

CENTRAL REGISTRATION AND ENROLMENT SCHEME STAGES

ATTACHMENT 1



CENTRAL REGISTRATION AND ENROLMENT SCHEME AND PRIORITY OF ACCESS GUIDELINE

Child, Youth & Family

Expressions of Interest Stage

Expressions of Interest open in February in the year before your child starts kindergarten. Parents/guardians can submit an online form for either 3-year-old or 4-year-old sessional kindergarten. You must complete a separate online form for 3-year-old kindergarten and 4-year-old kindergarten.

Parents/guardians who submit an expression of interest application for their child by June the year before they are due to attend kindergarten will be invited to submit a registration where they will choose their preferred kindergarten and sessions for the upcoming year and will be included in the first round of kindergarten offers.

Registration Stage

Registrations open in June and you can submit your registration online. Registrations received from June to 31 July are on time and will be included in the first round of allocations. Registrations received after 31 July will be included in later allocation rounds.

Parents/guardians will be asked whether they are willing to consider alternate sessions or kindergartens so that if there are no vacancies at their preferred kindergarten/s, they may be offered different days, times or locations to what they have provided.

Parents/guardians will need to provide the following documentation as part of either an expression of interest application or a registration application:

- Proof of the child's date of birth (e.g. birth certificate, birth extract, Immunisation Statement, passport, or a Statutory Declaration verifying your child's date of birth to be true and correct).
- Copy of any current concession cards (Health Care Card, Child Disability Health Care Card, Pensioner card, or DVA Gold or White Card).
- Refugee/Asylum Seeker or Humanitarian Visa.
- Any court orders relating to the custody or living arrangements of the child.
- Proof of Address at Registration Stage only (e.g. rates notice, utilities bill (within 3 months), current drivers licence, current concession card or visa letter).
- Supporting documentation for children or families with additional needs or complex medical needs (at Registration Stage only).

Throughout the registration and allocation process, parents/guardians will be contacted via email and/or text message.

Offer stage

First round offers for registrations received by July 31 will begin in August of the year before a child is due to begin kindergarten. Offer rounds will occur approximately every four weeks and will continue into the kindergarten year.

Responding to a kindergarten offer

OFFICIAL

Parents/guardians will receive a notification via email and text message that they have a kindergarten offer and will then be required to respond by clicking on the link in the offer email within five business days, and selecting one of the following responses:

- Accept the kindergarten offer (confirm the child will attend the kindergarten they were offered).
- Decline and remain on the waitlist (they will be required to resubmit kindergarten preferences).
- Remove from the waitlist (this will cancel the child's registration, and no further kindergarten offers will be received).
- No response to an offer by the family (the offer and registration will be cancelled).

Parents/guardians will receive a reminder text message if their child's kindergarten offer is outstanding. For Early Start Kindergarten (ESK), Pre-prep or Early Years (EY) referrals, parents may be contacted directly in addition to text messages.

Where a child is not allocated a place to their highest preferred kindergarten, allocations will be processed in the following manner:

- Where additional preferred kindergartens have been indicated on the child's registration, every effort will be made to place the child at one of their preferred kindergartens.
- Parents/guardians who have indicated they would consider an alternative will be offered places at kindergartens where vacancies remain.
- Parents/guardians are notified at the end of each round if they did not receive an offer in the current round and are encouraged to add more kindergartens to their preferred list.
- Children can remain on the waiting list until a place becomes available at their preferred kindergarten.

Enrolment Stage

Parents/guardians who have accepted a place at a Council managed kindergarten will be required to complete a Child Enrolment Record and a kindergarten funding authorisation funded which will be provided to them by the City of Casey Kep team.

Parents/guardians who have accepted a place on at an Independently managed kindergarten will be provided with contact details to enrol directly with the kindergarten.

Parents/guardians will need to contact the Independent provider for information about:

- Timetables and session times.
- Kindergarten tours.
- Enrolment and orientation sessions.
- Support for the child starting kindergarten.
- Children are unable to start kindergarten until this documentation and supporting evidence has been received by the kindergarten.

Immunisation

Under Victoria's *No Jab, No Play* law, all early childhood services must check that children's immunisations are up-to-date for their age. Parents/guardians must provide an up-to-date Medicare Immunisation History Statement (IHS) for their child to start kindergarten.

Orientation and starting kindergarten

Children who have a place at a Council managed kindergarten will be contacted to book in and attend an orientation session as part of a child's transition into kindergarten.

Children who have a place at an Independantly managed kindergarten, will be contactly directly to discuss orientation and transtioning steps into the kindergarten.

Request to transfer a kindergarten session or centre in the current year

OFFICIAL

To be eligible for a current-year transfer, the child must be regularly attending their kindergarten.

- Once added to the transfer waiting list, they'll be considered in future transfer offer rounds.
- When a transfer is offered and accepted, the acceptance email will confirm the start date at the new kindergarten or session.

All transfer requests must be emailed to kinderenrolment@casey.vic.gov.au

Request to transfer a kindergarten session or centre in the next year

You can request a transfer once your child has been placed at a kindergarten for next year.

- Transfer offer rounds take place separately from regular offer rounds and happen later in the year.
- If a child doesn't receive a transfer before the kindergarten year starts, they must attend their allocated kindergarten to stay eligible for a future transfer.

All transfer requests must be emailed to kinderenrolment@casey.vic.gov.au

Responding to a transfer offer

Transfer offers will be emailed to parents/guardians and will include details on how and when to reply.

If parents/guardians don't reply in time:

- The transfer offer will be cancelled.
- The child will be removed from the transfer waiting list.

The family will need to need to contact the Kindergarten Enrolment and Planning Team if they still want a transfer.

Parents/guardians will be notified if they did not receive a transfer offer and can choose to:

- Stay on the waiting list for future transfer rounds, or
- Cancel the transfer request.

Version: February 2026.