Glen Iris Child Care and Kindergarten

GI-020 – Kindergarten Enrolment Policy

Policy Number	GI - 020
Quality Area	QA6 – Collaborative Partnerships with Families and Communities QA7 – Governance and Leadership
National Law	s.167 • s.175
National Regulations	Regs. 160–162 • 168 • 177
Related NQS	QA6.1.1 • QA6.1.2 • QA6.2.1 • QA7.1.2
VEYLDF (2026)	Vision for Learning • Practice Principles – Partnerships with Families • Equity, Inclusion and High Expectations • Assessment for Learning and Development
Victorian Child Safe Standards:	Standards 1 • 2 • 4 • 5 • 11
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OUR COMMITMENT

At Glen Iris Childcare Centre & Kindergarten Child Care Centre, we are committed to providing an inclusive, equitable and welcoming kindergarten enrolment process that supports every child and family to access high-quality early childhood education.

We recognise that families come from diverse backgrounds and circumstances. Our enrolment practices promote fairness, remove barriers to participation and ensure children have equitable opportunities to engage in a funded kindergarten program.

We work in partnership with families to provide accurate information about Victorian Government funded kindergarten, eligibility requirements, enrolment processes and available supports. Our educators and leadership team value respectful communication and strive to ensure every family feels informed, supported and welcomed throughout the enrolment journey.

Through transparent enrolment practices and compliance with Victorian Government funding requirements, we support children's successful transition into kindergarten and their ongoing learning, development and wellbeing.

LEGISLATIVE INTENT

This policy supports Glen Iris Childcare Centre & Kindergarten Child Care Centre in meeting its obligations under the Education and Care Services National Law, Education and Care Services National Regulations, National Quality Standard, Victorian Early Years Learning and Development Framework (VEYLDF) and Victorian Kindergarten Funding requirements.

The policy establishes consistent enrolment practices that promote equitable access to funded kindergarten programs while supporting compliance with Victorian Department of Education funding agreements and legislative requirements.

PURPOSE

The purpose of this policy is to establish clear, fair and consistent procedures for enrolling children into the Victorian Government funded kindergarten program delivered at Glen Iris Childcare Centre & Kindergarten Child Care Centre.

This policy ensures families are informed of eligibility requirements, funding arrangements, enrolment processes and available supports while promoting equitable access, inclusion and successful transitions into kindergarten.

WHO THIS POLICY APPLIES TO

This policy applies to:
- Approved Providers
- Centre Director
- Nominated Supervisor
- Educational Leader
- Responsible Persons
- Educators
- Administration Team
- Families
- Children

DEFINITIONS

For the purpose of this policy, the following definitions apply:

Access to Early Learning
A Victorian Government initiative that supports eligible three-year-old children experiencing disadvantage to access funded kindergarten before commencing Three-Year-Old Kindergarten.

Early Start Kindergarten (ESK)
A Victorian Government funded program providing eligible three-year-old children experiencing vulnerability or disadvantage with up to 15 hours of funded kindergarten each week.

Funded Kindergarten Program
A kindergarten program funded by the Victorian Government and delivered by a qualified Early Childhood Teacher in accordance with the Kindergarten Funding Agreement and relevant legislation.

Free Kinder
The Victorian Government initiative that provides eligible children with access to funded kindergarten without paying program fees for the funded kindergarten component.

Kinder Age Eligibility
The age requirements determined by the Victorian Government that establish a child's eligibility to access funded Three-Year-Old or Four-Year-Old Kindergarten.

Priority of Access
The Victorian Government's priority system that supports equitable access to funded kindergarten for children experiencing vulnerability, disadvantage or additional needs.

School Readiness Funding
Victorian Government funding provided to eligible kindergarten services to strengthen children's learning and development outcomes through evidence-informed programs, professional learning and specialised supports.

Second Year of Funded Kindergarten
Funding approved by the Victorian Government for eligible children who require an additional year of Four-Year-Old Kindergarten prior to commencing school.

Transition Learning and Development Statement (TLDS)
A summary of a child's learning and development completed by the kindergarten teacher to support a positive transition to primary school.

Victorian Early Years Learning and Development Framework (VEYLDF)
The approved Victorian curriculum framework that guides the planning, delivery and assessment of learning and development for children from birth to eight years.

WHY THIS POLICY MATTERS

A positive and inclusive enrolment process is the first step in building strong partnerships between families and the service. It provides children with equitable access to quality early childhood education while ensuring families understand their rights, responsibilities and available supports.

Victorian Government funded kindergarten programs are governed by specific funding agreements and eligibility requirements. This policy ensures enrolment practices are transparent, equitable and compliant with Victorian Department of Education funding requirements while supporting every child's successful participation in kindergarten.

GUIDING PRINCIPLES

Glen Iris Childcare Centre & Kindergarten Child Care Centre will:
- Promote equitable access to funded kindergarten for all eligible children.
- Remove barriers that may prevent families from accessing kindergarten.
- Respect the diversity, culture, language, identity and individual circumstances of every family.
- Maintain fair, transparent and consistent enrolment practices.
- Apply the Victorian Government Priority of Access guidelines where required.

• Work collaboratively with families and community agencies to support successful enrolments.
• Maintain confidentiality and privacy throughout the enrolment process.
• Ensure all funded kindergarten enrolments comply with Victorian Government funding requirements.

OUR POLICY

Glen Iris Childcare Centre & Kindergarten Child Care Centre is committed to ensuring every eligible child has the opportunity to participate in a high-quality Victorian Government funded kindergarten program within a welcoming, inclusive and child-safe environment.

Our enrolment processes are designed to be fair, transparent and responsive to the needs of children, families and the local community. We actively promote inclusion by supporting families experiencing vulnerability, financial hardship, cultural diversity, disability or additional needs to access kindergarten.

The service complies with all Victorian Government Kindergarten Funding Requirements, including eligibility, Priority of Access, Free Kinder funding arrangements and enrolment documentation. Families are provided with clear information regarding funded kindergarten eligibility, attendance requirements and available supports before accepting an enrolment.

Children's best interests remain central to every enrolment decision. Where demand exceeds available places, enrolments will be managed fairly and consistently in accordance with the Victorian Government Priority of Access guidelines while maintaining open communication with families throughout the process.

The funded kindergarten program is planned and delivered in accordance with the Victorian Early Years Learning and Development Framework (VEYLDF), supporting children's learning, development and wellbeing.

HOW WE PUT THIS POLICY INTO PRACTICE

Kindergarten Operating Hours
The service will:

- Deliver the funded kindergarten program within the service's approved operating hours.
- Glen Iris Childcare Centre & Kindergarten Child Care Centre operates Monday to Friday from 7:00 am to 6:30 pm, with the funded kindergarten program delivered within these operating hours**.**

Kinder Eligibility
The service will:
• Enrol children into funded kindergarten programs in accordance with Victorian Government age eligibility requirements.
• Verify each child's date of birth using approved identification documentation.
• Provide families with information regarding Three-Year-Old Kindergarten and Four-Year-Old Kindergarten eligibility.
• Support families to determine the most appropriate year for their child to commence kindergarten.

Minimum Starting Age
The service will:
• Ensure children meet the Victorian Government minimum age requirements before commencing a funded kindergarten program.
• Provide families with information regarding the recommended starting age published by the Victorian Government.
• Discuss individual circumstances where families seek advice regarding delayed or deferred commencement.
The service will:

- Ensure children enrolled in **Three-Year-Old Kindergarten turn three years of age on or before 30 April in the year they attend.**
- Ensure children enrolled in **Four-Year-Old Kindergarten turn four years of age on or before 30 April in the year they attend.**
- Verify each child's date of birth before confirming eligibility.
- Discuss individual circumstances with families where delayed commencement or a second year of funded kindergarten may be appropriate.

Free Kinder
The service will:

- Participate in the Victorian Government Free Kinder initiative for eligible children enrolled in funded Three-Year-Old Kindergarten and Four-Year-Old Kindergarten programs.
- Inform families that eligible children may access **one Victorian Government funded kindergarten place each year** and that Free Kinder provides a government-funded fee offset towards the funded kindergarten program at participating services.
- Provide families with clear information about the Free Kinder entitlement that applies to their child's funded kindergarten program.
- Explain that Free Kinder arrangements differ according to the funded kindergarten program the child is enrolled in.

Three-Year-Old Kinder

- Inform families that eligible children enrolled in funded Three-Year-Old Kindergarten may access the Victorian Government Free Kinder entitlement for their funded kindergarten program.
- Provide families with information about the funded kindergarten hours available to their child and how the Free Kinder entitlement applies to those hours.
- Explain that additional long day care hours outside the funded kindergarten program remain subject to the service's applicable fees and may be eligible for the Commonwealth Child Care Subsidy (CCS).

Four-Year-Old Kinder

- Inform families that eligible children enrolled in funded Four-Year-Old Kindergarten may access the Victorian Government Free Kinder entitlement for their funded kindergarten program.
- Provide families with information about the funded kindergarten hours available to their child and how the Free Kinder entitlement applies to those hours.
- Explain that additional long day care hours outside the funded kindergarten program remain subject to the service's applicable fees and may be eligible for the Commonwealth Child Care Subsidy (CCS).

Free Kinder and Long Day Care

- Clearly explain to families that Free Kinder applies to the **funded kindergarten component** of the child's enrolment and does not mean that all long day care attendance is free.
- Clearly communicate any fees that remain payable for additional care hours, extended attendance or other applicable service charges.
- Ensure Free Kinder funding arrangements are transparent and administered in accordance with current Victorian Government requirements.
- Provide families with information about how the Free Kinder entitlement will be applied to their account.

Priority of Access

The service will:

Glen Iris Childcare Centre & Kindergarten Child Care Centre will apply the Victorian Government Priority of Access criteria when demand for funded kindergarten places exceeds the number of places available.

The service will consider the Victorian Government priority categories when allocating available funded kindergarten places, including children who:

- are at risk of abuse or neglect, including children referred by Child Protection or other relevant services;
- are Aboriginal and/or Torres Strait Islander;
- are from a refugee or asylum seeker background;
- are eligible for the Kindergarten Fee Subsidy;
- have a disability or additional needs;
- have other circumstances identified within the current Victorian Government Priority of Access criteria.

Where children have the same priority, the service will apply fair and transparent processes to determine the allocation of available places.

The service will:

- Apply the current Victorian Government Priority of Access criteria when required.
- Consider each child's individual circumstances and eligibility.
- Ensure decisions are made fairly, consistently and without discrimination.
- Maintain appropriate records supporting Priority of Access decisions.
- Communicate respectfully with families regarding the allocation of kindergarten places.
- Ensure families are informed when a place cannot immediately be offered.
- Maintain a transparent waiting list where places are unavailable.
- Review the Priority of Access criteria whenever Victorian Government requirements are updated.

Waiting Lists

The service will:

• Maintain a fair, transparent and equitable waiting list for funded kindergarten enrolments.
• Record the date each application is received.
• Apply the Victorian Government Priority of Access guidelines when allocating available places.
• Communicate regularly with families regarding the status of their application.
• Review waiting lists regularly to maximise available kindergarten places.

Enrolment Documentation

The service will:

• Obtain a completed enrolment record before a child commences the funded kindergarten program.

• Collect all documentation required under the Education and Care Services National Regulations and Victorian Kindergarten Funding Requirements.
• Verify the child's identity and date of birth using appropriate documentation.
• Obtain all required authorisations, emergency contacts and medical information.
• Maintain enrolment records securely in accordance with privacy legislation.

Alternative Identification
Where a family is unable to provide a birth certificate or other official identification, the service will:
• Work respectfully with the family to identify alternative forms of acceptable documentation.
• Provide information regarding available Victorian Government support services where appropriate.
• Ensure a lack of documentation does not unnecessarily delay access to kindergarten while legislative requirements continue to be met.

No Jab No Play
The service will:
• Comply with the Victorian **No Jab No Play** legislation.
• Ensure immunisation documentation is provided before commencement unless an approved exemption applies.
• Inform families of immunisation requirements during the enrolment process.
• Support eligible families to utilise the 16-week grace period where permitted under Victorian legislation.

Early Start Kinder (ESK)
The service will:

- Inform families about the Victorian Government Early Start Kindergarten (ESK) program.
- Support eligible children to access Early Start Kindergarten in accordance with Victorian Government requirements.
- Explain that Early Start Kindergarten provides **15 hours of funded Three-Year-Old Kindergarten per week** for eligible children.
- Support families to understand the eligibility requirements for Early Start Kindergarten.
- Acknowledge that eligibility includes children who:
    - are Aboriginal and/or Torres Strait Islander;
    - are from a refugee or asylum seeker background; or
    - have had contact with Child Protection.
- Ensure the child meets the applicable Victorian Government age requirements for Three-Year-Old Kindergarten.
- Support families to provide information or documentation required to establish eligibility where applicable.
- Work collaboratively with relevant services, professionals and community organisations to support eligible children and families.
- Support eligible families through the enrolment and funding process.
- Maintain appropriate records relating to Early Start Kindergarten eligibility and funding.

Access to Early Learning
The service will:

• Inform eligible families about the Victorian Government Access to Early Learning initiative where available.
• Support families experiencing vulnerability to access early childhood education opportunities.
• Work collaboratively with referral agencies to remove barriers to participation.

Children Requiring Additional Support
The service will:
• Work collaboratively with families to identify children's strengths, interests and support needs.
• Promote inclusive enrolment practices for all children.
• Access available Victorian Government inclusion supports where appropriate.
• Implement reasonable adjustments to support each child's participation in the kindergarten program.

Kindergarten Inclusion Support and Preschool Field Officer Program
The service will:
• Access Kindergarten Inclusion Support (KIS) where available to support children's participation.
• Work collaboratively with Preschool Field Officers (PSFO) and other professionals where appropriate.
• Consult with families before referrals are made.
• Use specialist advice to strengthen inclusive teaching practices and children's learning outcomes.

School Readiness Funding
Where applicable, the service will:
• Utilise School Readiness Funding to strengthen children's learning and development outcomes.
• Consult with educators, families and relevant professionals when identifying priorities for funding.
• Ensure funding is used in accordance with Victorian Government guidelines.
• Evaluate funded initiatives through ongoing reflection and continuous improvement.

Transition to School
The service will:
• Work collaboratively with families and local schools to support successful transitions.
• Complete a Transition Learning and Development Statement (TLDS) for every child transitioning to school, with family consent.
• Encourage family participation throughout the transition process.
• Support children to develop confidence, independence and a positive disposition towards school.

Early Entry to School
Where families are considering Early Entry to School, the service will:

- Provide information regarding the Victorian Department of Education early entry application process.
- Encourage families to discuss their child's learning, development and school readiness with the kindergarten teacher before making an application.
- Encourage families to consult with the prospective primary school regarding eligibility requirements.

- Support families by providing relevant documentation or reports where appropriate.
- Acknowledge that approval for early entry is determined by the relevant education authority and not by the service.

Second Year of Funded Kindergarten

The service will:

- Inform eligible families about the Victorian Government process for accessing a second year of funded kindergarten.
- Work collaboratively with families, educators and relevant professionals when considering an application.
- Support families to obtain the required documentation where appropriate.
- Implement approved funding arrangements in accordance with Victorian Government requirements.
- Explain to families that where a child requires an additional year of funded kindergarten and will turn six while attending kindergarten, the family may be required to obtain an exemption from school attendance requirements.
- Inform families that the school exemption process is separate from the service's approval of an additional year of funded kindergarten.
- Support families to access information about the Victorian Department of Education school exemption process and the applicable application requirements.
- Encourage families to commence the exemption process within the required timeframe where an exemption is necessary.
- Work collaboratively with the family and relevant professionals to provide supporting information required for the exemption application, where appropriate and with family consent.
- Maintain records of the additional year of funded kindergarten decision and any required school exemption documentation.
- Ensure the child does not continue in funded kindergarten beyond the applicable age requirements unless the required additional-year funding and school exemption arrangements have been approved.

Funded Kindergarten Declaration

The service will:

• Inform families that a child may only access one funded kindergarten program at any one time.
• Obtain all required enrolment declarations before the commencement of the funded program.
• Notify families of their responsibility to advise the service if their enrolment circumstances change.
• Maintain accurate records to support Victorian Government funding compliance.

Record Keeping

The service will:

• Maintain accurate enrolment records for all children participating in the funded kindergarten program.
• Store records securely in accordance with privacy legislation and Department of Education requirements.
• Retain enrolment documentation for the required legislative period.
• Ensure information is only accessed by authorised persons.

ROLES & RESPONSIBILITIES

Approved Provider

Will:

• Ensure the service complies with Victorian Government Kindergarten Funding Requirements.
• Ensure enrolment practices are fair, equitable and consistent with legislation.
• Provide sufficient resources to support inclusive kindergarten enrolment practices.
• Monitor compliance with funding agreements and legislative requirements.

Centre Director

Will:

• Oversee the kindergarten enrolment process.
• Ensure Priority of Access guidelines are applied where required.
• Support families throughout the enrolment process.
• Ensure accurate enrolment records are maintained.
• Maintain compliance with Victorian Government funding requirements.

Educational Leader

Will:

• Support educators to facilitate successful transitions into kindergarten.
• Promote inclusive enrolment practices.
• Collaborate with families and external professionals to support children's participation.
• Ensure curriculum planning reflects information gathered during enrolment.

Educators

Will:

• Welcome children and families into the kindergarten program.
• Develop respectful partnerships with families.
• Support children's transition into the learning environment.
• Maintain confidentiality regarding enrolment information.
• Contribute information that supports children's continuity of learning and development.

Administration Team

Will:

• Process enrolment applications accurately and confidentially.
• Verify required documentation.
• Maintain waiting lists.
• Communicate with families regarding vacancies and enrolment requirements.
• Maintain accurate funding and enrolment records.

Families

Will:

• Provide accurate enrolment information and required documentation.
• Notify the service of any changes to enrolment details.
• Inform the service if their child is enrolled in another funded kindergarten program.
• Participate in orientation opportunities where possible.
• Work collaboratively with educators to support their child's transition into kindergarten.

GLEN IRIS CHILDCARE CENTRE & KINDERGARTEN IN PRACTICE

At Glen Iris Childcare Centre & Kindergarten Child Care Centre, we understand that every family's enrolment journey is unique. We provide personalised centre tours, orientation visits and opportunities for families to meet educators before their child's commencement. We work closely with families, schools and community organisations to support smooth transitions and ensure every child begins kindergarten feeling safe, confident and connected to their new learning environment.

CHILDREN'S VOICE IN ACTION

Children's voices are valued from the moment they begin their kindergarten journey. During orientation and the early weeks of attendance, educators observe children's interests, preferences and communication styles to support individual transitions. Children's ideas, identities and emerging relationships help shape the learning environment, curriculum and daily experiences from their very first days at the service.

EXCEEDING PRACTICE

Glen Iris Childcare Centre & Kindergarten Child Care Centre goes beyond legislative requirements by adopting an inclusive and relationship-based approach to kindergarten enrolment. We actively reduce barriers to participation, collaborate with families and external agencies, and use enrolment information to personalise each child's transition into kindergarten. Through reflective practice and ongoing review of enrolment processes, we continually strengthen equitable access and positive outcomes for children and families.

CONTINUOUS IMPROVEMENT

Glen Iris Childcare Centre & Kindergarten Child Care Centre will continually improve kindergarten enrolment practices by:

- Reviewing enrolment procedures annually.
- Monitoring compliance with Victorian Government funding requirements.
- Seeking feedback from children, families and educators.
- Evaluating transition processes.
- Strengthening inclusion and equitable access.
- Updating practices following legislative or funding changes.
- Reflecting on enrolment data to inform service planning.

RELATED LEGISLATION

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard
- Victorian Early Years Learning and Development Framework (VEYLDF) (2026)
- Child Wellbeing and Safety Act 2005 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005
- Privacy and Data Protection Act 2014 (Vic)
- Health Records Act 2001 (Vic)
- Public Health and Wellbeing Act 2008 (Vic)

- No Jab No Play Legislation (Victoria)
- Kindergarten Funding Guide (Department of Education Victoria)
- Victorian Government Kindergarten Funding Guide

RELATED DOCUMENTS

• Enrolment and Orientation Policy
• Inclusion, Equity and Anti-Bias Policy
• Educational Program and Practice Policy
• Privacy and Confidentiality Policy
• Child Safe Environment Policy
• Delivery and Collection of Children Policy
• Victorian Funded Kindergarten Policy *(if retained in your manual)*
• Complaints and Feedback Policy

SUPPORTING DOCUMENTS

• Kindergarten Enrolment Form
• Kindergarten Waiting List
• Priority of Access Assessment
• Kindergarten Funding Declaration
• Orientation Checklist
• Transition Learning and Development Statement (TLDS)
• Early Start Kindergarten Information
• Access to Early Learning Information
• School Readiness Funding Planning Documents
• Second Year of Kindergarten Application Information

EVIDENCE OF PRACTICE

Evidence that this policy is implemented includes:
• Completed enrolment records.
• Waiting list documentation.
• Orientation records.
• Priority of Access documentation (where applicable).
• Kindergarten funding declarations.
• Transition Learning and Development Statements.
• Family communication records.
• Inclusion support documentation.
• Continuous improvement records.

REFLECTION & CONTINUOUS IMPROVEMENT

Reflection of this policy includes consideration of:
• Are our enrolment processes welcoming, inclusive and accessible for all families?
• Have Priority of Access guidelines been applied fairly and consistently?
• Are families provided with clear information regarding funded kindergarten?
• How effectively are children supported to transition into kindergarten?
• What feedback have families provided regarding the enrolment experience?
• How can our enrolment practices be further strengthened to improve equity, inclusion and family engagement?

VERSION HISTORY

Version	Date Approved	Approved By	Summary of Changes

1.0	10 July 2026	Centre Director	New policy developed to establish consistent kindergarten enrolment practices and ensure compliance with Victorian Government Kindergarten Funding Requirements.