



POLICY

EY001 Early Years Enrolment

1 Purpose

This Policy confirms Council's commitment to the Central Registration Enrolment Scheme (Scheme) as a component of the delivery of Early Years Services across the Shire.

2 Scope

This Policy applies to the Approved Provider and their educators and staff, as well as parents or guardians who wish to enrol or who have already enrolled their child at services managed by the Approved Provider.

3 Definitions

Council means Hindmarsh Shire Council

Approved Provider means the contractor appointed by Council to deliver Early Years Services across the Shire.

Children with Additional needs

means children whose development or physical condition requires specialist support or children who may need additional support due to language, cultural or economic circumstances

Eligible Child

means a child attending an early childhood education and care service as described in the immunisation enrolment toolkit for early childhood education and care services or a child in a kindergarten program who meets the requirements of both The Kindergarten Guide and the immunisation enrolment toolkit for early education and care services.

4 Background

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

It is intended that all eligible children (refer to Definitions) will have access to one year of kindergarten before commencing school. However, a shortage of places in some areas can limit choices for parents/guardians. Where demand is higher than availability a priority system for

access must be determined by the Approved Provider in order to allocate the available places. The criteria used to determine the allocation of places will vary from service to service but is generally based on a service's philosophy, values and beliefs and the provisions of the *Equal Opportunity Act 2012*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Criteria for access and inclusion are outlined in the Kindergarten Guide procedures and funding criteria (refer to Sources). Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

Childcare services providing approved care (refer to Definitions) must abide by the Family Assistance Law (refer to Legislation and standards) and the Commonwealth Government's Priority for allocating places in childcare services (refer to Sources).

5 Policy

Although Council does not manage enrolments directly, it must ensure:

- Compliance with the *Education and Care Services National Regulations 2011*, which require approved providers to have policies relating to enrolment.
- That all eligible children have equitable access to funded kindergarten programs.
- That enrolment processes administered by the third-party provider align with State Government funding requirements and Priority of Access (PoA) criteria.
- That families understand the division of responsibilities between Council and the third-party provider.

Council is committed to:

- Supporting equitable access to kindergarten for all children.
- Increasing participation, particularly for vulnerable children.
- Maintaining confidentiality of all information shared with Council by the third-party provider.
- Ensuring the third-party provider complies with all relevant legislation, privacy requirements, and funding guidelines in accordance with the Contract/Service Agreement as relevant.

6 Enrolment Administration

All enrolments, registrations, waitlists, and offers are managed by the contracted third-party Approved Provider. This includes:

- Managing the registration portal
- Applying Priority of Access criteria
- Issuing offers and managing acceptances
- Collecting enrolment documentation
- Communicating enrolment outcomes to families

Council does **not**:

- Process enrolment applications
- Determine allocations
- Manage waitlists

- Collect enrolment forms or supporting documents

Council receives confirmed enrolment lists from the third-party provider for operational planning only.

7 Responsibilities

7.1 Council

Council is responsible for ensuring that the Approved Provider delivers the service within the parameters of the Service Agreement/Contract and maintains all relevant policies and procedures that enable the effective implementation of the Scheme.

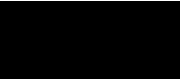
7.2 Approved Provider

The Approved Provider is responsible for delivering enrolment procedures in line with the Scheme and all other relevant regulations and legislation and ensuring that all information is available to Council on request.

8 References

Legislation
<i>Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000</i>
<i>Education and Care Services National Regulations 2011</i>

9 Document Control

Early Years Enrolment		Policy Category		Operational
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