

Stonnington Central Registration Scheme for three- and four-year-old kindergarten

2024



City of
STONNINGTON



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We acknowledge we are on the Traditional Lands of the Wurundjeri Woi Wurrung and Bunurong peoples of the East Kulin Nations and pay our respect to their Elders past and present.

We extend that respect to all Aboriginal and Torres Strait Islander peoples. We acknowledge their living connection to Country, relationship with the land and all living things extending back tens of thousands of years.

Overview of the Stonnington Central Registration Scheme (CRS)

Kindergarten is a great way for all children to learn through play, have fun and make new friends. Kindergarten also helps children continue their learning journey and prepare for school.

The Stonnington Central Registration Scheme (CRS) is a City of Stonnington-led program that aims to simplify access to kindergarten and early years services for families and carers. The program operates in support of the Victorian Government's Education State Early Childhood Reform Plan (2018) which outlines a vision of early childhood reform in Victoria to create a higher quality, more equitable and inclusive early childhood system.

The CRS currently coordinates registration for several providers in Stonnington, making access to kindergarten easy and fair for all children. As of 9 February 2024, following increased funding from the State Government, it is now free for all families to submit their registration through the Stonnington Central Registration Scheme.

The Victorian Government funds providers by subsidising kindergarten fees to keep costs

low for families so that children can attend kindergarten for one or two years before school.

Kindergartens may charge an additional fee to cover their costs. Please contact the kindergarten you are interested in to discuss specific costs.

Additional funding is available to eligible families through the Kindergarten Fee Subsidy (KFS). This is a Victorian Government subsidy that enables eligible children to attend a funded kindergarten program for free or at low cost in the year they attend kindergarten. Further details are provided within these guidelines.

For more information about kindergarten programs operating in the City of Stonnington, visit the Kinder in Stonnington webpage: stonnington.vic.gov.au/kinder

More information is available at your local Maternal and Child Health Service, child and family support service, library, Council customer service centres and supported playgroups.

There are four simple steps to getting your child into kinder through the Central Registration Scheme and many people to help you along the way.

1. Register for kinder	<ul style="list-style-type: none">» registration is completed online at stonnington.vic.gov.au/kinder» hard copy forms are available upon request.» registration is now free for families (as of 9 February 2024)
2. Allocations and offers	<ul style="list-style-type: none">» Stonnington CRS Officer reviews all registrations and allocates places to participating services.
3. Accepting offers	<ul style="list-style-type: none">» offers are valid for up to two weeks*» families can choose to:<ul style="list-style-type: none">» accept» decline and waitlist» decline and exit CRS.
4. Enrol with your kinder	<ul style="list-style-type: none">» enrolments are completed directly with the early years service.» your kindergarten will contact you to help you enrol and prepare for kinder.

**A request to confirm your child's place needs to be returned within two weeks for a round one kindergarten offer (one week for subsequent offers). If confirmation is not returned and efforts to contact the family are unsuccessful, the application will be cancelled.*

Guidelines overview

Guidelines Framework

Stonnington's CRS is a centralised system, administered by the City of Stonnington to allocate kindergarten places on behalf of participating funded kindergarten providers and early years services.

These guidelines apply to all parties participating in the CRS including:

- » City of Stonnington
- » early years services and kindergarten providers
- » kindergarten Early Years Management
- » kindergarten committees of management
- » applicants (parents/guardians) who register for eligible kinder programs.

The guidelines aim to provide a clear overview of the City of Stonnington's, and participating providers', commitment to delivering a CRS that is transparent, equitable in its allocation process and delivery of services and responsive to the needs of the community.

These guidelines should be read in conjunction with:

- » Stonnington's online kindergarten information: [**stonnington.vic.gov.au/kinder**](https://stonnington.vic.gov.au/kinder)
- » City of Stonnington: Children and Family Services Information [**stonnington.vic.gov.au/services/children-and-family-services**](https://stonnington.vic.gov.au/services/children-and-family-services)

Aim of CRS guidelines

The foundations of a child's long-term development are laid in early childhood. In these years, children develop crucial cognitive and emotional skills such as reasoning, problem solving and how to get along with others.

The CRS aims to simplify access to kindergarten services and early years services for families and carers and takes a holistic view of a child's journey from birth to their first day at kindergarten. It is a collaborative model that coordinates councils, service providers, Maternal and Child Health staff, support services and other stakeholders to support families and carers.

These guidelines aim to:

- » ensure families and carers are aware of the value of early childhood education and the role of the CRS
- » ensure appropriate support is provided for all eligible children to enrol in and attend kindergarten
- » promote the equitable delivery of the CRS, including priority allocations through our local allocation criteria
- » ensure vulnerable (priority) children in Stonnington can access free or low-cost quality funded kindergarten programs through the CRS
- » promote priority allocation criteria for children experiencing disadvantage or vulnerability (in line with Department of Education Priority of Access Guidelines)
- » provide open and transparent communication with families and participating providers regarding registration and allocation of kindergarten places
- » strengthen the capacity of kindergarten and early years services in the City of Stonnington to provide services that are accessible and meet the needs of the community.

Participating early years services

The CRS is designed to reduce challenges for families accessing kindergarten and achieve consistency in kindergarten registration within the City of Stonnington. Services currently participating:

- » Glen Education Serrell Street Kindergarten, Malvern
- » Princes Close Early Years Services, Prahran
- » South Yarra Preschool, South Yarra
- » Stonnington Children's Centre, Windsor
- » Windsor Community Children's Centre, Windsor

The list of participating services is regularly updated as more services join the CRS.

For a current list of participating kindergartens visit the Kinder in Stonnington webpage:

[**stonnington.vic.gov.au/kinder**](https://stonnington.vic.gov.au/kinder)

Accessing kindergarten programs

Eligibility

The government subsidises one year of three-year-old kindergarten and one year of four-year-old kindergarten for all children.

Deciding when your child is ready for kindergarten can be difficult. You can discuss your child's development and needs with a Maternal and Child Health Nurse, the Stonnington Preschool Field Officer or speak to a local kindergarten provider. Contact details for these services are included in the CRS contacts overview (see Appendix 3).

As a general indicator, refer to the table below:

Three-year-old kindergarten	Four-year-old kindergarten
Child turns three by 30 April of the year they start a three-year-old kindergarten program.	Child turns four by 30 April of the year they start a four-year-old kindergarten program.

Additional eligibility considerations

The National Quality Framework (NQF) has strict educator-to-child ratios that are required to be met for all early years services. For children who turn three-years-old between January 1 to April 30 in the year they commence three-year-old kindergarten, this may affect their starting date with the service and/or fees associated with attendance. Families are encouraged to review the program offerings at their preferred services before application to confirm how this will affect their child's starting date.

Some children can access a second year of funded four-year-old kindergarten if it is necessary for their individual development. Families are encouraged to speak with their kindergarten provider and may also refer to [vic.gov.au/does-my-child-need-second-year-kindergarten](https://www.vic.gov.au/does-my-child-need-second-year-kindergarten)

Further information is available from the Department of Education website at [vic.gov.au/when-start-kindergarten](https://www.vic.gov.au/when-start-kindergarten)

Immunisations

In line with the Victorian Government 'No Jab No Play' policy, you will need to give the kindergarten the following documents to confirm your child's enrolment in kindergarten:

- » a current immunisation history statement from the Australian Immunisation Register (AIR)
- » the statement must show your child is up to date with all vaccinations that are due for their age or that they're up to date with the vaccinations they're able to receive.

The immunisation history statement from the AIR is the only document accepted for enrolments. Letters from GPs or local councils are not accepted.

Children experiencing vulnerability and disadvantage can be enrolled without an Immunisation History Record under a grace period. This allows families or carers to continue to access kindergarten while receiving support to get your child's immunisations up-to-date and documented.

Further information about preparing your child for kindergarten can be found at the starting kindergarten webpage:

[vic.gov.au/starting-kindergarten](https://www.vic.gov.au/starting-kindergarten)

Information about the City of Stonnington's immunisation programs can be found at our immunisation website page:

[stonnington.vic.gov.au/services/immunisation](https://www.stonnington.vic.gov.au/services/immunisation)

Priority access and local criteria

Children who meet the Department of Education Priority of Access Guidelines (DE PoA Guidelines) (see Appendix 1) will always receive the highest priority. The DE PoA Guidelines state that in instances where more eligible children apply for a place at a kindergarten service than there are places available, children must be prioritised on the DE PoA Guidelines.

Remaining registrations are prioritised in accordance with the local allocation criteria and additional allocation considerations (see Appendix 1).

A computer-generated selection process is applied to all registrations. The computer will randomly allocate offers to applicants who hold equal points.

Registration, allocation and enrolment breakdown

There are four distinct stages when enrolling a child with a kindergarten provider through the Stonnington CRS.

The Stonnington CRS Officer can assist families with:

1. registration
2. allocation
3. acceptance/decline of an offer

Individual kindergarten providers will assist families with: enrolment with allocated kindergarten provider

1. Register for kinder	<ul style="list-style-type: none">» registration is completed online at stonnington.vic.gov.au/kinder» hard copy forms are available upon request.» registration is now free for families (as of 9 February 2024)
2. Allocations and offers	<ul style="list-style-type: none">» Stonnington CRS Officer reviews all registrations and allocates places to participating services.
3. Accepting offers	<ul style="list-style-type: none">» offers are valid for up to two weeks*» families can choose to:<ul style="list-style-type: none">» accept» decline and waitlist» decline and exit CRS.
4. Enrol with your kinder	<ul style="list-style-type: none">» enrolments are completed directly with the early years service.» your kindergarten will contact you to help you enrol and prepare for kinder.

**A request to confirm your child's place needs to be returned within two weeks for a round one kindergarten offer (one week for subsequent offers). If confirmation is not returned and efforts to contact the family are unsuccessful, the application will be cancelled.*

For a breakdown of the Registration and Allocation Process, refer to Appendix 2

Step 1: Stonnington CRS registration process

Registrations for three- and four-year-old kindergarten can be completed online or on hardcopy forms available from:

- » Council offices
- » kindergarten and other early years services
- » Maternal and Child Health Services
- » library services.

Registrations and allocations for programs will be processed in accordance with the following dates:

CRS cycle	Applications submitted year prior to starting
Registrations open	1 April
Registrations close	31 May*
First-round offers to families	Last week of Term two
Acceptance of first-round offers	Two weeks from offer date
Second-round and future registrations open	1 June
Registrations close	30 June
Second-round offers to families	Second week of Term three
Acceptance of second-round offers	One week from offer date
Subsequent offers	Weekly or when available

*Priority applications will be accepted and prioritised at any time.

For questions and/or assistance in completing a registration form, please contact the Stonnington Central Registration Officer on 8290 1690 or via email at centralregistration@stonnington.vic.gov.au

Families may submit an **expression of interest form** up to two years prior to a child starting kindergarten; however, a **registration form MUST be submitted to be considered in allocations for placements.**

Three- and four-year-old kindergarten places are allocated separately and will require a new registration form for each. Information can be found on the City of Stonnington website.

Step 2: allocations

Allocations operate in line with the following:

- » once submitted, families will receive confirmation that their registration form has been received. For online applications this will appear within 24 hrs – please allow longer for posted applications. If no confirmation is received, families should contact the Stonnington Central Registration Officer on 8290 1690 or via email at centralregistration@stonnington.vic.gov.au
- » children who meet the Department of Education's Priority of Access Guidelines (DE PoA Guidelines) (see Appendix 1) will always receive the highest priority in allocation to placements.
- » remaining registrations are prioritised in accordance with the local allocation criteria and additional allocation consideration (see Appendix 1)
- » A computer-generated selection process is applied to all registrations with random allocation digitally applied to all applicants of equal priority.

Step 3: offers

Offers operate in line with the following:

- » first-round offers are sent, and families have up to two weeks to respond to their offer by either:
 - » accepting the offer of the allocated placement
 - » declining the offer and asking to be re-entered into the Stonnington CRS for possible re-allocation at another service
 - » declining the offer, and removing themselves from the Stonnington CRS process for that particular application
- » once all first-round offers are processed, the remaining vacancies will be filled by the next eligible applicant. Second-round offers (and any subsequent rounds) must be actioned by families within one week of receipt of offer
- » the Central Registration Officer will continue to work with services to place eligible children until all vacancies are filled
- » a waitlist will be maintained until the start of term 1 in the year your child will start kindergarten. From term 1, a waitlist will only be maintained for children that have not been allocated to a kindergarten place or if a family requests to remain on a waitlist.

Step 4: enrolling with kindergarten providers

Enrolment is completed directly between families and kindergarten providers (not with Council). Specific information regarding a child's enrolment will be provided once an offer has been accepted.

Families will receive communication direct from their accepted kindergarten provider with their specific enrolment requirements. This will include confirmation of program attendance days and practical information such as dietary requirements, religious background and medical conditions.

Families will also be asked to provide copies of:

- » proof of identity: child's birth certificate, birth notice, passport or immunisation record
- » proof of residence: a utilities bill, rental agreement or rates notice with family's name and address (this must be the main residence of the child applicant)
- » concession cards and immigration visas (where applicable)
- » documents from family support services or a Maternal and Child Health nurse confirming high support needs and/or disability or letter from a doctor for complex medical needs (where applicable).

Disputes

Families, carers and participating kindergarten providers can discuss any concerns regarding the CRS with the Stonnington Central Registration Officer who will work to facilitate a satisfactory outcome.

If a satisfactory outcome is not achieved, the concerns will then be referred to the Stonnington Coordinator Early Years and Manager of Community Services to further facilitate discussions to support an outcome.

All disputes will be handled in accordance with the Stonnington Complaints Policy.

Roles and responsibilities

Communication responsibilities

Refer to the 'Registration, allocation and enrolment overview flowchart' (Appendix 2) for an overview of how the City of Stonnington, early years services and families will submit and update information for kindergarten registrations through the CRS.

Early years services and the City of Stonnington are expected to maintain updated records in the CRS regarding:

- » changes to program offerings (cancellations, changes to sessional timings etc)
- » vacancies which may be allocated to families currently waitlisted awaiting allocated placements at kindergartens participating in the CRS
- » updates to family contact details.

In addition, the City of Stonnington will ensure that:

- » Maternal and Child Health nurses and other early years support services have relevant information about the CRS, so they can support eligible families and carers to apply for kindergarten through the CRS.

Families are responsible for submitting timely, accurate and complete details for registrations.

Access to Stonnington CRS guidelines

These guidelines are accessible:

- » via the City of Stonnington website children and family services webpage: stonnington.vic.gov.au/services/children-and-family-services
- » from participating kindergarten providers
- » through Stonnington Maternal and Child and Health services.



Guideline definitions

Word/term	What happens?
Allocation of place	The priorities referred to when allocating places into a three- or four-year-old kindergarten program within the Stonnington CRS.
Allocation process	The process for the allocation of places to participating funded kindergarten programs within the CRS.
Applicant	A child whose parent/guardian has lodged a completed kindergarten application or registration.
Council	The City of Stonnington.
Central Registration Scheme (CRS)	<p>The system designed to support families to apply for and access three- and four-year-old kindergarten in an easy and transparent way. The CRS is designed to reduce challenges for families accessing kindergarten and achieve consistency of kindergarten registration within the City of Stonnington.</p> <p>This model has been developed by City of Stonnington with input from the Department of Education (DE), the Stonnington Early Years Reference Group and local early years service providers.</p>
DE	Department of Education. The Victorian regulatory authority primarily responsible for the regulation and quality assessment of education and care services in Victoria.
DE priority of access criterion	In line with the Victorian Government Kindergarten Guide and the DE priority of access guidelines, priority of access criteria is implemented to support fair and equitable access to kindergarten.
Early Start Kindergarten	<p>Early Start Kindergarten provides free or low-cost kindergarten to eligible three-year-old children who identify as Aboriginal or Torres Strait Islander, are known to Child Protection/Child FIRST, or are from a refugee or asylum seeker background.</p> <p>Early Start Kindergarten will continue to provide 15 hours a week of subsidised kindergarten till 2029 when all three-year-old children across the state will have access to 15 hours of subsidised kindergarten.</p>
Early Years Compact agreement	A ten-year agreement between Department of Families, Fairness and Housing, Department of Education and local government with the goal of supporting vulnerable children, including to increase the participation of children in out-of-home care and children known to child protection, in the early years services.
Early years services	Early years services provide care and education for children aged 0–6 years, supporting all developmental areas including language and literacy, gross motor skills, cognitive skills, social and emotional development and health, and general wellbeing. Early years services may also offer funded kindergarten programs.
Early Years Management	Early Years Management (EYM – previously Cluster Management) is an organisation that manages multiple early childhood services. The EYM is the approved provider and has responsibility for the overall management of the service and the employment of staff. They are also responsible for ensuring compliance with legislative, financial and funding requirements and the quality of the program.
Eligible child	A child who is eligible to apply for a kindergarten place in the City of Stonnington CRS.
Free Kinder initiative	<p>Free kinder is available in three- and four-year-old funded kindergarten programs across Victoria at participating services.</p> <p>Free kinder is available at both standalone (sessional) kindergartens and long day care (childcare) centres with specific funding dependent on the program setting.</p> <p>Individual services have the choice to opt-in or out from the free kinder initiative.</p>

Guideline definitions continued

Word/term	What happens?
Funded kindergarten place	<p>After enrolment, four-year-old children receive a funded DE kindergarten place when they attend kindergarten in the year before school.</p> <p>From 2022, funded kindergarten places will be available for the two years prior to a child starting school.</p> <p>Children are eligible for only one year of each of funded three- and four-year-old kindergarten, unless eligible for a second year of funded four-year-old kindergarten.</p> <p>To be eligible for a second year of funded four-year-old kindergarten, a child must meet the criteria of a developmental delay in at least two key areas of learning and development. This is assessed by the family and the kindergarten teacher.</p> <p>Three-year-old kindergarten</p> <p>All children must be three years of age by the 30 April in the year they are to attend kindergarten. In some services, children will not be able to attend a funded kindergarten program until they turn three years of age. This is due to the national law requirement of a minimum educator-to-child ratio for children aged under three which is 1:4. Sessional kindergartens generally do not have the required educator to child ratio to support children until they turn three years of age.</p> <p>Four-year-old kindergarten</p> <p>All children must be four years of age by 30 April in the year they are to attend kindergarten.</p>
Information Privacy Policy	Information collected during kindergarten registration is collected and handled in accordance with the Information Privacy Principles of the <i>Privacy Information Act 1988</i> .
Kindergarten (also known as preschool)	The term kindergarten refers to both kindergarten and preschools. Kindergarten is a universal early childhood program funded by the Victorian Government and partially by the Federal Government (four-year-old kindergarten only) for children in the two years prior to commencing primary school.
Kindergarten Central Registration form	The form (online or paper format) that is required to be completed when applying for a kindergarten position.
Kindergarten Committee of Management	A voluntary committee, which has responsibility for the overall management of the service and the employment of staff. They will also be responsible for ensuring compliance with legislative, financial and funding requirements, and the quality of the program.
Kindergarten enrolment	Completed by a kindergarten or early years service to enrol a child within their service.
Kindergarten Fee Subsidy	The kindergarten fee subsidy is a State Government subsidy that enables eligible children to attend a funded kindergarten program for free or at low cost, in the year they attend kindergarten.
Kindergarten Funding Guide	The Kindergarten Funding Guide is developed by DE and is updated from time to time to guide kindergarten providers on operations including the eligibility criteria for funding and priority of access criteria.
Kindergarten Information Management System (KIMS)	Using information collected through previous reporting cycles, KIMS pre-populates funding allocations for each service and only requires services to update information as circumstances change.
Kindergarten provider	The approved provider which manages the kindergarten program that is participating in CRS.

Guideline definitions continued

Word/term	What happens?
Kindergarten registration	<p>The process of registering a child for attendance at kindergarten.</p> <p>Information is provided to the City of Stonnington by families, advising of the request for a three- and/or four-year-old child to be allocated a kindergarten place.</p> <p>This information is used by the City of Stonnington and kindergarten and early years services to allocate a child to a kindergarten service and program. The information collected is provided to the service to ensure the child can be enrolled into the kindergarten program.</p>
Local priority of access criteria	<p>The agreed criteria for the allocation of places to participating funded kindergarten within the CRS, after the DE priority of access criteria has been applied.</p>
Resident	<p>Families who reside within the City of Stonnington.</p>
Registration fee	<p>A non-refundable fee payable when lodging a registration/application for kindergarten that contributes to the cost of Council administering the CRS.</p> <p>As of 9 February 2024, the City of Stonnington no longer charges a registration fee for applications. Previous applications remain non-refundable.</p>
Residential address	<p>The address the child resides at with their parent, guardian or carer in the year they are attending funded kindergarten.</p>
Stonnington Early Years Reference Group (EYRG)	<p>The City of Stonnington Early Years Reference Group was formed in 2023 as part of addressing the State Government's Best Start Best Life Reform. The group was established to support all Early Years Services in Stonnington to successfully achieve two-years of funded kindergarten by 2029 and to advocate on behalf of children and families in Stonnington for equitable access to high quality education and care.</p>
Vacancy	<p>A kindergarten position available, either due to a child leaving the service, an increase in enrolments or insufficient enrolments.</p>

Reference documents

- » Kindergarten Funding Guide, Department of Education
- » MAV Central Enrolment Resource Guide for Local Government

Legislative Provisions, Standards, Guidelines and Principles

National Legislative Framework, which is established through an applied laws system and consists of:

- » Belonging, Being and Becoming: The Early Years Learning Framework for Australia
- » *Education and Care Services National Law Act 2010*
- » Education and Care Services National Regulations 2011
- » National Partnership Agreement on Early Childhood Education
- » National Quality Framework
- » National Quality Standard for Early Childhood Education and Care and School Age Care

Commonwealth legislation and related documents:

- » *Age Discrimination Act 2004*
- » *Disability and Discrimination Act 1992*
- » *Racial Discrimination Act 1975*
- » *The Privacy Act 1988 (Cth)*
- » UN Convention on the Rights of the Child

State government

- » *Child Wellbeing and Safety Act 2005*
- » Department of Education Training – Municipal Association of Victoria Partnership Agreement
- » *Equal Opportunity Act 2010*
- » *Health Records Act 2001 (Vic)*
- » *Local Government Act 2020*
- » *The Public Health and Wellbeing Amendment (No Jab, No Play) Act 2015 (No. 55 of 2015)*
- » *Privacy and Data Protection Act 2014 (Vic)*
- » The Victorian Kindergarten Funding Guide 2016
- » Victorian Auditor General Early Childhood Development Services: Access and Quality 2011
- » *Victorian Charter of Human Rights and Responsibilities Act 2006*
- » Victorian Early Years Learning and Development Framework

Local government

- » City of Stonnington's Birth to 25 – Children, Youth and Family Strategy

APPENDIX 1 – Priority of access and local criteria

Department of Education’s Priority of Access Guidelines

Children who meet DE’s priority of access criteria will always receive the highest priority. The DE PoA Guidelines state that in instances where more eligible children apply for a place at a kindergarten service than there are places available, children must be prioritised on the criteria detailed below:

High priority children	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 attending a three-year-old kindergarten program through Early Start Kindergarten or access to early learning 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.	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 KIMS.
Asylum seeker and refugee children.	An appropriate visa identifies the child and/or parents as a refugee or asylum seeker.
Children eligible for the Kindergarten Fee Subsidy.	A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran’s Affairs Card, or has multiple birth children (triplets, quadruplets).
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 Disability Health Care Card » has previously been approved for a Kindergarten Inclusion Support package, or referred by: <ul style="list-style-type: none"> - the National Disability Insurance Scheme, - an Early Childhood Intervention Service, - a Preschool Field Officer, or - a Maternal and Child Health nurse.

Local allocation criteria

The CRS applies agreed local criteria to prioritise allocations of other children where demand exceeds the places available. The table below outlines the factors which the City of Stonnington will consider when allocating a place.

Local area criteria

Existing service connection: child currently accessing the service.

Proximity to service: families who live within a 2km radius of the service.

Residents: families who are residents of the City of Stonnington.

Previous service connection: sibling currently or previously accessed the service (within five years).

Additional allocation considerations

Although the DE PoA and local allocation criteria will always be considered first, applicants may apply for special consideration when circumstances mean it is critical their child attends the kindergarten identified as their first preference. This may be applied in special circumstances:

- » families at risk of vulnerability such as:
 - › a parent or child having a life threatening or debilitating illness or disease
 - › a parent who has a disability, diagnosed mental illness or drug and/or alcohol dependency
 - › court orders that limit choices for kindergarten
 - › risk of family violence
 - › risk of homelessness.
- » families with work or study commitments may be given priority to longer day sessions.
- » all efforts will be made to ensure two children from the same family, who are enrolling in kindergarten in the same year, will be offered places at the same service where this is requested by the family.
- » where a family believes their child has additional needs that are currently undiagnosed.
- » circumstances where a family believes there should be additional consideration in prioritising their allocation to their first preference service, including:
 - › parent/carer work or study commitments impacting accessibility of alternative services
 - › prior connections with the service that fall outside the scope of the defined local allocation criteria (e.g., previous sibling attendance outside the defined period, historical family connection – sometimes referred to as 'a legacy connection').

These additional considerations are reviewed by the Central Registration Officer and Early Years Coordinator. The Early Years Coordinator will determine the approval of special considerations that receive priority scoring during the allocation period.

Second year of funded four-year-old kindergarten

The Department of Education provides funding to support children to access a kindergarten program in the two years before they start school. As per The Kindergarten Guide, a child is eligible to receive a second year of four-year-old funded kindergarten if:

- » the child is observed by the early childhood teacher as having delays in at least two outcome areas of learning and development detailed in the Victorian Early Years Learning and Development Framework
- » there is evidence to suggest that the child will achieve better outcomes if they attend a second year of funded kindergarten to strengthen the learning and development of skills in these areas and better facilitate transition to school the following year.

Allocations for a second year of funded kindergarten will occur in consultation with the kindergarten services.

APPENDIX 2 – Kindergarten registration process

2.1 Registration and allocation timeline

Families can register their child for three- or four-year-old kindergarten through the CRS the year before they commence kindergarten.

The Stonnington CRS launched on 1 August 2022 for registration applications for 2023 programs.

As this was the first year of the Stonnington CRS, a modified timeline operated for allocations to remaining places in participating centres. All initial registrations and enrolments for 2023 Programs were conducted direct to services.

Following changes to the allocation model in 2024, the Stonnington Central Registration Scheme now opens in April of the year prior to children attending kindergarten.

Registration, allocation and enrolment timeline (dates)

CRS Cycle	Applications submitted year prior to starting
Registrations open	1 April
Registrations close	31 May*
First-round offers to families	Last week of term two
Acceptance of first-round offers	Two weeks from offer date
Second-round and future registrations open	1 June
Registrations close	30 June
Second-round offers to families	Second week of term three
Acceptance of second-round offers	One week from offer date
Subsequent offers	Weekly or when available

**Registrations will still be accepted past initial closing date but will only be considered after registrations received before this deadline. Priority applications will be accepted and prioritised at any time.*

2.2 Registration and allocation timeline

Open first-round registrations

As of 9 February 2024, following increased funding from the State Government, it is now free for all families to submit their registration through the Stonnington Central Registration Scheme. Registration can be completed online or on hardcopy forms available from:

- » Council offices
- » kindergarten and other early years services
- » Maternal and Child and Health services
- » library services.

Council staff and kindergarten staff can assist families who are having difficulty with the registration process.

Each registration form must be accompanied by:

- » a birth certificate and/or
- » immunisation history statement.

First-round registrations are open from 1 April to 31 May. You can still register after this, but first-round registrations will be considered first.

Confirmation of receipt of registration will be sent via email as the preferred method.

If families do not have an email address, confirmation will be sent by mail. If confirmation is not received within 24 hours of submission (allow five working days for posted confirmation), please contact the Central Registration Officer on 8290 1690 or via email at centralregistration@stonnington.vic.gov.au

2.2 Registration and allocation timeline *continued*

Allocation of places

Completed registrations received by the close of first-round registrations (31 May) will be included in first-round offers. Priority of access is applied to each registration based on the information at the time the form is submitted. Enrolments are categorised and places offered in order of highest priority to lowest.

Offers

First-round offers are sent to families at the end of Term 2 (Victorian term dates), and second-round offers are sent in Term 3 each year. Subsequent round offers are sent from August and will be made weekly or whenever new places are available.

A request to confirm your child's place needs to be returned within:

- » two weeks for a round one kindergarten offer
- » one week for a round two or later kindergarten offer
- » an agreed timeframe for long day care places (non-kinder places).

If confirmation is not returned and efforts to contact the family are unsuccessful, the application will be cancelled.

Acceptance of first-round offers

After all returns have been processed, the City of Stonnington will review families that have not accepted offers and follow up.

Once all first-round offers are accepted or cancelled, the remaining vacancies will be filled by the next eligible applicant.

Subsequent-round offers

Following allocation of all first-round offers any additional registrations will be allocated on a weekly basis.

The Central Registration Officer will continue to work with services to place eligible children until all vacancies are filled.

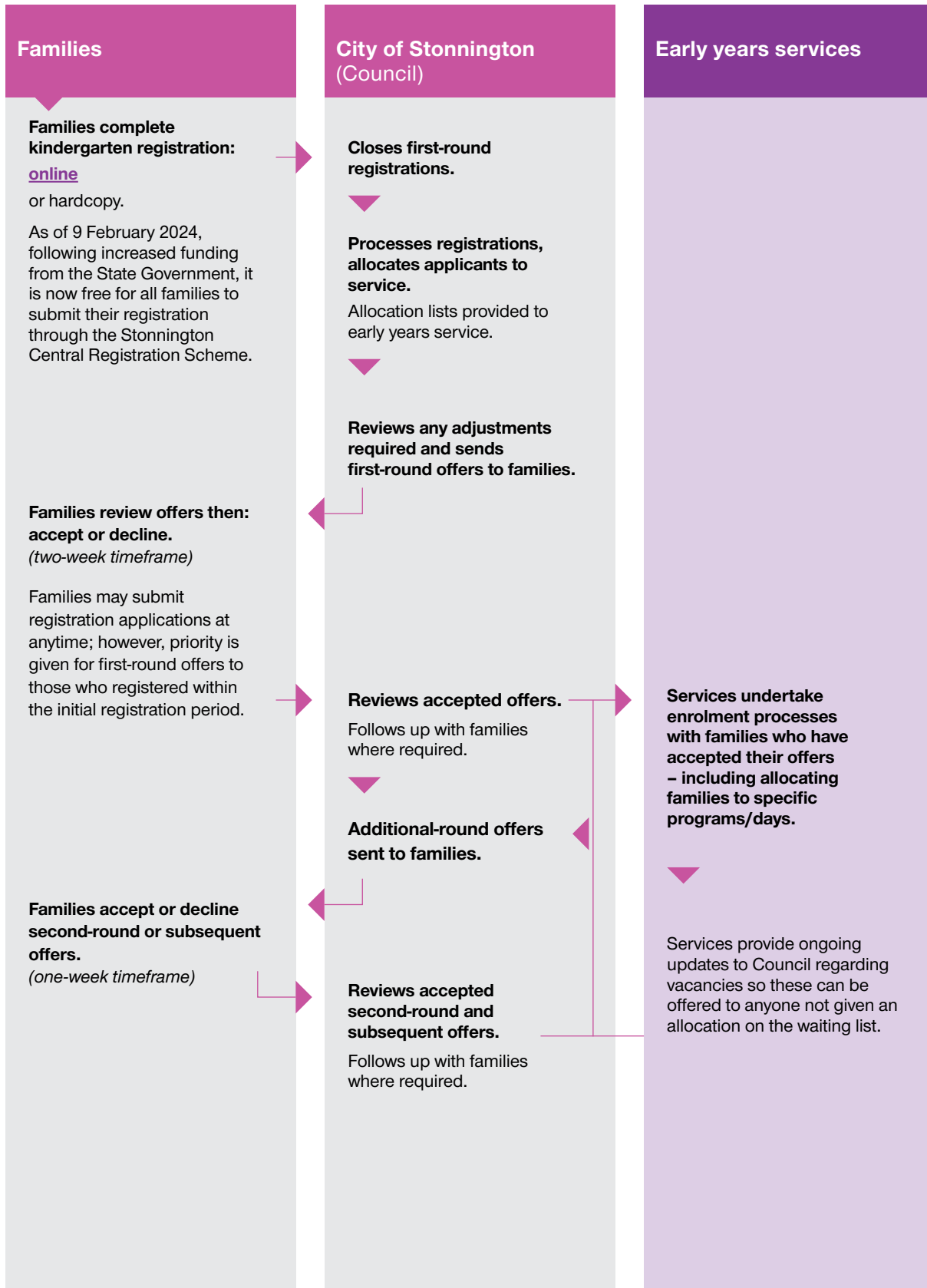
A waiting list will be maintained for those unallocated a place, or those who have not been allocated their preferred place through the allocation process.

Process for accepting offers

Families can choose to:

- » accept an offer, in which case they must do so as outlined above.
 - » not to accept an offer and remove themselves from the CRS.
 - » not to accept an offer and instead ask to be re-entered into the CRS as they would like to see if they can secure a place at one of their higher preferences. If families choose this option, the original place offered to them will no longer be available to them.
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2.3 Registration, allocation and enrolment overview flowchart



APPENDIX 3 – CRS contact overview

City of Stonnington

Stonnington Central Registration Officer	8290 1690	centralregistration@stonnington.vic.gov.au
Stonnington Maternal and Child Health services	132 229	mchadmin@stonnington.vic.gov.au
Stonnington Privacy Officer	8290 1333	council@stonnington.vic.gov.au

Kindergarten support

Preschool Field Officer – Southern	9192 8100	psfo.southmelbourne@vt.uniting.org
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Early years services

Participating CRS early years services	stonnington.vic.gov.au/services/children-and-family-services/kindergarten-in-stonnington/starting-kindergarten
All Stonnington early years providers	stonnington.vic.gov.au/services/children-and-family-services/childrens-services-directory

Other support agencies for families

Brotherhood of St Laurence	bsl.org.au
Better Health Network	starhealth.org.au
The Orange Door	orangedoor.vic.gov.au
Uniting Care	unitingvictas.org.au

Additional resources for families

Victorian Government – kinder information	vic.gov.au/sending-child-kinder
Starting Blocks	startingblocks.gov.au
Services Australia	servicesaustralia.gov.au/early-education?context=60007
Find a Kinder	findakinder.educationapps.vic.gov.au/



 **8290 1333**

 PO Box 58, Malvern Victoria 3144

 council@stonnington.vic.gov.au

Visit us

 stonnington.vic.gov.au

 **Stonnington City Centre**
311 Glenferrie Road, Malvern

Community languages

Call the Stonnington Community Link,
a multilingual telephone information service.

Mandarin	普通話	9280 0730
Cantonese	廣東話	9280 0731
Greek	Ελληνικά	9280 0732
Italian	Italiano	9280 0733
Polish	Polski	9280 0734
Russia	Русский	9280 0735
Indonesian	Bahasa Indonesia	9280 0737
All other languages		9280 0736