

ENROLMENT AND ORIENTATION POLICY

QUALITY AREA 6 – VERSION 1.7



PURPOSE

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

- Enrolling a child at Denzil Don Kindergarten
- Supporting the orientation and transition of new families and children into Denzil Don Kindergarten.
- Ensuring compliance with relevant Victorian and national legislation and requirements, including:
 - Disability Discrimination and Equal Opportunity laws
 - Human Rights legislation
 - No Jab No Play requirements
 - Department of Education (DE) Kindergarten Funding Guide
- Promoting equitable access and participation for all children, with particular consideration for those who are vulnerable or disadvantaged
- Ensuring fair and equitable access to enrolment for early entry applicants, including:
 - Children younger than 3 years of age
 - Children who are younger than 4 years on 30 April in the year they will attend kindergarten
- Adhering to the Department of Education’s Priority of Access criteria for both three-year-old and four-year-old kindergarten programs.

POLICY STATEMENT

The safety, health, wellbeing, rights and best interests of every child guide all decisions, actions and practices of Denzil Don Kindergarten staff.

VALUES

Denzil Don Kindergarten is committed to:

- Ensuring families feel respected, safe and supported throughout the enrolment process
- Proactively engaging families who may experience barriers to accessing kindergarten programs
- Demonstrating flexibility to accommodate diverse family circumstances and individual needs
- Maintaining transparency in the enrolment and allocation process through clear communication
- Ensuring the registration, enrolment and group allocation process is simple, accessible and easy to understand
- Maintaining the confidentiality and privacy of all information provided during the enrolment process
- Promoting fair and equitable access to kindergarten programs, particularly for children and families who may face barriers to participation
- Supporting the enrolment of children eligible for Early Start Kindergarten (*see Definitions*) into a full 15-hour kindergarten program.

SCOPE

This policy applies to the Approved Provider, all service staff (educational and non-educational), students, volunteers, parents/carers, children, and others attending the programs and activities of Denzil Don Kindergarten.

Parent/Carer Responsibilities Under This Policy:
Complete your child’s enrolment forms prior to commencement and provide all required documentation, including a current Immunisation History Statement
Provide all required authorisations, including consent for service staff to seek medical treatment for their child and arrange ambulance transportation if required
Provide accurate and up-to-date medical and health information
If your child is eligible for the 16-week support period, ensuring that immunisations are updated in accordance with the schedule and provide an updated Immunisation History Statement
Update information by notifying the service of any changes as they occur, for example if the child or family becomes known to Child Protection
Provide written confirmation that your child attends only one funded kindergarten program per year, and that that is Denzil Don Kindergarten

Update the service of any changes to family or child circumstances, including where the child or family becomes known to Child Protection
Engage in the orientation process and communicate with educators as needed
Support your child's transition by establishing routines and participating in orientation
Notify the service in writing, where possible, if you wish to cancel your child's enrolment
Read, understand and follow the service Code of Conduct at all times
Adhere to this policy and all other service policies at all times

	Approved provider & persons with management or control	Nominated Supervisor and Person In Day-to-Day Charge	All service staff (educational & non-educational)	Contractors, Volunteers & Students
Responsibilities: R indicates legislation requirement				
Ensure this policy is accessible to all service staff, families – advising it is available on our website and in the office Policy Folder	R	√		
Appoint the Centre Coordinator as the person responsible for enrolment processes and implementation (see Attachments 2 and 3)	R			
Comply with the <i>Inclusion and Equity Policy</i> and the <i>Privacy and Confidentiality Policy</i>	R	R	R	√
Promote equitable access to kindergarten programs and identify barriers to participation	R	√	√	
Develop procedures to ensure all eligible families can access a place	√	√		
Apply the Department of Education (DE) Priority of Access criteria in accordance with the <i>Kindergarten Funding Guide</i> (see Attachment 1)	R	√	√	
Consider children experiencing vulnerability or disadvantage in allocation decisions	√	√		
Provide a funded kindergarten program delivered by a qualified early childhood teacher: <ul style="list-style-type: none"> • 3-year-old program (child turns 3 by 30 April): <ul style="list-style-type: none"> ○ 5 to 15 hours per week, or 200 to 600 hours per year ○ (<i>Service provides 15 hours per week</i>) • 4-year-old program (child turns 4 by 30 April): <ul style="list-style-type: none"> ○ At least 15 hours per week for 40 weeks, or a minimum of 600 hours per year 	R			
Ensure children eligible for Pre-Prep (see Definitions) enrol in a program for a minimum of 16 hours/ week for 40 weeks of the year (or 640 hours/year)	R	√		
Support inclusion and access through funding streams such as Early Start Kindergarten, Access to Early Learning and/or an additional year of funded 3 or 4-year-old kindergarten where children/families are eligible	R	√	√	
Ensure families understand that their child can only access one funded program per year and that they sign the Department of Education (DE) One Funded Kindergarten Place form (DE template) in Term 4 and confirm in Term 1	R	√		
Ensure enrolment records: <ul style="list-style-type: none"> • Meet Regulations 160, 161, 162 and DE requirements • Include authorised nominees and required permissions 	R	√	√	

<ul style="list-style-type: none"> Remain accurate and up to date and keep for 3 years after the last date the child attends the service (<i>Regulation 183 (1a), (2d)</i>) Are securely stored and retained as required Remain confidential (<i>Regulations 181 and 182</i>) 				
Record authorised nominees (<i>Regulations 160 and 161</i>) and obtain parent/carer authorisations for medical treatment, transportation, regular outings and health information	R	√	√	
Assess children's immunisation documentation prior to enrolment and determine eligibility for attendance	R	√	√	
Confirm enrolment only when: <ul style="list-style-type: none"> Valid immunisation documentation is provided, or The child qualifies for the 16-week support period Where requirements are not met, refer families to immunisations services	R	√	√	
Obtain updated immunisation records within required timeframes and issue reminders in line with legislative requirements (<i>Public Health and Wellbeing Regulations 2019 r.107; Public Health and Wellbeing Act 2008 s.143E</i>)	R	√	√	
Seek information from parents/carers about any health care need, allergy or medical condition	R	√	√	
Ensure a medical management and risk minimisation plan is developed and both documents are kept with the child's enrolment record	R	√	√	
Provide clear and consistent communication to families about: <ul style="list-style-type: none"> Eligibility for funded 3-year-old and 4-year-old kindergarten Waiting list management and enrolment processes Access and inclusion policies Availability of ESK and KFS (where applicable) Transition Learning and Development Statement (TLDS) 	R	√		
Communicate service operations, including: <ul style="list-style-type: none"> Days and hours of operation Planned closures (public holidays and child-free days) Unplanned closures or staff absences 	R			
Provide guidance to families on the most appropriate starting time for children born between January and April	√	√	√	√
Develop and implement orientation processes that support children and families to settle into the service	√	√	√	
Ensure families can access the service at any time in accordance with <i>Regulation 157</i> , except where access may pose a risk to the safety of children or staff, or conflict with obligations under <i>National Law (Section 167)</i>	R	R	√	√
Build respectful and trusting relationships with families by: <ul style="list-style-type: none"> Discussing each child's individual needs Considering communication barriers Supporting culturally safe practices 	R	√	√	
Discuss additional support services with parents/carers where required (Preschool Field Officer services, Early Intervention Programs, and Maternal and Child Health Services)	√	√	√	
Take reasonable steps to contact non-attending families before cancelling enrolment (<i>see Attachment 5</i>)	√	√	√	
Review enrolment applications to identify children with additional needs (<i>see Inclusion and Equity Policy</i>)	√	√		
Support families with a child who may qualify for early or late entry, including school exemption processes (<i>see Attachment 2</i>)	R	√	√	√
Develop strategies to: <ul style="list-style-type: none"> Help families feel welcome and culturally safe Encourage sharing of values, beliefs, and child information 		√	√	

<ul style="list-style-type: none"> Support children experiencing separation distress Value the child's voice and participation 				
Regularly review orientation and transition practices	R	√	√	
Ensure the following information is displayed: <ul style="list-style-type: none"> The current Kindergarten Program Certificate Information that promotes Early Start Kindergarten (ESK) Operating times and the name(s) of the qualified teacher(s) delivering the program 	R	√		
Ensure families can access to the following policies and documents: <ul style="list-style-type: none"> <i>Child Safe Environment and Wellbeing Policy</i> and/or <i>Statement of Commitment to Child Safety</i> <i>Fees Policy</i> Privacy Statement <i>Code of Conduct Policy</i> <i>Acceptance and Refusal of Authorisations Policy</i> <i>Dealing with Medical Conditions Policy</i> <i>Incident, Injury, Trauma and Illness Policy</i> 	R	√	√	
Ensure attendance data collection aligns with the Department of Education Arrival requirements	R	√		
Ensure accurate, consistent and timely data collection to support service planning and School Readiness Funding	R	R		
Reading and complying with this policy	R	R	R	√

BACKGROUND & LEGISLATION

BACKGROUND

The *Education and Care Services National Regulations 2011* require all kindergarten services to maintain policies and procedures for enrolment and orientation (*Regulation 168(2)(k)*).

All eligible Victorian children are entitled to access two years of funded kindergarten (Free Kinder) prior to commencing school. Where demand exceeds available places, the service must apply the Department of Education (DE) Priority of Access criteria (*refer to Definitions and Attachment 1*) to allocate places.

Allocation of places must align with:

- The Kindergarten Funding Guide (refer to Sources)
- The service's philosophy, values and beliefs
- The Equal Opportunity Act 2010

The Victorian Government requires the service to ensure policies and procedures promote equitable access and participation for all children.

Immunisation Requirements

Immunisation is an effective measure to reduce the risk of vaccine-preventable diseases. Early childhood education and care services regulated under the *Education and Care Services National Law Act 2010* and *National Regulations 2011* also have obligations under the *Public Health and Wellbeing Act 2008*.

Denzil Don Kindergarten will only confirm enrolment for children who provide a valid Australian Immunisation Register (AIR) Immunisation History Statement, in accordance with legislative requirements.

LEGISLATION & 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, see the Definitions File located online: <https://denzildonkinder.org.au/policies/>. OR in the Policies Folder in the kindergarten office.

Access to Early Learning (AEL): early intervention program for a child who is at least 3 years old on 30 April in the year of enrolment

Additional year of funded kindergarten: available to a child observed as having developmental delays in at least 2 VEYLDF Learning and Development Outcomes and the Early Childhood teacher believes the child will achieve better outcomes at kindergarten than if they go to school. Children can access an additional year of either, 3-or4-year-old kinder, but not both.

Australian Immunisation Register (AIR) Immunisation History Statement: record of vaccinations given in Australia.

Early Start Kindergarten (ESK): provides 15 hours of free kindergarten per week to eligible children. Children must be at least 3 years old by 30 April in the year they enrol to attend and are from a refugee or asylum seeker background, are Aboriginal and/or Torres Strait Islander, or have had contact with child protection.

Support period: allows children of families experiencing vulnerability and disadvantage to enrol and attend the service without an Immunisation History Statement (or when the statement is assessed as not being up to date). The support period is 16-weeks from the first day of the child's attendance at the service.

Pre Prep: additional kinder hours for Aboriginal and Torres Strait Islander children, children from a refugee or asylum seeker background, and children who have had contact with Child Protection services – currently up to 25 hours per week, increasing to 30 hours from 2028.

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 places using the criteria outlined in the DE Kindergarten Funding Guide.

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.

SOURCES & RELATED POLICIES

SOURCES

- [Australian Childhood Immunisation Register](#)
- Australian Government Department of Health, National Immunisation Program Schedule: www.health.gov.au
- Department of Health, Immunisation enrolment toolkit for early childhood education and care service: www2.health.vic.gov.au
- Department of Education, Arrival: Information for sessional services: <https://www.vic.gov.au/arrival-information-sessional-kindergarten#more-information>
- Department of Education: [Stating age calculator](#)
- Department of Education: [Early Childhood Language Services](#) and [Supporting CALD families to engage in kindergarten](#) and [Information about kindergarten in your language](#)
- [Department of Education. Resources for funded kindergartens](#)
- Free Kinder funding requirements for long day care providers: www.vic.gov.au
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011 & 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

Enrolment and Orientation Policy – Date reviewed: 03/06/2026

Denzil Don Kindergarten – admin@denzildonkindergarten.org.au

- Acceptance and Refusal of Authorisations
- Code of Conduct Policy
- Complaints
- Dealing with Infectious Disease
- Dealing With Medical Conditions
- Delivery and Collection of Children
- Fees
- Incident, Injury, Trauma and Illness
- Inclusion and Equity
- Privacy and Confidentiality

EVALUATION

To assess whether the values and purposes of the policy have been achieved, we will:

- seek feedback from all parties 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 all stakeholders affected by this policy at least 14 days before any significant change is made to the policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).

PROCEDURES

- **Procedure 1:** Registration for an Offer of a Place
- **Procedure 2:** Receiving an Offer of a Place
- **Procedure 3:** Orientation Period

ATTACHMENTS

- **Attachment 1:** Priority of Access (PoA)
- **Attachment 2:** Late collection of children

AUTHORISATIONS

This policy was adopted by the approved provider of Denzil Don Kindergarten on 03/06/2026.

REVIEW DATE: **03 June 2028**

PROCEDURE 1: REGISTRATION FOR AN OFFER OF A PLACE

Placing your child on the kindergarten waitlist:

- Denzil Don Kindergarten is **NOT PART OF MERRI BEK CENTRAL ENROLMENTS**
- The *Waitlist Registration Form* is open year-round.
- Links for *Waitlist Registration* can be found on the service website: denzildonkinder.org.au/enrolment/
- Families can register their child up to two years before their intended start year.
- The waitlist is organised as per *Attachment 1*.

PROCEDURE 2: RECEIVING AN OFFER OF A PLACE

Offer Process:

- First round offers are sent to the first 60 children on the waitlist on Friday 31 July 2026
- Second round offers are sent Tuesday 4 August 2026 (for any spots remaining)
- Offers continue until all places are filled.
- Families have 4 days to accept an Offer after which, it is forfeited. Late acceptance is not guaranteed a place.

Important: an up-to-date immunisation history statement must be provided for Acceptance to proceed.

Group Allocation:

As part of the Offer of a Place process, families nominate their preferred group, 1–3 for the 3-year-old program and 1–4 for the 4-year-old program.

- Group allocation begins, once available places are full (or close to).
- First-round offers will generally receive their first or second preference, although there is no guarantee.
- Group allocation considers gender and additional needs balance, and previous relationships with educators.
- Families receiving later offers may find that preferred group is no longer available. If the available group is not suitable, families can decline and return their child to the waitlist.

Group Notification:

Families are notified of Group Allocation via Mailchimp, including:

- Allocated Group (days and hours)
- Link to Enrolment Form with a deadline for completion

Important: If the Enrolment Form is not completed by the deadline, the place is forfeited.

Additional Requirements:

To confirm enrolment, families must complete the following additional forms by their deadline:

- Child Experiences & Development (sent mid-late January 2027 – just before the Family-Teacher meetings)
- Department of Education Funded Kindergarten Place (sent before the end of 2026).

PROCEDURE 3: ORIENTATION PERIOD

Denzil Don Kindergarten offers a short, structured orientation to support children's transition to kinder.

- Week 1 Family-Teacher Meeting (15-minute) with your child's teachers.
- Week 2 Orientation Session (shorter session) with half the class.
- Week 3 Full program begins, including After Kinder Care (AKC).

We understand that for some children, settling into kinder takes time. The following strategies can support a positive transition to kinder for children:

1. Consistent goodbye routine: our door drop-off approach helps create predictable goodbye routines, quickly.
2. Flexible days initially: shorter days may be beneficial initially. We take a 'wait and see' approach and ask families to follow the suggestions of your child's educators.
3. Family check in: families are welcome to call for a check-in as many times as they need. Teachers cannot talk to families, as they are with the children.
4. We will always call you for early pickup if your child is experiencing significant distress and can't be settled (if possible).

Additional Strategies to Support Orientation

Interpreter services are available for families who speak a language other than English, or use Auslan.

ATTACHMENT 1: PRIORITY OF ACCESS (PoA) – WAITLIST MANAGEMENT

The service Priority of Access (PoA) is documented in this policy, and on the enrolment page of the service website. The PoA supports us to order the 3 and 4-year-old kindergarten waitlists.

APPLICATION OF PRIORITY OF ACCESS: SORTING OF THE WAITLIST

Where the number of children on the waitlist exceeds available places, the kindergarten will apply the Department of Education (DE) Priority of Access criteria, followed by the subsequent waitlist priority criteria as below,

DEPARTMENT OF EDUCATION PRIORITY OF ACCESS

PRIORITY ONE:
Children at risk of abuse or neglect, including children in Out-of-Home Care <ul style="list-style-type: none">• Children eligible for Early Start Kindergarten or Access to Early Learning• A child known to Child Protection or in out-of-home care• A child referred by: Child Protection, Child and family services, Maternal and Child Health nurse, or Out-of-Home care provider
Aboriginal and/or Torres Strait Islander children
Asylum seeker and refugee children The child, parent/carer holds, held, or is applying for, a refugee or asylum seeker visa OR holds a current or expired ImmiCard OR held a refugee or asylum seeker visa and holds Australian Citizenship or permanent residency
Children eligible for the Kindergarten Fee Subsidy <ul style="list-style-type: none">• Child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card• Multiple birth triplets or quadruplets
Children with additional needs, defined as children who: Require additional assistance to fully participate in the program, require a combination of services which are individually planned, and/or have an diagnosed disability or developmental delay. Evidence required: <ul style="list-style-type: none">• Child holds a Disability Health Care Card• Child approved for KIS, or referred by the NDIS, Early Childhood Intervention Service, PFSO, or Maternal and Child Health nurse

SUBSEQUENT WAITLIST PRIORITY:
<ul style="list-style-type: none">• Children currently attending Denzil Don Kindergarten's 3-year-old program• Children turning 6 who have an approved school-entry exemption from the DE• Children approved for a second year of 3-or-4-year-old kindergarten• Children with a sibling who attended Denzil Don Kindergarten• Children residing in Merri bek Council, prioritised by proximity to the kindergarten• Children outside of Merri bek, prioritised by proximity to the kindergarten

Aboriginal and Torres Strait Islander children, children from a refugee or asylum seeker background, and children who have had Child Protection contact can access to up to 25 hours of Pre-Prep weekly, increasing to 30 hours from 2028. In addition, any child who was supported by the Access to Early Learning program as a 3-year-old is eligible for these same hours of Pre-Prep as a 4-year-old from.

ATTACHMENT 2: CANCELLATION OF ENROLMENT AND NON-ATTENDANCE

CANCELLING AN ENROLMENT

Families must notify the Centre Coordinator in writing (email).

- At least two weeks' notice is required.
- Funding is claimed until the service is formally notified, and for two weeks after notification.

INCOMPLETE ENROLMENTS

To confirm a child's enrolment, families must:

- Complete all required forms by their due date
- Provide an up-to-date Immunisation History Statement

If these steps are not completed, the enrolment may be cancelled without further notice.

NON-ATTENDANCE

Regular kindergarten attendance is important to ensure children experience the full benefits of the program.

Families must **inform the service of absences**, either:

- In advance for holidays and known absences, or
- On the day (e.g. illness, parent choice, etc)

Start of Term One

If a child **does not attend the first 3 sessions** and no reason is given:

- The service will contact the family via email

If no response or attendance occurs:

- The enrolment may be **cancelled and offered to another family without further communication.**

Extended Travel

We understand that some families may travel for extended periods. If your child will be away for a holiday, please notify the service in advance so we can support your child's continued enrolment and maintain accurate attendance records. Notifications can be made via the Reporting Absences form OR, by emailing the Centre Coordinator.

Non-contactable Families

- If a child has not attended without notification for two sessions, the child's teacher will contact the family to check in. This is to ensure everything is okay and to confirm that the place is still required.
- If there is still no contact after a further week, the child's teacher and/or Centre Coordinator will call and email the family with a cut-off date for reply before the enrolment is cancelled.
- If we don't hear from you, we will assume the place is no longer needed and **cancel the enrolment** without further communication.

Full attendance is expected at kindergarten.

To ensure fairness and effective management of enrolments, we ask that families keep the service informed about absences. If your child will be away for an extended period, please provide clear information, including your child's expected return date. This helps us support your child's place while also being respectful of other families waiting for an opportunity to attend.

There is also an expectation that your child will attend full sessions. While shorter days are possible in the settling period (in consultation with your child's teacher), the expectation is that all children attend fulltime hours. This ensures children experience the full benefits of the program.

We do not offer staggered drop-offs and pickups. Staggered arrivals and pickups negatively impact both the program and our ability to supervise the children.