (Government gazetted) early childhood education qualification.
- 6.1.2 These children will not have attended a four year old kindergarten program previously unless approved by DET. The DET funded Early Start kindergarten program is available to eligible children who turn three years of age on or before 30 April of the year of kindergarten attendance.
- 6.1.3 City of Whittlesea residents as well as non-residents who are working, studying or have child care arrangements in the municipality are eligible to apply.
- 6.1.4 Parents/Guardians of children born in the months of January to April, have the choice of which year to enrol their child including the year the child is eligible to attend kindergarten or the following year.
- 6.1.5 As per the KG 2015, the DET funded Early Start kindergarten program is available to eligible children of three years of age on or before 30 April of the year of kindergarten attendance.
- 6.1.6 Children enrolled in three year old kindergarten or activity groups are not automatically enrolled in the four year old kindergarten program. A Four Year Old Kindergarten Application Form must be submitted to Council.

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- 6.1.7 Under the State Government's 'No Jab, No Play' legislation (as of 1 January 2016), the applicant will need to provide documentation/evidence regarding immunisation directly to the kindergarten to confirm the child's enrolment. Council does not require this evidence for the kindergarten application.

6.2 Application Timelines

- 6.2.1 Applications open on 1 March (or the following business day) each year for placements two years prior to kindergarten attendance.
- 6.2.2 Applications must be lodged at Council by 5.00pm 30 June (or previous business day) the year prior to attendance, for consideration in the first round of offers. Applications received after this date will be processed after first round offers are complete.
- 6.2.3 Advertisements promoting applications appear each year in the local newspapers, at Maternal and Child Health (MCH) Centres, local early childhood services, Family Day Care, Playgroups, and public events such as Rockin' at Redleap, etc.

6.3 How to Apply

- 6.3.1 Application forms are available via:
- a Council's website www.whittlesea.vic.gov.au
 - b Email keo@whittlesea.vic.gov.au
 - c Kindergartens, MCH Centres and Whittlesea Community Connections
 - d City of Whittlesea Civic Centre, 25 Ferres Boulevard, South Morang
 - e Phone 9217 2170.
- 6.3.2 Application forms and payment can be returned to Council:
- a **In person to:**

City of Whittlesea Civic Centre
25 Ferres Boulevard
SOUTH MORANG 3752
Melway Ref: 183 A10

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b Via mail to:

Kindergarten Enrolment Officer
City of Whittlesea
Locked Bag 1
BUNDOORA MDC 3083

c Via email to:

keo@whittlesea.vic.gov.au

d Via fax to:

03 9409 9822

6.3.3 The following supporting documentation is required to be submitted with each application form:

- a** Proof of child's age (such as: an extract of a birth certificate, extract of a passport or a Maternal and Child Health Book).
- b** For residents, proof of address (such as rates, gas or electricity bills or drivers licence).
- c** Non-residents must provide proof of primary child care and/or work or study arrangements within the municipality. In the absence of these documents a signed Statutory Declaration may be used.
- d** Proof of Health Care Card, Concession Card, eligible immigration/humanitarian Visa or referral from agency.

6.3.4 In the case of multiple births (such as twins or triplets), an application form needs to be completed for each child, indicating that she/he is part of a multiple birth on the application form.

6.4 Receipt and Acknowledgement of Application

6.4.1 Applicants may nominate up to three kindergartens of their choice on the application form in order of preference. Applicants may nominate any of the centres within the municipality.

6.4.2 At times, the application form will reflect an 'Expression of Interest' tick box for a new service. Given the significant growth and infrastructure development, to both inform and to capture data useful in planning, we occasionally include this information.

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- 6.4.3 Council cannot guarantee applicants will receive a place at the kindergarten of first preference due to the limited number of DET approved kindergarten places and State Government funding conditions.
- 6.4.4 Applications for the current year of kindergarten are processed and acknowledged within a week of the receipt date. Acknowledgments are in the form of a Letter of Offer for a kindergarten placement. In the event that none of the nominated preferences are available, a Waiting List letter is sent outlining other options.
- 6.4.5 Applications for subsequent years are processed within 3 - 4 weeks of receipt date. An Acknowledgment of Application letter is sent acknowledging receipt of the application and confirming the three preferences nominated.
- 6.4.6 In the event an application form is incomplete (such as if supporting documentation, an application fee or current concession card details are not provided), an Insufficient Documentation letter is sent outlining the reasons why the application form is incomplete and will not be processed until all outstanding documentation is submitted.
- 6.4.7 The date of receipt is allocated when the application is complete and will then be processed accordingly.

6.5 Application Fee

- 6.5.1 So as not to act as a barrier to enrolment, for those children who are eligible for fee subsidy as per the KG 2015, the kindergarten application fee is waived by Council.
- 6.5.2 Application fee is waived for children or families who have one of the following:
- a Commonwealth Health Care Card
 - a Commonwealth Pensioner Concession Card
 - a Department of Veterans' Affairs Gold Card or White Card
 - Refugee Visa (subclass 200)
 - In-country Special Humanitarian visa (subclass 201)
 - Global Special Humanitarian visa (subclass 202)
 - Temporary Humanitarian Concern visa (subclass 786)
 - Protection visa (subclass 866)
 - Emergency Rescue visa (subclass 203)
 - Woman at risk visa (subclass 204)

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- Bridging visas A-E

OR

- The children are triplets or quadruplets and are all attending in the same year
- The child/children are Aboriginal and/or Torres Strait Islander.

6.5.3 In addition, the application fee is waived for children who are referred or identified as experiencing vulnerability.

6.5.4 All remaining applications attract a non-refundable application fee as nominated on the kindergarten application form.

6.5.5 The application fee is payable by cash, credit card or EFTPOS in person, by cheque or money order (via post) or credit card (via post, email or fax) when the application form is submitted.

6.5.6 Receipts will not be issued to applicants unless paying in person.

6.5.7 The application fee is reviewed on an annual basis and is subject to increases based on the CPI (Consumer Price Index). Fee increases come into effect as of 1 July each year. Regardless of when application forms are obtained and then submitted, the application fee in place at the time will preside over the fee nominated on the application form.

6.6 Applications received after 30 June

6.6.1 Applications received after 30 June of the year prior to attendance, are accepted and processed within 3 - 5 weeks of receipt. During that time, due consideration will be given to children identified at risk of vulnerability.

6.6.2 Applications received after 30 June will be allocated to available kindergarten placements after first round offers have been completed.

6.6.3 If none of the preferences nominated are available, applicants will be advised of vacancies at other centres. If applicants fail to take up an available vacancy, they will be placed on the waiting list according to their receipt date.

6.7 Amendments to application details

6.7.1 Changes to application details must be made in writing either by completing the Change of Information Form (available as per

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5.3.1) and lodging as per 5.3.2 or simply emailing the new details to keo@whittlesea.vic.gov.au.

6.7.2 Changes to application details may include preference changes, change of address or contact details. Changes must be lodged with Council by 30 June (or previous business day) the year prior to attendance in order to be considered in first round offers.

6.8 Allocation - Priority of Access

6.8.1 DET guidelines with respect to prioritising access to kindergarten places are taken into consideration and are based on the following priority groups:

Priority 1

Second Year:

Children who have been approved for a second year of funded kindergarten by DET.

High Priority Childrenⁱⁱⁱ:

- Children at risk of abuse or neglect, including children in Out-of-Home Care
- Children identified as Aboriginal or Torres Strait Islander.

Children referred by:

- Child Protection
- Child and family services (family services referral and support team, Child FIRST)
- Maternal and Child Health nurse, or
- Out-of-Home Care provider
- Children attending a three year old kindergarten program through Early Start Kindergarten or Access to Early Learning

Priority 2

- Asylum Seeker and Refugee children.

Priority 3

Children with additional needs, defined as children who:

- require additional assistance in order to fully participate in the kindergarten program

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- require a combination of services which are individually planned
- have an identified specific disability or developmental delay

Children eligible for the Kindergarten Fee Subsidy whereby the child individually holds, or has a parent or guardian who holds one of the following:

- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans' Affairs Gold Card or White Card
- Refugee Visa (subclass 200)
- In-country Special Humanitarian visa (subclass 201)
- Global Special Humanitarian visa (subclass 202)
- Temporary Humanitarian Concern visa (subclass 786)
- Protection visa (subclass 866)
- Emergency Rescue visa (subclass 203)
- Woman at risk visa (subclass 204)
- Bridging visas A-E

The Kindergarten Fee Subsidy also applies if the child is identified on their birth certificate as being a multiple birth child (triplets or more only).

Priority 4

Children of Whittlesea residents, or those that work, study or have child care arrangements in City of Whittlesea.

6.9 Reserved Places

Places are reserved for children who have been approved for a second year of funded kindergarten by DET which are confirmed prior to the commencement of the Kindergarten year.

The early childhood educator is responsible for determining a child's eligibility to receive a second year of funded kindergarten.

In July of each year prior to allocation of placements a letter is sent to all kindergartens seeking confirmation of reserved places required for the following year. The number is approved by both the Management Body and staff.

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6.10 Allocation of places for children identified as experiencing vulnerability

As required and responsive throughout the year, access to a place for a child identified as experiencing vulnerability, shall be prioritised and allocated by Council in collaboration with individual kindergartens.

6.11 Allocations

- 6.11.1 Allocations of placements are made in accordance with the date of receipt of a complete application and with consideration of priority of access.
- 6.11.2 The priority of access places children who are identified as experiencing vulnerability as the first priority for allocation and enrolment. The identification can be through a referral process. Confidentiality and privacy is respected at all times.
- 6.11.3 First round offers will be processed in accordance with vacancies and in collaboration with individual kindergartens.
- 6.11.4 Each kindergarten must operate within the DET approved service capacity and at a viable occupancy rate in accordance with State Government funding obligations, which requires a minimum number of enrolments for each kindergarten program.
- 6.11.5 Each year Council negotiates with kindergartens the required number of kindergarten placements to be made available at each of the centres based on:
- a the number of applications received;
 - b DET approved service capacity;
 - c policy direction;
 - d demographic analysis;
 - e population projections.
- 6.11.6 Where application numbers exceed the number of places available at the first preference kindergarten, applicants will be allocated either their second or third preference based on availability of places.
- 6.11.7 If there are no places available at any of the stated preferences, the applicant will be notified of alternative placements or offered the choice to remain on the waiting list.

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6.11.8 Schedules of the Offer Process are provided to kindergartens at the beginning of the offer process in June each year.

6.12 Placement Offer

6.12.1 Placement offers will be made in writing to applicants commencing late July each year for attendance in the following year. A written response will be required from applicants within a nominated time frame on the form enclosed.

6.12.2 Applicants not offered a placement in the first round are considered for their second preference during second round offers and their third preference during third round offers.

6.12.3 Applicants remaining on the waiting list after all offer rounds will be advised of available vacancies or asked to nominate as to whether they wish to remain on the waiting list.

6.13 Responses to Offers

6.13.1 Applicants must make one of the following choices:

- a** Accept the kindergarten enrolment that is on offer;
- b** Refuse the offer of the kindergarten enrolment and request to be placed on the waiting list for their preferred kindergarten;
- c** Defer their application to the following kindergarten year; or
- d** Cancel their application.

6.13.2 Applicants will also have the opportunity on the offer form, to notify Council of any updated contact details such as new address, phone number or additional needs.

6.13.3 Where no response is received by Council within the specified time frame as stated in the Offer Letter, the application will be cancelled. When applicants contact Council later than the required response date, their application will be reinstated to the waiting list according to their original receipt date.

6.13.4 When an applicant requests their child to:

- a** Be placed on a waiting list of their preferred kindergarten, they must forego any other enrolment offered. The child is placed on the waiting list of their preferred centre according

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to receipt date. Enrolment is not guaranteed at the preferred centre.

- b** Be deferred, the applicant will forego the enrolment offered and the application will be forwarded to the following kindergarten year with the original receipt date if the child is still eligible to attend kindergarten.

6.13.5 All applicants on waiting lists are placed in order of original application date and in consideration of priority of access. An applicant's position on the waiting list may change based on the movements of other families.

6.13.6 Upon completion of the rounds of offers, Council will forward a detailed list of confirmed enrolments to each kindergarten management body including applicants' names, contact details and addresses and children's names, date of birth, gender, contact details and relevant information regarding the needs of the individual child as identified on the application form. It is the management body's responsibility to obtain a copy of concession or visa from the applicant before the child commences, to manage all information in a confidential manner and to contact each individual family with details of the kindergarten's orientation program, fees, etc.

6.14 Deferral of application

6.14.1 Deferral of a kindergarten application prior to commencement of the kindergarten year must be made in writing via either completing the Deferral Form (available as per 5.3.1) and lodging as per 5.3.2 or simply by emailing the new details to keo@whittlesea.vic.gov.au.

6.14.2 Deferral requests will be processed within one week of receipt date and an Acknowledgment of Deferral letter will be sent acknowledging receipt of the deferral request, confirming the new application year and the three preferences nominated.

6.14.3 As per the KG 2015, deferrals are not permissible once the kindergarten year has commenced and children are attending the program.

6.15 Cancellation of application or place

Cancellation of a kindergarten place must be submitted:

- a** In writing on the

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- Kindergarten Placement Offer form or
 - Kindergarten Change of Information form (which can be downloaded from the Council website) and returned to council
- b** By email to keo@whittlesea.vic.gov.au
- c** By phone by the Applicant to Council's KEO to advise of cancellation on 9217 2170
- d** By Kindergarten Management body representatives or staff members on behalf of the family whose child's placement is being cancelled.

At the time of the cancellation of the place, Council seeks information in regards to the reason behind the cancellation to inform planning and central enrolment service delivery.

6.16 Second Year of Kindergarten

6.16.1 Children assessed by the early childhood educator and approved by DET as having additional development needs may access a second year of funded kindergarten. Strict eligibility criteria apply to the second year of funded kindergarten.

Criteria include:

- a** Having been identified as having developmental needs in two or more areas; and
 - b** Be likely to benefit from a second year of kindergarten;
- 6.16.2 If the child is turning six years of age in their second year of kindergarten an exemption must be sought from DET as per the KG 2015.
- 6.16.3 Council's Kindergarten Enrolment Officer must be notified by the kindergartens of the number of second year places required as detailed in 5.9.2.
- 6.16.4 Enrolments will be tentatively reserved and once an application is submitted to DET for funding this place is considered as confirmed and available to the child pending the outcome.

6.17 Early age entry into kindergarten

6.17.1 As per the KG 2015

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'If a child is aged less than four by 30 April of the year they are to attend a funded year of four year old kindergarten, the parents must request early school entry approval, in writing for their child to be considered to attend in the following year. Requests can be made to the regional DET office or non-government primary school the child will be attending. A copy of the letter must accompany the Kindergarten Central Enrolment Application'.

- 6.17.2 If parents wish to send their child to kindergarten early they should be aware that if their child does not proceed to primary school the following year as planned it is not possible to access another year of funded kindergarten, unless the child is approved by DET as having developmental delays and that the child would benefit from a second year of kindergarten.

6.18 Children with Additional Needs

- 6.18.1 Kindergartens in Whittlesea are inclusive and all children of all abilities are welcome.
- 6.18.2 'Pre School Field Officers (PSFO) support the access and participation of children with additional needs into kindergarten. PSFO are qualified in early childhood development and special education, and have a background in kindergarten teaching. PSFO liaise and consult with community services and other professional groups and develop support strategies for families. This helps to create a smooth transition from Pre School to Kindergarten for those children with additional needs^{iv}. These services are provided by Lentara UnitingCare.

Further information can be accessed via the website <http://www.lentarauc.org.au/kindergartens-childcare>'.

- 6.18.3 Applicants should notify Council of their child's additional needs on the application form, so that appropriate assistance can be secured and provided.

An additional opportunity to provide updated information on additional needs will arise at the time offers are conducted. Applicants should consider the value of sharing information with the kindergarten regarding the needs of the child to support the service in their ability to provide the most suitable education and care for the child and meet individual need.

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6.19 Transfer of kindergarten places

- 6.19.1 Once a kindergarten placement has been accepted by an applicant, a transfer to another kindergarten is permitted and is based on the availability of a place.
- 6.19.2 Requests must be made in writing via either completing the Change of Information Form (available as per 5.4.1) and lodging as per 5.4.2 or simply emailing the new preference(s) to keo@whittlesea.vic.gov.au.

6.20 Children who will turn six years of age during the kindergarten year

- 6.20.1 As per the KG 2015, children who turn six years of age during the kindergarten year must be exempted from attending school.
- 6.20.2 As per the KG 2015, parents must apply for an exemption before the child starts kindergarten by completing the appropriate State Government documentation. Information regarding this process can be found on the DET website:

<http://www.education.vic.gov.au/school/principals/participation/Pages/schoolagekinder.aspx>

- 6.20.3 If an exemption has not been granted by State Government, Council will need to reconsider the child's application in the central enrolment allocation process and reassess on a case by case basis.

7. APPEALS PROCESS

Should an applicant have a dispute with the policy or with its implementation they are requested to put this in writing to:

Manager Family Children and Young People
City of Whittlesea
Locked Bag 1
BUNDOORA MDC 3083

A formal response will be sent within a week of receipt of the letter.

8. PRIVACY

Information regarding a child's application can only be discussed with the person who completed the application (applicant). Council will not disclose information to anyone other than the applicant unless approved by the applicant.

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If there is a change in the child's custody/access arrangements and the original applicant is no longer responsible to act as legal guardian, documentation must be provided by the actual legal guardian as proof. When this documentation is received the application will be amended to reflect the change.

Whittlesea City Council (Council) is committed to the responsible collection and handling of personal information. Council's Information Privacy Policy is available on request and can be viewed on Council's website. Council collects and uses personal information to provide you with the services you require. If at any time you wish to access your personal information or have a complaint in relation to privacy, please contact Council on 9217 2170.

9. DEFINITIONS AND ABBREVIATIONS

9.1 Application

Form submitted to City of Whittlesea for enrolment into a kindergarten.

9.2 Children and families experiencing vulnerability

For the purpose of this document;

'Vulnerability refers to a child and family where there are risks for a child's wellbeing and development. In families experiencing vulnerability, there are often a range of risk factors that adversely affect health and wellbeing outcomes. Vulnerable families are likely to have multiple characteristics of varied complex needs which may include parental mental health issues, family violence, alcohol or other drug addiction, homelessness, and/or poverty.'

Vulnerability can be of varying durations, long or short term and or situational. Consideration needs to be given to the context of the situation of the child/family.

9.3 DET

DET refers to the Department of Education & Training.

9.4 Early childhood educator

This refers to qualified staff members who hold an approved early childhood teaching qualification and who plan and deliver the kindergarten program to each eligible child, as per the KG 2015.

9.5 Enrolment

Refers to the confirmed attendance at the Kindergarten allocated a place at by the completion of the said kindergarten's enrolment process.

9.6 KEO

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Refers to Council's Kindergarten Enrolment Officer. The KEO receives, processes and distributes all applications for enrolment via the Council's Kindergarten Central Enrolment Scheme. The KEO is responsible for maintaining the database and preparing specific reports for kindergartens and Council as required. This role also includes liaison with kindergarten management bodies and staff, families and DET officers.

9.7 Kindergarten

Kindergarten is an interchangeable term for Preschool. It is the term used by the State Government and is a universal early childhood program which is funded by the Victorian State Government for four year old children in the year prior to primary school.

9.8 NQF

NQF refers to the National Quality Framework.

9.9 Placement

This is an offer to a child/family of a funded four year old place at a kindergarten.

9.10 The Kindergarten Guide 2015

KG 2015 refers to The Kindergarten Guide 2015 produced by DET.

ⁱ Paving the way facilitating a pathway with vulnerable children and families North East Early Childhood Development Project (pg. 6)

ⁱⁱ The Kindergarten Guide

ⁱⁱⁱ The Kindergarten Guide

^{iv} Lentara Unitingcare <http://www.lentarauc.org.au/kindergartens-childcare/>

^v Paving the way facilitating a pathway with vulnerable children and families North East Early Childhood Development Project

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