



PANORAMA HEIGHTS PRESCHOOL

ENROLMENT AND ORIENTATION POLICY

Version 1.0

Mandatory – Quality Area 6

PURPOSE

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

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

POLICY STATEMENT

VALUES

Panorama Heights Preschool is committed to:

- families feeling respected, safe and supported during the enrolment process
- ensuring families who may experience barriers to accessing kindergarten are proactively engaged
- being flexible and catering for unique family circumstances and needs
- being transparent in the process and allocation of places through consistent communication and information sharing
- ensuring the registration, allocation and enrolment process is simple to understand, follow and implement
- maintaining confidentiality in relation to all information provided for enrolment
- promoting fair and equitable access to kindergarten programs, including those who face barriers to participation

- enrolling Early Start Kindergarten (*refer to Definitions*) eligible children into full 15 hours of kindergarten program

SCOPE

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

RESPONSIBILITIES

RESPONSIBILITIES	<i>Approved provider and persons with management or control</i>	<i>Nominated supervisor and persons in day-to-day charge</i>	<i>Early childhood teacher, educators and all other staff</i>	<i>Parents/guardians</i>	<i>Contractors, volunteers and students</i>
Ensuring that copies of the <i>Enrolment and Orientation Policy</i> and procedures are readily accessible to nominated supervisors, coordinators, educators, staff, volunteers and families, and available for inspection	✓	✓			
Providing a funded kindergarten program to children who turn four years of age by 30 April in the year they will be attending, that is delivered by a qualified early childhood, VIT registered teacher, and offering at least: <ul style="list-style-type: none"> 15 hours per week for 40 weeks of the year, or 600 hours per year 	✓				
Providing a funded kindergarten program to children who turn three years of age by 30 April in the year they will be attending, that is delivered by a qualified early childhood teacher and offering a minimum of 15 hours per week	✓				
Communicating to families the days and times the service will operate, planned closures (including public holidays and child-free days), details of any planned alternative sessions, and unplanned teacher absences or emergency situations	✓				
Ensuring families sign DE's one funded kindergarten place form in Term 4 and confirm in Term 1. Service providers must use the form provided on the	✓	✓			

department's template and must not adapt the content into service's own templates.					
Following the Priority of Access criteria to funded programs at Panorama Heights Preschool, as described in DE's The Kindergarten Funding Guide	✓	✓	✓		
Working with local council, other local kindergarten services, key stakeholder and the local ECIB to ensure all eligible children have access to a kindergarten place, to the greatest extent possible.	✓	✓			
Communicating and providing advice to families regarding the best time to commence kindergarten for children born between January and April	✓	✓	✓		
Ensuring the following is displayed: <ul style="list-style-type: none"> the current Kindergarten Program Certificate information promoting ESK information promoting the KFS in services not participating in Free Kinder Operating times and name(s) of the qualified teachers delivering the program. 	✓	✓			
Communicating to parents: <ul style="list-style-type: none"> fees access and inclusion policies availability of ESK and KFS where applicable details of the annual kindergarten parent opinion survey to parents, carers or legal guardians that the service will prepare a Transition Statement for all children to help them transition to school. 					
Supporting inclusion and access through specific funding stream (for eligible families): <ul style="list-style-type: none"> Early Start Kindergarten (refer to Definitions) Early Start Kindergarten extension grants (refer to Definitions) Access to Early Learning (refer to Definitions) Second year of funded four-year-old kindergarten (refer to Definitions) 	✓	✓	✓		
Supporting families whose children may be eligible for early entry to kindergarten or late entry to kindergarten and school exemption (refer to Attachment 1)	✓	✓	✓		
Providing communication to families explaining how they can only access one funded kindergarten program per child, per year	✓	✓			
Receiving written confirmation from families confirming they are attending one funded kindergarten program per child, per year	✓	✓		✓	

Considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access a kindergarten program	✓	✓	✓		
Working with the child's family or carer to obtain an alternate form of identification if a birth certificate or other official documentation is not available (<i>refer to Attachment 2</i>). Where a birth certificate cannot be produced, other acceptable evidence of a child's full name and date of birth include: <ul style="list-style-type: none"> statement from the Australian Immunisation Register (AIR) Medicare card letter from the doctor or midwife who attended the birth Doctor's note attesting to a child's age Passport citizenship documents or Australia visa documents or Immicard 	✓	✓			
Complying with the <i>Inclusion and Equity Policy</i>	✓	✓	✓	✓	✓
Ensuring the collection of accurate, consistent and timely kindergarten data, to monitor and proactively manage capacity, utilisation of services and to meet School Readiness Funding requirements	✓	✓			
Ensuring families have access to all policies, of relevance are: <ul style="list-style-type: none"> Parent information handbook <i>Child Safe Environment Policy</i> <i>Free Kinder Policy</i> <i>Privacy & Confidentiality Policy</i> <i>Code of Conduct Policy</i> 	✓	✓	✓		
The Panorama Heights Preschool Administration Officer is responsible for the enrolment process and the day-to-day implementation of this policy (<i>refer to Attachment 1, 2, 3 and 4</i>)	✓				
Participation in Banyule Kindergarten Central Enrolment Scheme (BKCES) which is responsible for the enrolment process including: <ul style="list-style-type: none"> Collecting a child's enrolment information Considering access and inclusion for vulnerable children in the allocation of places at the service Complying with the DE's priority of access and selection criteria Providing families with consistent and transparent communication on waitlist management processes 	✓	✓			

Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process or Banyule City Council as required	✓	✓	✓		
Where applicable, providing families with consistent and transparent communication on waitlist management processes and referring to Banyule City Council as required (<i>refer to Attachment 1</i>)	✓	✓			
Complying with the service's <i>Privacy and Confidentiality Policy</i> in relation to the collection and management of a child's enrolment information	✓	✓	✓	✓	✓
Providing opportunities for interested families to attend open days to observe the program and become familiar with the service prior to their child commencing in the program	✓	✓	✓		
Providing parents/guardians with information about the requirements of the law for enrolment, including obtaining the AIR Immunisation History Statement (<i>refer to Definitions</i>) and accessing immunisation services	✓	✓	✓		
Ensuring that medical management plan has been provided and that the risk minimisation plan has been developed and both documents are kept in the child's enrolment records	✓	✓	✓	✓	
Providing any required authorisations, such as for the approved provider, nominated supervisor or an educator to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and, if required, transportation by an ambulance service				✓	
Ensuring parents/guardians are only offered a tentative place until the AIR Immunisation History Statement (<i>refer to Definitions</i>) has been assessed as being acceptable or the child has been assessed as eligible for the support period	✓	✓	✓		
Assessing the child's immunisation documentation as defined by the Immunisation Enrolment Toolkit (<i>refer to Sources</i>) for early childhood education and care services prior to enrolment to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16-week support period (<i>refer to Definitions</i>)	✓	✓	✓		
Ensuring that only children whose AIR Immunisation History Statements (<i>refer to Definitions</i>) have been assessed as being acceptable or who are eligible for the support period (<i>refer to Definitions</i>) have confirmed places in the program	✓	✓	✓		
Advising parents/guardians who do not have an AIR Immunisation History Statement (<i>refer to Definitions</i>) and who are not eligible for the support period that their children are not able to attend the service and referring them to immunisation services (<i>refer to Attachment 4 and 5</i>)	✓	✓	✓		

Taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement (<i>refer to Definitions</i>) from a parent/guardian of a child enrolled under a support period within 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).	✓	✓	✓		
Completing the enrolment record prior to their child's commencement at the service and providing all associated enrolment documents and AIR Immunisation History Statement (<i>refer to Definitions</i>) of their child's immunisation status				✓	
Where a child is eligible for the 16 weeks grace period, ensuring that the child's immunisations are updated in line with the schedule and providing an up-to-date AIR Immunisation History Statement (<i>refer to Definitions</i>) to the service				✓	
Taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement (<i>refer to Definitions</i>) from all parents/guardians after enrolment, timing reminders to comply with the maximum seven-month interval (<i>Public Health and Wellbeing Regulations 2019 107, Public Health and Wellbeing Act 2008 Section 143E</i>)	✓	✓	✓		
Ensuring all authorised nominees (<i>refer to Definitions</i>) have been completed on the enrolment record (<i>refer to Definitions</i>) (<i>Regulations 160 and 161</i>) as well as authorisations from parents relating to medical treatment, regular outings, health information and transportation	✓	✓		✓	
Ensuring that the enrolment record for each child (<i>refer to Definitions</i>) both digital and/or hard copy complies with the requirements of <i>Regulations 160, 161, 162</i> and that it effectively meets the management requirements of the service	✓	✓	✓		
Ensuring that enrolment record for each child (<i>refer to Definitions</i>) is kept up to date if family circumstances change, and that services are made aware if they become eligible for additional funding as a result of changed circumstances (e.g. if a child acquires a Health Care Card the child becomes available for Kindergarten Fee Subsidy; if the child or family becomes known to Child Protection, the child becomes eligible for Early Start Kindergarten and Early Start Kindergarten Extension grant).	✓	✓	✓	✓	✓
Ensuring that enrolment records for each child (<i>refer to Definitions</i>) are kept confidential (<i>Regulations 181, 182</i>) stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (<i>Regulation 183 (1a) (2d)</i>)	✓	✓	✓		
Discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the service. The service should take into consideration barriers parents/guardians may have in disclosing sensitive information including communication and information barriers and the development of trusting relationships	✓	✓	✓		

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 whilst the child is being educated and cared for (<i>Regulation 157</i>), except where this may pose a risk to the safety of children or staff, or conflict with any duty of the approved provider, nominated supervisor, early childhood teachers or educators under the <i>National Law: Section 167</i>	✓	✓	✓	✓	✓
Taking reasonable steps to contact non-attending families prior to the cancellation of their enrolment (<i>refer to Attachment 2 and 6</i>)	✓	✓	✓		
Reviewing enrolment applications to identify children with additional needs (<i>refer to Definitions and the Inclusion and Equity Policy</i>)	✓	✓	✓		
Encouraging parents/guardians to: <ul style="list-style-type: none"> stay with their child as long as required during the settling in period, keeping in mind the best interests of the child make contact with educators at the service, when required 	✓	✓	✓	✓	
Assisting parents/guardians to develop and maintain a routine for saying goodbye to their child	✓	✓	✓	✓	
Sharing information with parents/guardians concerning their child's progress with regard to settling into the service	✓	✓	✓	✓	
Discussing support services for children with parents/guardians, where required such as Pre School Field Officer, Early Intervention Programs, and Maternal Health Services	✓	✓	✓	✓	
Developing strategies to assist new families to: <ul style="list-style-type: none"> feel welcomed into the service become familiar with service policies and procedures share information about their family beliefs, values and culture and feel culturally safe share their understanding of their child's strengths, interests, abilities and needs value the voice of the child, ensuring they have opportunity to articulate their individual interests and needs discuss the values and expectations they hold in relation to their child's learning providing comfort and reassurance to children who are showing signs of distress when separating 	✓	✓	✓	✓	
Reading and complying with this <i>Enrolment and Orientation Policy</i>	✓	✓	✓	✓	✓

Updating information by notifying the service of any changes as they occur, for example if the child or family becomes known to Child Protection				✓	
Notifying Panorama Heights Preschool and Banyule City Council in writing [if possible] if they wish to cancel their enrolment				✓	
Ensuring the service adheres to the DE Kindergarten Funding Guide (<i>refer to Sources</i>) when the family withdraws enrolment, ensuring all necessary steps are taken prior to annual confirmation.	✓	✓			
✓ Bold tick indicates legislation requirement, and should not be deleted					

BACKGROUND AND LEGISLATION

BACKGROUND

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

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

The Central Registration and Enrolment Scheme (CRES), co-designed by DE provides access to families to register for and secure a place for their children in kindergarten. It is a collaborative model that brings together councils, service providers, MCH staff, support services and other stakeholders to support children and their families. In 2020 more than half of all local councils across Victoria operate a form of central enrolment or central registration scheme. These schemes provide a single point of entry for families, simplifying the kindergarten enrolment process and improving equity of access.

Enrolment in three and four- year old kindergarten at Panorama Heights Preschool is managed through the Banyule Kindergarten Central Enrolment Scheme (BKCES). Banyule City Council allocate kindergarten positions in a fair and equitable way, according to the DE's priority of access and selection criteria as set out in their enrolment policy and Kindergarten Allocation information (*refer to Sources*). Kindergarten registration applications should be submitted online via the Banyule City Council website (<https://kinderenrolment.banyule.vic.gov.au/>) from 1 March one year prior to the year of attendance. Application forms can also be requested to be emailed or posted out by contacting the kindergarten support officer on 9490 4222.

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

The Better Health Channel website (www.betterhealth.vic.gov.au) has a health service locator that can assist families to find their nearest immunisation provider.

The City of Banyule has information regarding locations and times for free vaccinations. Please contact the Council's Immunisation Team on 9490 4222 for enquiries.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulations 160, 161, 162, 168, 170, 171, 177, 181, 183
- Equal Opportunity Act 2010 (Vic)
- National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2019 (Vic)
- Sex Discrimination Act 1984 (Cth)

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

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the [General Definitions](#) file of the PolicyWorks catalogue from Early Learning Association Australia.

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

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

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

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

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

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

Deferral: When a child does not attend in the year when they are eligible for a funded kindergarten place or is officially withdrawn from a service prior to the annual confirmation (around March/April) DE considers that this child has not accessed a year of funded kindergarten and is therefore eligible for a DE funded kindergarten place in the following year.

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

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

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

Early Start Kindergarten extension grant: Provides eligible children with 15 hours of free or low cost kindergarten each week led by a qualified VIT registered teacher. The ESK extension grants are available to children attending kindergarten in the year-before-school and are:

- not eligible for the Kindergarten Fee Subsidy
- from a refugee or asylum seeker background, or Aboriginal and/or Torres Strait Islander, or
- known to child protection.

A child is not required to access ESK in the previous year to access the ESK extension grant.

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

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

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

Enrolment deposit: A charge to secure a place that has been offered in a program at the service. This should not act as a barrier to enrolling for any families. Services must ensure that families understand that the enrolment deposits will only be refunded if the child commences in the service (*Refer to Free Kindergarten policy*)

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

Kindergarten registration fee: A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service, if applicable. (*Refer to Free Kindergarten Fees policy*)

Kindergarten registration form: The process of families providing initial information about their child to confirm their intention to enrol in kindergarten, administered by the CRES Provider (*refer to Definition*) or by the kindergarten service. This includes collection of basic contact information, kindergarten preferences and any other details that may inform prioritised allocation in kindergarten. (*Refer to Attachment 1*)

Support period: Allows specific categories of children of families experiencing vulnerability and disadvantage to enrol and attend the service without an AIR Immunisation History Statement (*refer to Definitions*) or when the statement is assessed as not being up to date. Services complete the grace

period eligibility form with families during enrolment and keep a copy with the child's enrolment record. The 16-week support period starts on the first day of the child's attendance at the service. During the support period, the service is required to take reasonable steps to obtain the AIR Immunisation History Statement (*refer to Definitions*) and to encourage families to access immunisation services.

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

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

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

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

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

Second year of funded four-year-old kindergarten: Second year eligibility may be considered when a child shows delays in key outcomes of learning and development. An assessment is carried out for each child by an early childhood teacher in Term 2 (the year before the child is to attend school) when a second year is being considered.

SOURCES AND RELATED POLICIES

SOURCES

- Australian Childhood Immunisation Register: www.servicesaustralia.gov.au
- Australian Government Department of Health, National Immunisation Program Schedule: www.health.gov.au
- Banyule City Council Kindergarten Central Enrolment Policy and Procedures: <https://www.banyule.vic.gov.au/About-us/Documents/Central-registration>
- Banyule City Council Kinder Enrolment Online Application: <https://www.banyule.vic.gov.au/Community-services/Kindergarten-services/Registrations-for-3-and-4-year-old-kinder>
- Banyule City Council Kindergarten Allocation: <https://www.banyule.vic.gov.au/Community-services/Kindergarten-services/Kindergarten-allocation>
- Department of Health and Human Services, Immunisation enrolment toolkit for early childhood education and care service: www2.health.vic.gov.au
- Department of Education: Starting age calculator <https://www.vic.gov.au/sending-child-kinder>

- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011: www.acecqa.gov.au
- Guide to the National Quality Standard: www.acecqa.gov.au
- The Kindergarten Funding Guide (Victorian Department of Education): www.education.vic.gov.au
- Going to kindergarten if your child is 6 years old: www.vic.gov.au

RELATED POLICIES

- Acceptance and Refusal of Authorisations Policy
- Compliments and Complaints Policy
- Dealing with Infectious Disease Policy
- Free Kinder Policy
- Privacy and Confidentiality Policy

EVALUATION

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

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

ATTACHMENTS

- Attachment 1: Kindergarten registration through Banyule Kindergarten Central Enrolment Scheme (BKCES)
- Attachment 2: Enrolment procedure
- Attachment 3: General orientation procedure
- Attachment 4: Immunisation requirements
- Attachment 5: Letter for parents/guardians without acceptable immunisation documentation
- Attachment 6: Cancellation of enrolment and non-attendance

AUTHORISATION

This policy was adopted by the approved provider of Panorama Heights Preschool on 13 August 2024.

REVIEW DATE: 1 July 2025

ATTACHMENT 1. KINDERGARTEN REGISTRATION THROUGH BANYULE KINDERGARTEN CENTRAL ENROLMENT SCHEME (BKCES)

KINDERGARTEN REGISTRATION PROCESS

Enrolment in for 3- and 4- year old kindergarten at Panorama Heights Preschool is managed through the Banyule Kindergarten Central Enrolment Scheme (BKCES) which can be accessed from <https://www.banyule.vic.gov.au/Community-services/Kindergarten-services/Registrations-for-3-and-4-year-old-kinder>

Banyule City Council Kindergarten Central Enrolment Policy and Procedures:
<https://www.banyule.vic.gov.au/About-us/Documents/Central-registration>

The following information is adapted from the [Banyule City Council Kindergarten Central Enrolment Policy and Procedures December 2021](#).

ELIGIBILITY AND ACCESS TO A 3- OR 4- YEAR OLD KINDERGARTEN PROGRAM

As per the DE kindergarten funding criteria, the following children are eligible for attendance at either a 3 or 4 year old kindergarten program:

- Children who will have turned 3 years of age by 30 April in the year they will attend the funded 3 year old kindergarten program.
- Children who will have turned 4 years of age by 30 April in the year they will attend the funded kindergarten program and intend to go to school the following year.
- Children who turn six years of age during the kindergarten year who have been granted an exemption from school entry age requirements by the regional office of DE.
- Children who have received approval for a second year of funded 4 year old kindergarten.
- Children who are younger than 4 years of age by 30 April in the year of attendance whose family have approved early age entry from the DE or the non-government school that the child is to attend.
- Unsubsidised children may be offered a place after all eligible places have been offered.

No child can commence attending preschool until they have turned 3, as supported by the [Staffing Arrangements](#) section in the [National Quality Framework](#).

KINDERGARTEN PROGRAMS

Panorama Heights Preschool will:

- Adhere to the Kindergarten Registration timelines as set out by Council.
- Determine the 3- and 4- year old Kindergarten programs and the hours of attendance at their service through consultation and agreement with Banyule City Council, consultation with their community and based on the number of registrations and the financial viability of the kindergarten program.
- Inform the Kindergarten Support Officer by the end of second term with signed and completed Second Funded Year of Kindergarten Forms for children who may require a second funded year of kindergarten.

- Advise Banyule City Council of any variations to the information relating to the kindergarten to be maintained on the online kindergarten registration portal and Banyule City Council’s website.
- Participate in the annual Kindergarten Open Day, which occurs on the last Saturday in February.
- Adhere to the DE Kindergarten Policy, Procedures and Funding criteria guidelines.
- Adhere to lease agreements with Banyule City Council, where applicable and Kindergarten Central Registration policy and procedures.

REGISTRATION PROCEDURE

Application for a position

- Kindergarten registration applications should be submitted online via the Banyule City Council website from 1 March one year prior to the year of attendance. Application forms can also be requested to be emailed or posted out by contacting the kindergarten support officer on 9490 4222.
- Further information and to register visit: <https://www.banyule.vic.gov.au/Community-services/Kindergarten-services/Registrations-for-3-and-4-year-old-kinder>

Applications for Children with Additional Needs

Children with additional needs accessing a 3- or 4- year old kindergarten program within a Banyule Kindergarten may be eligible for funding through the DE (Department of Education) Kindergarten Inclusion Support packages. When the eligible child accepts a place at a Banyule Kindergarten, the Kindergarten Support Officer will advise the kindergarten of their contact details for that child so that funding applications can be completed in a timely manner.

Parents and guardians are encouraged to provide the Kindergarten Support Officer additional information throughout the kindergarten registration process regarding their child’s additional needs.

According to DE The Kindergarten Guide October 2016 children with additional needs are defined as children who require additional assistance in order to fully participate in the kindergarten program, children who require a combination of services which are individually planned, children who have an identified specific disability or developmental delay.

OFFER PROCEDURE

Selection Criteria

All places for 3 and 4 year old kindergarten within Banyule City Council Kindergarten Central Registration System will be allocated in accordance with DE’s Priority of Access Criteria and Banyule City Council Kindergarten Central Registration Policy and Procedure.

High priority children	<ul style="list-style-type: none"> • Approved Second year • Child Protection/Children at risk • Aboriginal or Torres Strait Islander • Asylum Seeker and Refugee Children
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	<ul style="list-style-type: none"> • Children eligible for the Kindergarten Fee Subsidy – Children or parents who hold Commonwealth Health Care Card, Pensioner Concession Care, Veteran’s Affairs Card and multiple birth children (triplets or more). • Children with additional needs • Early Start Kindergarten (ESK) • Deferrals
Second Priority Children	<ul style="list-style-type: none"> • Banyule City Council Residents (and date of registration) • Continued attendance (children who attended a 3 year old program and have applied to attend a 4 year old program at the same kindergarten)
Third Priority Children	<ul style="list-style-type: none"> • Non-Residents with a link to Council (and date of registration)
Fourth Priority Children	<ul style="list-style-type: none"> • All other applications including Non-Residents (and date of registration)

Offer Processing

The Kindergarten Support Officer from Banyule Council will process offers over three rounds for all applications. The selection criteria above will be adhered to for all three rounds of kindergarten placement offers.

The Kindergarten Support Officer will notify each applicant of their allocated kindergarten via SMS, email, parent portal, post or by phone with a due date for return of a response. Upon receipt of an offer the applicant must respond to the Kindergarten Support Officer via the parent portal, email or post by the due date.

Once offers have been processed and allocations have been finalised, the Kindergarten Support Officer will distribute updated offer accepted lists to kindergartens to assist with group allocations and to seek funding to support children with additional needs.

ROLE OF AN INDIVIDUAL BANYULE KINDERGARTENS' KINDERGARTEN ENROLMENT SECRETARY

- Banyule kindergartens to provide details of the link on the Banyule City Council Website for parents to get access to the online kindergarten registration application portal along with contact details of Council’s Kindergarten Support Officer on display to answer 3 and 4 Year old kindergarten central registration enquiries. Banyule City Council Kindergarten Central Registration | Policy and Procedure
- Maintain the records of registrations as supplied by Council’s Kindergarten Support Officer for handover to the following year’s Kindergarten Enrolment Secretary.
- On receipt or access of the acceptance list from the Banyule Kindergarten Support Officer, send out a letter of acknowledgement; if possible, to include session times and fee structure of the kindergarten, which would also include a statement about the kindergarten’s group allocation policy.

- Advise Council's Kindergarten Support Officer of cancellations and non-attendances of children as they occur.
- Individual kindergartens must sight the Health Care Cards and maintain a file of their numbers and expiry dates to qualify for the subsidy from DE.
- Maintain records of individual children's date of birth and Immunisation History Statement from the Australian Childhood Immunisation Register.

ATTACHMENT 2. ENROLMENT PROCEDURE

On receipt or access of the acceptance list from the Banyule Kindergarten Support Officer, Panorama Heights Preschool will send out a letter of acknowledgement and enrolment and orientation information.

To enrol a child, families will need to provide copies of (if not already done so):

- Proof of identity: child's birth certificate, birth notice or passport
- Concession cards and immigration visas (where applicable). Documents from Family Support Services or a Maternal and Child Health nurse confirming high support needs and/or disability or letter from a doctor for complex medical needs (where applicable).
- Immunisation History Statement (unless experiencing vulnerability or disadvantage, at which point they can take advantage of a 16-week 'grace period'. More information is available at <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>)
- Documents detailing any medical conditions or requirements the child has.

Where a birth certificate cannot be produced, other acceptable evidence of a child's full name and date of birth includes:

- statement from the Australian Immunisation Register (AIR)
- Medicare card
- letter from the doctor or midwife who attended the birth
- doctor's note attesting to a child's age
- passport
- citizenship documents or Australia visa documents or Immicard.

ENROLMENT RECORDS

Enrolment records (*refer to Definitions*) form part of the enrolment procedure and are completed by families after they have been allocated a place, and before commencing attendance. Information required is detailed under the National Regulations (*Regulations 160, 161, 162*) including but not limited to parent details; emergency contacts; authorised nominee; transportation authorisations, details of any court orders; and health information including immunisation status. Enrolment records are stored securely in the service due to their confidential nature.

An enrolment record must include the following information for each child:

- the full name, date of birth and address of the child
- the name, address and contact details of
 - each known parent of the child; and
 - any person who is to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted; and
 - any person who is an authorised nominee; and

- any person who is authorised to consent to medical treatment of, or to authorise administration of medication to, the child; and
- any person who is authorised to authorise an educator to take the child outside the education and care service premises; and
- any person who is authorised to authorise the education and care service to transport the child or arrange transportation of the child;
- details of any court orders, parenting orders or parenting plans provided to the approved provider relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child;
- details of any other court orders provided to the approved provider relating to the child's residence or the child's contact with a parent or other person;
- the gender of the child;
- the language used in the child's home;
- the cultural background of the child and, if applicable, the child's parents;
- any special considerations for the child, for example any cultural, religious or dietary requirements or additional needs;
- relevant authorisations
 - an authorisation, signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment of the child, for the approved provider, a nominated supervisor or an educator to seek—
 - medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and
 - transportation of the child by an ambulance service; and
 - if relevant, an authorisation given under regulation 102 for the education and care service to take the child on regular outings; and
 - if relevant, an authorisation given under regulation 102D(4) for regular transportation of the child.
- relevant health information
 - the name, address and telephone number of the child's registered medical practitioner or medical service; and
 - if available, the child's Medicare number; and
 - details of any—
 - specific healthcare needs of the child, including any medical condition; and
 - allergies, including whether the child has been diagnosed as at risk of anaphylaxis; and
 - any medical management plan, anaphylaxis medical management plan or risk minimisation plan to be followed with respect to a specific healthcare need, medical condition or allergy
 - details of any dietary restrictions for the child; and
 - the immunisation status of the child; and
 - if the approved provider or a staff member or family day care educator has sighted a child health record for the child, a notation to that effect; and

- an immunisation status certificate or details of any exemption in relation to the child under that meets the requirements of the Public Health and Wellbeing Act 2008 of Victoria.

GROUP PLACEMENT

Panorama Heights Preschool aims to create balanced groups of children, with respect to gender, chronological age, maturity and individual needs whilst also taking into account the preferences of families.

In 2025, Panorama Heights Preschool will offer 22 places for each 3 year old kindergarten group (Turtles and Platypus), 33 places for the 4 year old Kangaroo/Wombat/Koala group; and 26 places for the 4 year old Kookaburra group which is supported by an additional educator.

Procedure for Group Placement:

Parents are asked to express their group preference and any flexibility when submitting their enrolment form. It is strongly advised that any relevant information such as parental working days or car-pooling with another family is stated together with group preference. There is no guarantee of placement in the preferred group for any family.

The group allocation is conducted by the teachers and the Administrative Officer, with support from the Committee if required. All preferences are read and we undertake our best efforts to take family preference into account with reference to the following ranked criteria:

- children at risk, Aboriginal or Torres Strait Islanders, Asylum Seeker and Refugee (determined by visa category), and/or children with additional needs
- children receiving a second year of 4- year old preschool
- children with siblings also attending Panorama Heights Preschool
- parents with work commitments
- known social needs of children
- other specific requests from families
- balancing gender and age within the groups

Places will be allocated according to the above procedure. If groups cannot be balanced in number, the date of receipt of Enrolment documents will then be used to inform prioritisation of allocations.

If deemed necessary, a Committee member or teacher may contact parents for further information or discussion in case of difficulty with placements.

Families will be informed of their group allocation by the beginning of term 4.

No changes will be made to group allocation after the AGM is held unless special circumstances arise. Any requests for changes by a family must be put in writing to the Committee of Management. Changes are approved at the discretion of the Committee.

CANCELLATIONS

Families to notify Panorama Heights Preschool and Banyule City Council in writing of their intention to leave the service. See [Attachment 6](#). Families may authorise Panorama Heights Preschool to notify Banyule City Council of their cancellation on their behalf.

SECOND YEAR OF FUNDED FOUR-YEAR-OLD KINDERGARTEN

- All children in Three-Year-Old Kindergarten will be expected to transition to Four-Year-Old Kindergarten in the following year. A funded second year of kindergarten will only be available for children in the Four-Year-Old Kindergarten program who meet the criteria.
- Families of children who have been determined as eligible for a second year must complete and submit a kindergarten registration form for a second year, signed and dated by the early childhood teacher.
- It will be weighted with the relevant points and allocated accordingly.
- A Declaration of Eligibility Form for a second year of kindergarten must be completed and submitted to the relevant funding authority.

EARLY ENTRY TO KINDERGARTEN

- Early entry to Four-Year-Old Kindergarten may be appropriate for some gifted children where families are seeking an early entry to school for their child i.e. the child will not be 5 years of age before 30 April in the year of school commencement.
- Early entry to school is approved only when exceptional circumstances apply and is subject to an application process and rigorous eligibility criteria. It is important to note that most children who enrol early in Four-Year-Old Kindergarten are not approved for early entry into school because they did not meet the eligibility criteria.
- It is the responsibility of the parent, carer or legal guardian to obtain all relevant cognitive assessment/s and/or other reports and evidence to support their child's application, including written advice from a professional confirming the child is at risk of long-term educational disadvantage if early entry to school is not approved.

Should parents, carers or legal guardians decide to request early entry to Four-Year-old Kindergarten for their child, the following requirements must be met:

- the child must be at least 3 years and 6 months on or before 30 April in the year they attend the funded kindergarten program
- parents, carers or legal guardians must make a written request for early entry to school to their local Area Executive Director or directly to the principal of a non-government school dependent on whether the child is intending to attend a government or non-government school
- parents, carers or legal guardians must provide the kindergarten service provider with a written response from the department or the nongovernment school acknowledging the family has requested early entry to school
- the kindergarten service provider must keep a copy of the written response from the department or non-government school with the child's kindergarten enrolment records.

CHILDREN OLDER THAN THE ELIGIBLE PRESCHOOL AGE

- Children who will turn six during the preschool year must apply for an exemption from school from the relevant their local ECIB that their child is seeking an exemption from school by submitting an Exemption from school due to attendance in kindergarten program form to the appropriate departmental regional office by 1 November in the year prior to the child turning 6.
- The kindergarten service must sight the approved exemption form from relevant education authority and note that it has been sighted on the child's enrolment record. Data on the number of children attending Kindergarten who are six years plus, and confirmation that the exemption was sighted for each child, must be provided as part of funding data collection process.
- Children who will turn 6 while attending their second year of Four-Year-Old Kindergarten can be exempted from school if a Declaration of eligibility for a second year of funded kindergarten has been completed by the child's kindergarten teacher.

WITHDRAWAL

Some children who have commenced Kindergarten may benefit from withdrawing from the program, in order to access Kindergarten in the following year.

- A withdrawal can occur without any impact on government funding for that child's place the following year, only if it is implemented **before** the first funding data collection that occurs in early March each year.

FEES

Refer to the [Free Kindergarten Fees Policy](#) for more information about fees.

ATTACHMENT 3. GENERAL ORIENTATION PROCEDURE

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

- Invite families to the Annual General Meeting held in November the year prior to their year of attendance
- Offer families the opportunity for on-site orientation sessions, this allows the child and their family to become familiar with the various routines of the service
- Personal Family/Teacher interview held in late January/early February (start of Term 1)
- Provide transition days (varies by group) in the first 1-2 weeks of Term 1
- Provide reassurance to the family that they may stay with their child for as long as they choose during orientation and once the child commences
- Provide the family with suggestions for developing and maintaining a routine for saying goodbye to their child
- Reassure the family:
 - They can leave their child initially for a shorter day, gradually increasing the length of time
 - they may call and speak to their child's early childhood teacher or educator(s) at an agreed time
 - the early childhood teacher/educators will keep them informed on how their child is settling in
 - they will be informed about any changes or circumstances which may affect them or their child.
- Further considerations may include but are not limited to:
 - send an email or text message during the day to update the family on their child including a photo of the child (if the child has settled in) (*refer to the [Information and Communication Technology Policy](#)*). Note: For children in out-of-home care, the educator may need to seek permission from Child Protection before taking and distributing photos of the child
 - asking the family how they have settled in and if they have any questions or concerns.
- Refer to [Attachment 1](#) for the general kindergarten registration and enrolment procedures
- Refer to [Attachment 2](#) for the general enrolment procedure
- Refer to [Attachment 6](#) for cancellation of enrolment and non-attendance procedures.

ATTACHMENT 4. IMMUNISATION REQUIREMENTS

According to the No Jab, No Play law in Victoria, your child must be fully vaccinated to start kindergarten. An Immunisation History Statement from the Australian Immunisation Register is not required for this registration form, but you should ensure that your child's immunisations are up to date and you have a copy of this statement before commencing the enrolment process that will likely happen in October.

A grace period applies for families who may find it difficult to provide an up-to-date statement by October.

Further information on immunisation requirements for enrolment in early childhood services is available through the DE website: www.education.vic.gov.au

ATTACHMENT 5. LETTER FOR PARENTS/GUARDIANS WITHOUT ACCEPTABLE IMMUNISATION DOCUMENTATION

Panorama Heights Preschool

[Address]

[Insert date]

Dear [insert name]

Re: Enrolment at Panorama Heights Preschool for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at [Service Name] 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 AIR Immunisation History Statement.

AIR Immunisation History Statement includes evidence of immunisations and is used to assess whether you child is fully vaccinated for their age.

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

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

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

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



Yours sincerely

[Insert name]

[Insert title]

Panorama Heights Preschool

EXAMPLE OF AN IMMUNISATION HISTORY STATEMENT


Australian Government
 Department of Human Services


Immunisation history statement

As at: 01 June 2019

For: ARMANDO D BOWERS

Date of birth: 01 Nov 2017

Immunisation status: up to date

Schedule	Immunisation	Date given	Brand name given	Provider type
Birth	Hepatitis B	01 Nov 2017	Engerix-B	Hospital
2 months	Diphtheria Tetanus Pertussis Hepatitis B	01 Jan 2018	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal Rotavirus		RotaTeq	
4 months	Diphtheria Tetanus Pertussis Hepatitis B	01 Mar 2018	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal Rotavirus		RotaTeq	
6 months	Diphtheria Tetanus Pertussis Hepatitis B	01 May 2018	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal Rotavirus		RotaTeq	
12 months	Measles Mumps Rubella	01 Nov 2018	MMR II	GP
	Meningococcal C Hib		Menitorix	
18 months	Measles Mumps Rubella Varicella	01 May 2019	Priorix-Tetra	GP
Next immunisation/s due				Date due
Diphtheria Tetanus Pertussis Poliomyelitis				01 Nov 2020

ATTACHMENT 5. CANCELLATION OF ENROLMENT AND NON-ATTENDANCE

CANCELLATION OF ENROLMENT

Families must notify Panorama Heights Preschool in writing of their intention to cancel their child's enrolment.

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

NON-ATTENDANCE

Term One

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

Families Traveling Overseas

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

Non-contactable Families

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