



General Enrolment Procedures

1. Application for a place

- Completion and submission of the Enrolment Application form places your child's name on the waiting list for the year and session you have applied for. **Submission of this application form is not a GUARANTEE of placement.**
- Enrolment applications will be accepted any time after the child has been born.
- Glen Oak Kindergarten is not part of the Moreland City Council's Central Enrolment Registrar. All applications to this kindergarten must be on the kindergarten's enrolment application form and forwarded directly to the kindergarten for processing. Enrolment application forms are available from the service or can be downloaded from the website. www.glenoakkindergarten.com.au.
- A separate application form must be completed for each child. If you are applying for a place in the 3 year old program and your enrolment is unsuccessful, your application is automatically rolled over into the 4 year old program for the subsequent year.
- To facilitate the inclusion of all children into the program, enrolment applications 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 must be submitted with all applications.
- All applications for children that are not currently attending the service must be accompanied by an enrolment application fee of \$30.00. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is not refundable.
- Completed enrolment application forms are to be forwarded to the Enrolment Officer, 11 Watt Ave, Oak Park, 3046.
- Access to completed enrolment application forms will be restricted to the person responsible for the enrolment process, 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.
- The staff at the kindergarten and the Enrolment Officer cannot indicate the applicant's position on the waiting list prior to the enrolment closing date.

2. Closing dates for enrolment applications

The closing dates for enrolment applications are:

- 9am on 1st June for children to attend the funded kindergarten program in the following year
- 9am on 1st June for children to attend the three-year-old program in the following year.

3. Procedure for a late application for enrolment

Applications received after the closing date will be considered after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of Glen Oak Kindergarten.

4. Allocation within groups

Glen Oak Kindergarten provides more than one funded kindergarten program and places within the programs will be allocated by application date.



5. Offer of places

- Places will be allocated to applicants in accordance with the eligibility and priority of access criteria of the service.
- Glen Oak Kindergarten follows the dates as suggested by the Moreland City Council in terms of providing first and second round offers. First round offers are generally mailed around the 20th July and second round offers are mailed around the second week in August.
- Offer of places in the three-year-old program and the funded kindergarten program will be made at the same time.
- Applicants who are successful will be notified in writing of a confirmed place.
- Parents/guardians who do not wish to accept the offer of a 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.
- Term 1 fees must be paid in full by the AGM by cash, cheque, or direct deposit to hold the place for the following year.
- An enrolment form and other relevant information will be provided after the place is accepted and payment has been made.

Note: Places will not be allocated to children until any substantial debt 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*).

6. Eligibility and priority of access criteria for the 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 *Victorian kindergarten policy, procedures and funding criteria* (available at www.education.vic.gov.au/ecprofessionals/kindergarten/)
- children who were eligible to attend in the previous year, but:
 - deferred
 - withdrew from the service on or before the last day of Term 2 and have completed the *Kindergarten withdrawal and deferment form* (available from the service)
- 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 DEECD (refer to *Victorian kindergarten policy, procedures and funding criteria*, available at www.education.vic.gov.au/ecprofessionals/kindergarten/)
- children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DEECD, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DEECD. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DEECD for having recognised developmental needs
- three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection 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/ecsmangement/careankinder/earlystart/

When demand exceeds availability, the priority of access to Glen Oak Kindergarten is as follows:

- Children attending the service who have received funding for a second year of kindergarten.
- Children attending the service that are turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DEECD.
- Children who were eligible to attend the service in the previous year but either deferred or withdrew from the service on or before the last day of term 2.
- Children of families who have had siblings attend Glen Oak Kindergarten within the last 6 years.
- Date of application.
- The final decision remains with the Committee of Management.

7. Eligibility and access criteria for three-year-old children

Children are eligible for attendance in the three-year-old program provided they have turned three prior to commencement.

Children will only be able to attend a second year of three-year-old kindergarten in exceptional circumstances (after consideration by the Approved Provider).

When demand exceeds availability, the priority of access to Glen Oak Kindergarten is as follows:

- Families with a sibling already accepted into the 4 year old program for the same year that the family requires a place for 3 year of program.
- Children recommended by an educator for an additional year in the three-year-old program.
- Families who had a deferred placement from the previous year.
- Children of families who have had a sibling attend Glen Oak Kindergarten within the last 6 years.
- Date of application.
- The final decision remains with the Committee of Management

Glen Oak Kindergarten recommends that families consider enrolling in other kindergartens to ensure they have a range of options available to them.