

The Kindergarten Offer Process 2019

Priority of Access

Priority of access points are allocated to each registration based on information the parent/carer has provided on the registration.

Places are allocated according to priorities set by Department of Education and Training which includes:

- children who are at risk
- children with additional needs
- children eligible for a kindergarten fee subsidy
- children who require a second year of four year old kindergarten.

Darebin City Council also has a priority of access system that uses the following additional criteria:

- Darebin residents
- closest kindergarten to home
- siblings who attended the kindergarten of first preference within the past two years

If there are numerous registrations with the same points, registrations are randomly selected based on the available kindergarten places released by the services.

Late registrations

Late registrations are processed by the date of registration (when the Registration Team receives them). They are not considered in the first round of allocation.

Allocation process

First round (approximately July of each year for four year old kindergarten and August for three year old pre-kindergarten) is allocated by computer generated random selection of first preference only.

Families/carers who have registered online through the portal will be able to see if their child has been offered a place. The status shown on the main page can show **Offer** or if the status is showing **Wait Listed** this means that your child has not received an offer during this round of offers.

For families who have registered through hard copy registration form, please see the **Darebin Kindergarten Guide** on the Darebin website for timelines and processes.

Accepting an offer

Responding to an online offer can be done by logging into the portal and checking the status on the main page. If the place is accepted, the child's information will be provided to the centre in September. Centres contact families with group sessions and further enrolment needs. Any enquiries after this time should be directed to the centre accepted.

Families/Carers who did not receive an offer

The most common reason for not receiving an offer is when a greater number of registrations were received for that centre than there are places available. Another common reason is that many registrations have equal priority weighting.

Unsuccessful registrations will go back into the system with all other registrations and as places become available they will be computer generated, randomly selected for the second round. This process continues until all vacancies are filled. Allocation of places is a continuous process with multiple rounds of offers from July. Families/carers will be notified via email when they need to respond to an offer through the portal.

Declining an offer

Families/carers may decline a place offered, but as it was one of the nominated services this will be counted as an offer. The declined service will be removed from the child's registration and the registration date will change to the date of decline. Another place will not be offered until all other registrations for their nominated centres have been offered a place.

Changing preferences

Families/carers are able to change preferences through the portal up until 30 June the year of allocation, no changes can be made during allocation period.

Three year old pre-kindergarten – children must be three years of age before they can attend

A child must be three years of age before they can start pre-kindergarten; this may require payment of term 1 fees to secure the place regardless if the child is attending. Please check with the preferred services to understand their policies.

Immunisation

By law, to finalise enrolment for your child in long day care, kindergarten, family day care or occasional care you must provide the service with an immunisation status certificate that shows your child is either, up to date with vaccinations for their age **OR** on a vaccine catch-up schedule **OR** has a medical condition preventing them from being fully vaccinated.

More information is available from darebin.vic.gov.au/immunisation or www.health.vic.gov.au/immunisation