

ENROLMENT AND ORIENTATION POLICY 2021-2022

Mandatory – Quality Area 6

PURPOSE

This policy outlines:

- The criteria for enrolment at Wilson Street Kindergarten.
- The process to be followed when enrolling a child at Wilson Street Kindergarten.
- Requirements in relation to No Jab No Play.
- The basis on which places will be allocated within the programs.
- Procedures for the orientation of new families and children into Wilson Street Kindergarten.
- Processes to ensure compliance with legislative and DET funding requirements in relation to the enrolment of children in early childhood education and care services.

POLICY STATEMENT

1. VALUES

Wilson Street Kindergarten is committed to:

- Equal access for all eligible children.
- Meeting the needs of the local community.
- Supporting families to meet the requirements for enrolment through the provision of information.
- Maintaining confidentiality in relation to all information provided for enrolment.
- Ensuring all families are welcomed and receive an effective orientation into the service.

2. SCOPE

This policy applies to the Approved Provider, Persons with Management and Control, Nominated Supervisor, early childhood teachers, Persons in Day to Day Charge, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Wilson Street Kindergarten.

3. BACKGROUND AND LEGISLATION

Background

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

It is intended by 2022 that all eligible children (refer to *Definitions*) will have access to two years of kindergarten before commencing school. However, a shortage of places in some areas can limit choices for parents/guardians. Where demand is higher than availability, Approved Provider's must adhere to their eligibility and priority of access criteria (refer to *Definitions* and *Attachment 1*) in order to allocate the available places. The criteria used to determine the allocation of places takes account of the requirements set out in *The 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 central enrolment schemes are required to comply with the enrolment procedures of that scheme.

Childcare services providing approved child care (refer to *Definitions*) must abide by the *Family Assistance Legislation Amendment (Jobs for families childcare package) Act 2017* (refer to *Legislation and standards*) and the Commonwealth Government's *Priority for allocating places in child care services* (refer to *Sources*).

Immunisations are an effective means of reducing the risk of vaccine preventable diseases. Early childhood education and care services which are regulated under the *Education and Care Services National Law Act 2010* 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*). To meet the Child Care Subsidy immunisation requirements, children must be immunised according to the National Immunisation Program Schedule (refer to *Sources*) set out by the Australian Government Department of Health.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) (Administration) Act 1999*.
- *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).
- *Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017*.
- *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).

4. DEFINITIONS

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

Australian Immunisation Register (AIR) Immunisation History Statement: is the only form of acceptable evidence of immunisation. The AIR is a national register administered by Medicare that records all vaccinations given in Australia, including to children. Parents/carers must provide a copy of their most recent AIR Immunisation History Statement, which shows that the child is up to date with their immunisations upon enrolment and when a child has received or been due to receive a vaccination while attending the service. In the case of medical contraindication, an authorised medical practitioner completes and signs a Medical Exemption Form, and supplies it to the AIR. In order to confirm enrolment, the Immunisation History Statement must show the child is up to date with the vaccines they can have, medical contraindication and indicate the due date for the next vaccinations the child is able to receive in the future if applicable.

Approved child care providers: providers that operate services that have Australian Government approval to receive Child Care Subsidy (refer to *Definitions*) on behalf of eligible parents. Approved child care providers include centre-based day care, including long day care and occasional care, family day care, outside school hours care and in-home care.

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.

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to consider a risk assessment on an individual basis to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

On 20th April, 2017 WSK discussed and considered the above and that anyone under 18 years of age CANNOT collect a child unless prior arrangements have been made with the family by the teacher/director. If there is an agreed arrangement, the person will need to be included on the child's enrolment form as authorised to collect.

Child Care Subsidy (CCS): A Commonwealth Government means tested subsidy to assist eligible families with the cost of child care. Payments are paid directly to approved child care providers (refer to *Definitions*). Further information can be found at: <https://www.education.gov.au/child-care-subsidy-0>

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

Deferral: When a child does not attend in the year when they are eligible for a funded kindergarten place or is officially withdrawn from a service prior to the April data collection. DET considers that this child has not accessed a year of funded kindergarten and is therefore eligible for DET funding in the following year.

Eligible child: as defined by the Kindergarten Funding Guide; a child that is at least four years old on April 30th in the year of enrolment; enrolled for at least 15 hours per week or 600 hours per year in a 4-year-old program; and not enrolled at a funded kindergarten program at another service. Or a child that is at least three years old on April 30th in the year of enrolment and is enrolled in a funded 3-year-old kindergarten program. Any child that is enrolled in an early childhood and education and care service must have an AIR Immunisation History Statement that indicate that the child is fully vaccinated for their age or who qualify for the 16-weeks grace period.

Enrolment application fee: A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.

Enrolment application form: An online form to apply for a place at the service.

Enrolment form: A form that collects contact details, and personal and medical information from parents/guardians about their child. The information on this form is placed on the child's enrolment record (see below) and is kept confidential by the service.

Enrolment Manager: a person employed by the Approved Provider to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures).

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; details of any court orders; and health information including immunisation status. Enrolment records are stored securely in the service due to their confidential nature.

Fee: A charge for a place within a program at the service.

Group request change fee: A non-refundable administration fee payable on request to switch groups.

Grace 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 grace period starts on the first day of the child's attendance at the service. During the grace 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.

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 Kindergarten Funding Guide* (see Attachment 1: Eligibility and priority of access criteria for a 3 and 4-year-old funded kindergarten program), or if in receipt of the CCS, comply with the Commonwealth Government's policy for allocating places (see Source).

5. SOURCES AND RELATED POLICIES

Sources

- Australian Childhood Immunisation Register:
www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- Australian Government Department of Health, *National Immunisation Program Schedule*:
<https://www.health.gov.au/health-topics/immunisation/immunisation-throughout-life/national-immunisation-program-schedule>
- Department of Health and Human Services, *Immunisation enrolment toolkit for early childhood education and care service*: <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- *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/
- Priority of Access Guidelines for child care service:
<https://www.dese.gov.au/uncategorised/resources/priority-access-guidelines-child-care-services>
- The Family Assistance Law as the basis for Commonwealth child care fee assistance including the Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS):
<https://www.education.gov.au/child-care-legislation>
- *The Kindergarten Funding Guide* (Department of Education and Training):
www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- Victorian Department of Health: www.health.vic.gov.au/immunisation

Service policies

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

PROCEDURES

The Approved Provider or Persons with Management and Control is responsible for:

- Determining the criteria for priority of access to programs at Wilson Street Kindergarten, as described in *The Kindergarten Funding Guide*; and/or as describe under the Family Assistance Law for CCS recipients, and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program).
- Considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program.
- Complying with the *Inclusion and Equity Policy*.
- Employing an Enrolment Manager to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures).
- Providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program.

- Providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining the AIR Immunisation History Statement (refer to *Definitions*) required for enrolment.
- Ensuring parents/guardians are only offered a tentative place until the AIR Immunisation History Statement (refer to *Definitions*) has been assessed as being acceptable or the child has been assessed as eligible for the grace period.
- Assessing the child's immunisation documentation prior to enrolment as defined by the *Immunisation Enrolment Toolkit 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 grace period (refer to *Definitions*).
- Ensuring that only children whose AIR Immunisation History Statement (refer to *Definitions*) has been assessed as being acceptable or who are eligible for the grace period (refer to *Definitions*) have a confirmed place in the program.
- Advising parents/guardians who do not have an AIR Immunisation History Statement (refer to *Definitions*) and who are not eligible for the grace period that their children are not able to attend the service and referring them to immunisation services.
- Taking reasonable steps to obtain an up to date AIR Immunisation History Statement (refer to *Definitions*) from a parent/guardian of a child enrolled under a grace 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).
- Taking reasonable steps to obtain an up to date AIR Immunisation History Statement (refer to *Definitions*) from all parents/guardians after enrolment, twice per calendar year, timing reminders to comply with the maximum seven-month interval (Public Health and Wellbeing Regulation 107, Public Health and Wellbeing Act 2008 Section 143E).
- Ensuring that the enrolment record (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service.
- Ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183 (1a) (2d)).
- Ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria.
- Reviewing the orientation processes for new families and children to ensure the objectives of this policy are met.
- Ensuring that parents/guardians of a child attending the service can enter the service premises at any time whilst the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

The Nominated Supervisor, Persons in Day to Day Charge and early childhood teachers are responsible for:

- Reviewing enrolment applications to identify children with additional needs (refer to *Definitions* and the *Inclusion and Equity Policy*).
- Responding to parent/guardian enquiries regarding their child's readiness for the program where they are considering enrolling their child.
- Discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program.
- Encouraging parents/guardians to:
 - stay with their child as long as required during the settling in period.
 - 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 in to the service.

- Discussing support services for children with parents/guardians, where required.

All educators are responsible for:

- Responding to enrolment enquiries on a day-to-day basis and referring people to the Enrolment Manager, as required.
- Providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining AIR Immunisation History Statement (refer to *Definitions*) required for enrolment.
- Developing strategies to assist new families to:
 - feel welcomed into the service
 - become familiar with service policies and procedures
 - share information about their family beliefs, values and culture
 - share their understanding of their child’s strengths, interests, abilities and needs
 - discuss the values and expectations they hold in relation to their child’s learning
- Providing comfort and reassurance to children who are showing signs of distress when separating from family members.
- Complying with the service’s *Privacy and Confidentiality Policy* in relation to the collection and management of a child’s enrolment information.

The Enrolment Manager is accountable for the following:

- Providing online enrolment applications.
- Collating enrolments.
- Maintaining a waiting list.
- Collecting, receipting and banking enrolment application fees and enrolment acceptance deposits.
- Offering places in line with this policy and criteria for priority access, and providing relevant paperwork to families in accordance with this policy.
- Ensuring that enrolment forms are completed prior to the child’s commencement at the service.
- Handling requests to swap groups and processing change group request administration fees.
- Providing a monthly report to the Approved Provider regarding the status of enrolments and any difficulties encountered.
- Storing completed enrolment applications in a secure place (refer to *Privacy and Confidentiality Policy*) as soon as is practicable.
- Complying with the *Privacy and Confidentiality Policy* of the service.
- Providing a copy of the *Enrolment and Orientation Policy* with the online enrolment application form.

Parents/guardians are responsible for:

- Reading and complying with this *Enrolment and Orientation Policy*.
- Completing the enrolment application form and the enrolment record prior to their child’s commencement at the service and providing AIR Immunisation History Statement (refer to *Definitions*) 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 (refer to *Definitions*) to the service.
- Ensuring that all other required information is provided to the service.
- Updating information by notifying the service of any changes as they occur.

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

EVALUATION

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

- Regularly seek feedback from all affected by the policy regarding its effectiveness.
- Monitor the implementation, compliance, complaints and incidents in relation to this policy.
- Keep the policy up to date with current legislation, research, policy and best practice.
- Revise the policy and procedures as part of the service's policy review cycle, or as required.
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: Attachment 1 – Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program.
- Attachment 2: General enrolment procedures.

AUTHORISATION

This policy was adopted by the Approved Provider of Wilson Street Kindergarten on Thursday 4th February 2021.

REVIEW DATE: TERM 1, 2022

ATTACHMENT 1

Eligibility and priority of access criteria for a funded kindergarten 3 and 4-year-old program

The Approved provider must notify all families of the priority of access policy that applies when they enrol their child.

In instances where more eligible children apply for a place at a kindergarten service than there are places available, services must:

- Prioritise children based on the DET criteria listed below.
- Work with other local kindergarten services and the regional Department office to ensure all eligible children have access to a kindergarten place.
- Follow the approved Wilson Street Kindergarten criteria outlined below.

DET's Priority of Access criteria	Process that could be used to verify need(s)
Children at risk of abuse or neglect, including children in Out-of-Home Care	The child is: <ul style="list-style-type: none"> • attending a three-year-old kindergarten program through Early Start Kindergarten* or Access to Early Learning, or is referred by: <ul style="list-style-type: none"> – Child Protection – Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker) – Maternal and Child Health nurse, or – Out-of-Home Care provider
Aboriginal and/or Torres Strait Islander children	<ul style="list-style-type: none"> • As part of the enrolment process, service providers must respectfully ask families 'is your child Aboriginal and/or Torres Strait Islander?' and record this information in KIM.
Children eligible for the Kindergarten Fee Subsidy	<ul style="list-style-type: none"> • A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or • Multiple birth children (triplets, quadruplets). • Asylum seekers and refugee children
Children with additional needs, defined as children who: <ul style="list-style-type: none"> • require additional assistance in order to fully participate in the kindergarten program • require a combination of services which are individually planned • have an identified specific disability or developmental delay 	The child: <ul style="list-style-type: none"> • is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten • holds a Child Disability Health Care Card • has previously been approved for Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> – the National Disability Insurance Scheme – Early Childhood Intervention Service – Preschool Field Officer, or – Maternal and Child Health nurse.

* Early Start Kindergarten and Three-Year-Old Kindergarten

During the roll-out of Three-Year-Old Kindergarten, Early Start Kindergarten (ESK) will continue to provide 15 hours a week of funded kindergarten for all eligible children up until 2029, when three-year-old children across the state will have access to 15 hours.

It is important to continue to enrol eligible children in ESK, even if funded Three-Year-Old Kindergarten is available at the service.

This guarantees that children experiencing vulnerability will continue to be enrolled in the full 15 hours of kindergarten in all service settings, including long day care. It also ensures that service providers can continue to receive all funding entitlements.

Service providers are expected to continue to provide the full 15 hours funded through Early Start Kindergarten, even in instances where three-year-old groups are being offered fewer than 15 hours.

Note: DET's Priority of Access (POA) guidelines are to ensure that kindergarten programs are available to those children who stand to benefit the most from attending early education. In mixed age groups, POA guideline will equally prioritise three and four-year-old children that are considered vulnerable. Where programs for three- and four-year old children are provided separately, the POA criteria will be applied separately for each age cohort.

1. Eligibility and priority of access criteria for the four year-old funded kindergarten program

The following children are eligible for attendance in the funded kindergarten program:

- Children who have been granted approval to receive funding for a second year of kindergarten in accordance with *The Kindergarten Guide* available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- Children who turn four years of age by 30 April in the year they will attend kindergarten.
- Children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DET.

When demand exceeds availability, the Approved Provider will conduct a ballot to fairly determine entry into the kindergarten. To be eligible for first round offers in the ballot for a kindergarten place for 2022 parents/guardians must:

- Complete the online application form prior to the closing date as specified on our website. This online application will include submitting:
 - a copy of your child's birth certificate
 - a copy of your child's immunisation statement and
 - receipt for the \$30 enrolment application fee

For applications submitted within the enrolment period and when demand exceeds availability the Approved Provider will refer to the service's values, philosophy, *Inclusion and Equity Policy* and the following selection criteria to determine the priority of access.

1. Children who have been deemed eligible by the DET to receive funding for a second year of four year-old kindergarten or children who meet the DET Priority of Access criteria (only if the child attended Wilson Street Kindergarten for their first funded year of kindergarten).
2. Your child attended 3 year-old kindergarten at Wilson Street Kindergarten in 2021.
3. Preference will then be given to children based on the following weighting:
 - Sibling preference: **50%**

- A Brighton or Brighton East resident: **30%**
(Consideration will be given to families living outside the area at the time of application if this is only temporary (ie. while they are building or renovating in Brighton or Brighton East).
- Application made no later than the closing date for enrolment applications, refer website (online application and supporting documentation must be completed to be eligible for this percentage): **20%**

Under the 'No Jab, No Play' legislation February 2018, an Immunisation History Statement from the Australian Immunisation Register (AIR) is the only form of documentation acceptable for the purposes of enrolling a child in an early childhood education and care service. Please refer to the following link for more information:

<https://www.humanservices.gov.au/individuals/enablers/immunisation-history-statement>

Copies of maternal health books, and letters from a GP or the local council are not considered by the legislation as acceptable documentation.

Under the 'No Jab, No Play' legislation introduced on 1 January 2016, families must provide evidence that their child is:

- fully immunised for their age OR
- on a vaccination catch-up program OR
- unable to be fully immunised for medical reasons.

'Conscientious objection' is not an exemption under the 'No Jab No Play' legislation. A child will not be enrolled at WSK until acceptable documentation is provided. Please contact WSK via email if you would like to discuss this requirement further or need assistance with how to comply.

The above selection criteria are used to allocate the total number of four year old places to the children with the highest weightings. The criteria will only determine a position within the kindergarten and not within selected groups. If demand exceeds availability within groups a ballot will be carried out. All children in the ballot will be equal and based on first and second preference for group allocation, no priority will be given to any children.

Both the enrolment allocation process and the group allocation process will be at the discretion of the Approved Provider of Wilson Street Kindergarten.

2. Eligibility and access criteria for three year-old kindergarten children

- Children are eligible for attendance in the three year-old program provided that they have turned **three years of age prior to the 30 April in that year** however they cannot commence until after they have turned three years of age. (Please note however that each place is offered for the entire year, so term fees are to be paid for the full year). Children may (at the parent's/guardian's discretion) attend Wilson Street Kindergarten before they have turned three in the following circumstances:
 - relevant social and welcoming events run by Wilson Street Kindergarten
 - official photograph sessions.
- Three year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection Services may be eligible for the Early Start Kindergarten Program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at: www.education.vic.gov.au/ecsmanagement/careankinder/earlystart/
- Children will only be able to attend a second year of three-year-old kindergarten in exceptional circumstances (after consideration by the Approved Provider) or when all eligible children on the waiting list have been offered a place unless a Nominated Supervisor recommends an additional year in the three year old program in which case that child will have priority.
- To be eligible for a place at WSK you must complete the online application form prior to the closing date, refer website. This online application will include submitting:
 - a copy of your child's birth certificate
 - a copy of your child's immunisation statement and
 - Receipt for the \$30 enrolment application fee

For applications submitted within the enrolment period and when demand exceeds availability the Approved Provider will refer to the service's values, philosophy, *Inclusion and Equity Policy* and the following selection criteria to determine the priority of access.

For those children who meet the above criteria the Approved Provider will refer to the service's values, philosophy, *Inclusion and Equity Policy* and the following selection criteria to determine the priority of access.

- Child's third birthday prior to 31st January in the kinder year: **50%**;
- Sibling preference: **30%**;
- A Brighton or Brighton East resident: **20%**;
- Children turning 3 prior to the 31st of January 2021 are eligible for first round offers. If your child was born between 1st February 2019 and 30th April 2019, they will be placed on the WSK waiting list and be eligible for second round offers.

Under the 'No Jab, No Play' legislation February 2018, an Immunisation History Statement from the Australian Immunisation Register (AIR) is the only form of documentation acceptable for the purposes of enrolling a child in an early childhood education and care service. Please refer to the following link for more information.

<https://www.humanservices.gov.au/individuals/enablers/immunisation-history-statement>

Copies of maternal health books, and letters from a GP or the local council are not considered by the legislation as acceptable documentation.

Under the 'No Jab, No Play' legislation introduced on 1 January 2016, families must provide evidence that their child is:

- fully immunised for their age OR
- on a vaccination catch-up program OR
- unable to be fully immunised for medical reasons.

'Conscientious objection' is not an exemption under the 'No Jab No Play' legislation. A child will not be enrolled at WSK until acceptable documentation is provided. Please contact WSK via email if you would like to discuss this requirement further or need assistance with how to comply.

If there are still more applicants than places available then a ballot is held with all remaining applicants of the same weighting.

The above selection criteria is used to allocate the total number of three year old places to the children with the highest weightings. The criteria will only determine a position within the kindergarten and not within selected groups. If demand exceeds availability within groups a ballot will be carried out. All children in the ballot will be equal and based on first and second preference for group allocation, no priority will be given to any children.

Both the enrolment allocation process and the group allocation process will be at the discretion of the Approved Provider of Wilson Street Kindergarten.

3. Allocation within groups

If demand exceeds positions within a particular group then a ballot will be held to allocate children into groups. It will take into account first and second preferences. The kindergarten entry percentages will have no weighting on this ballot. Where the Approved Provider believes there is a valid concern regarding the group allocation they reserve the right to make adjustments to the groups but only where absolutely necessary and based on the needs and best interests of the children.

ATTACHMENT 2

General enrolment procedures for funded kindergartens programs

1. Application for a place

- Enrolment applications will be accepted in the year prior to the child attending Kindergarten.
- Enrolment application forms are available from the service and are provided to the parents/guardians together with information about the requirements of the law for enrolment, locating and accessing immunisation services, obtaining an up to date AIR Immunisation History Statement and a copy of the *Enrolment and Orientation Policy*.
- Wilson Street Kindergarten will determine the date(s) by which applications must be received for offer of places in the three-year-old and the funded kindergarten program. All information will be available on the website.
- A separate application form must be completed for each child, and for each proposed year of attendance at the service.
- To facilitate the inclusion of all children into the program, the enrolment application form should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Parents/guardians of children applying for a second year of funded kindergarten or currently attending a three-year-old program must also submit an enrolment application form for the following year.
- A copy of the child's birth certificate and immunisation must be submitted with all application forms.
- All enrolment application forms must be accompanied by an enrolment application fee in line with Wilson Street Kindergarten's Fees Policy. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is non-refundable.
- Completed enrolment application forms are submitted online.
- Access to completed enrolment application forms will be restricted to the Enrolment Manager, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
- Applications will be entered on the waiting list using the eligibility and priority of access criteria.
- Applications received after the above dates set by Wilson Street Kindergarten will be considered if there are available places, and after all other applicants have been offered a place, in line with the eligibility and priority of access criteria.

4. Offer of places

- Tentative places will be offered in writing to applicants in accordance with the eligibility and priority of access criteria of the service making clear that confirmation of a place is not final until an up to date AIR Immunisation History Statement has been received, assessed and found acceptable.
- Wilson Street Kindergarten requires parents/guardians who have been offered a tentative place to provide an up to date AIR Immunisation History Statement for assessment two months prior to the child first attending the service in order that a confirmed place can be offered.
- The documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the person responsible for the enrolment process on behalf of the Approved Provider. The "Key dates work form for immunisation and enrolment" in the *Immunisation enrolment toolkit for early childhood education and care services* is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption. The following documents and resources can be accessed from <https://www2.health.vic.gov.au>:
 - The Immunisation enrolment toolkit for early childhood education and care services (search 'Immunisation enrolment toolkit')

- The Key dates work form for Immunisation and enrolment (search 'Key Dates work form')
- Hard copies of the immunisation resources (search 'immunisation resources order form')
- The acceptable outcomes of the assessment for offering a confirmed place are:
 - That the next due vaccine for the child on the AIR Immunisation History Statement is within the acceptable timeframe for an enrolment, or;
 - That the child has been assessed by Wilson Street Kindergarten as being eligible for a 16-week grace period
- The person responsible for the enrolment process advises the parent/guardian in writing whether a confirmed place is offered, and the enrolment can proceed.
- Parents/guardians who **do not** have an up to date AIR Immunisation History Statement and whose child is **not** eligible for the grace period cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider.
- Offer of places in the three-year-old program/s and the funded 4YO kindergarten program will be made at the same time.
- Parents/guardians who do not wish to accept the offer of a tentative or confirmed place, or intend to withdraw their enrolment, are requested to notify the Approved Provider, or the person responsible for managing the enrolment process at the service, in writing as soon as possible.
- A fee of \$200 must be paid in accordance with the Wilson Street Kindergarten's Fees Policy by the specified date to hold the place for the following year. This fee will be deducted from Term 4 fees.
- An enrolment record and other relevant information will be provided by Wilson Street Kindergarten to the parent/guardian after a confirmed place has been accepted and the fee has been paid.

Note: Places will not be allocated to children until any outstanding fees owed to the service by the family is paid, or a payment plan is agreed to between the family and the service (refer to *Fees Policy*).