

# CENTRAL REGISTRATION AND ENROLMENT SCHEME (CRES) AND PRIORITY OF ACCESS GUIDELINES



## Child, Youth and Family

### 1. Purpose and Intent

This guideline outlines the responsibilities of the City of Casey's Central Registration and Enrolment Scheme (CRES) in registering and allocating sessional kindergarten places, as well as the responsibilities of all services under the CRES. The CRES provides a central point of access that streamlines the process for families to access funded three-year-old and four-year-old sessional kindergartens. The purpose of the CRES is to ensure the allocation of kindergarten places in line with the Department of Education's (DE) Priority of Access criteria and City of Casey's local criteria. This ensures the allocation of places is carried out in a fair and equitable manner.

### 2. Scope

These guidelines apply to Council staff, independent kindergarten providers operating in council owned facilities, other independent kindergarten providers who participate in the City of Casey CRES and families with eligible children registering and enrolling in sessional kindergartens.

### 3. Definitions

Key Term	Definition
Access to Early Learning (AEL)	Provides additional support for vulnerable children and families to address complex barriers to participation in early childhood education and care settings. This support is provided where Early Start Kindergarten funding alone will not adequately engage and sustain participation in early childhood education and care service.
Central Registration and Enrolment Scheme Funding Requirements	A set of requirements developed by the Department of Education that all CRES providers must adhere to.
Central Registration Platform	The software platform that the City of Casey uses to manage the registration and allocation of sessional kindergarten places.
Department of Education (DE)	The State Government Department that is responsible for ensuring services comply with the Kindergarten Priority of Access, Kindergarten Funding Guide and the Central Registration and Enrolment Scheme Funding Requirements.
Early Years Manager (EYM)	Organisations (Kindergarten Providers) that are local government or community-based that oversee multiple early childhood services to provide professional leadership and centralised management of kindergarten services.

Early Start Kindergarten (ESK)	Targeted funding for vulnerable children to attend a free kindergarten program for 15 hours per week. This includes: <ul style="list-style-type: none"> <li>Aboriginal and/or Torres Strait Islander children, or</li> <li>Children known to Child Protection, or</li> <li>Asylum seeker and refugee children.</li> </ul>
Early Years Referral	It is identified that a family requires extra support to register and access a kindergarten for their child. Referrals can come in by family services workers.
Four-year-old Kindergarten	A universal early childhood program, funded by the State Government, for children in the year prior to commencing primary school.
Free Kindergarten	Part of the Best Start, Best Life (BSBL) government reforms that provides free funded kindergarten for Three-year-old and one year of Four-Year-Old children for services who choose to opt into the initiative.
Immunisation – No Jab, No Play legislation	The ‘No Jab, No Play’ legislation aims to reduce the risk of vaccine preventable diseases through increased immunisation rates in the community. For children to attend kindergarten their immunisations must be up to date or meet the criteria for an exemption.
Kindergarten Enrolment and Planning team (KEP)	The team (within Council) that executes the functions under the CRES.
Kindergarten Funding Guide (developed by DE)	The <a href="#">Kindergarten Funding Guide</a> is an official Victorian government document designed for service providers, outlining policies, eligibility criteria, and compliance requirements for receiving state funding for 3- and 4-year-old programs. It acts as part of the service agreement, detailing funding types, application processes, and operational obligations.
Local Criteria	A local agreed criteria to prioritise children and determine the order in which offers are made, once DE Priority of Access (POA) has been applied.
Independent kindergarten providers	Independent or Committee of Management kindergarten providers that join the City of Casey CRES.
Parent/Guardian	A biological parent or a person who has parental responsibility for the child under a decision or order of the court.
Priority of Access (POA)	Criteria set out by DE that funded services must adhere to when prioritising kindergarten placements.
Three-year-old Kindergarten	A universal early childhood program funded by the State Government for children in the year prior to commencing four-year-old kindergarten.

#### 4. Background

The CRES is managed by the City of Casey Kindergarten Enrolment and Planning (KEP) team and aims to:

- Simplify the process of sessional kindergarten registrations and placement for families.
- Provide registration and allocation of sessional funded kindergarten places for Early Years Managers, as well as independent not-for-profit and community managed kindergarten providers that form part of the CRES.
- Provide access to free funded sessional kindergarten for eligible children.

- Implement referral pathways that will support and engage vulnerable and Culturally Linguistic Diverse (CALD) families with the process of accessing a funded sessional kindergarten place.
- Collect expressions of interest, and registrations to allocate children to available sessional kindergarten places in a fair and equitable manner using the DE Priority of Access criteria and the City of Casey local criteria.
- Continuously evaluate and update systems and processes to adjust to the evolving needs of the community and all relevant stakeholders.
- Ensure families have access to information in a variety of formats allowing for a clear understanding of the City of Casey’s CRES.
- Inform Council’s early years services and infrastructure planning.
- Work with internal and external stakeholders to assist families to access sessional kindergarten within the City of Casey’s CRES.

### 5. Responsibilities for this guideline

<p><b>Kindergarten Enrolment and Planning team</b></p>	<ul style="list-style-type: none"> <li>• To oversee the administration and implementation of the CRES for both City of Casey managed and independently managed kindergarten providers who participate in the CRES.</li> <li>• Maintain accurate and detailed records in the kindergarten data base, that meets City of Casey information technology requirements.</li> <li>• Maintain accurate records in DE databases.</li> <li>• Allocate kindergarten places for both new registrations and transfer requests.</li> <li>• Work in partnership with both internal and external stakeholders to execute kindergarten registrations functions.</li> <li>• Support with the planning and allocation of kindergarten places for both City of Casey managed and independently managed kindergarten providers.</li> <li>• Work with internal and external stakeholders in supporting the kindergarten registrations and placements of vulnerable children.</li> <li>• Respond to community enquiries.</li> <li>• Manage information in line with the Privacy and Confidentiality guidelines.</li> <li>• Act in accordance with the CRES Funding Requirements.</li> </ul>
<p><b>Parents/Families and service users</b></p>	<ul style="list-style-type: none"> <li>• Provide all required documentation for the Expression of Interest, Registration and Enrolment.</li> <li>• Respond to correspondence from the City of Casey within the specified timeframes.</li> <li>• Notify the KEP team of any required changes to the child’s information.</li> <li>• Ensure all information provided is true and correct at the time of submission.</li> </ul>

Responsibilities for all service providers in the CRES can be found in Attachment 3 – Information for Service Providers.

### 6. Best Start, Best Life reforms

The Victorian Government is investing \$14 billion in the Best Start, Best Life reforms. These reforms are intended to improve early learning outcomes for Victorian children through quality education programs.



As a part of the reform, four-year-old kindergarten is becoming Pre-Prep. Pre-prep offers children more hours of a funded kindergarten program. Four-year-old kindergarten will begin to increase from the currently funded 15 hours, to 30 hours of Pre-Prep by 2036. In the City of Casey, this will start in 2034, and services will be required to increase to 20 hours, before reaching 30 hours in 2036.

### Priority Pre-Prep Children

Children from eligible priority cohorts will be able to access between 16 and 25 hours of four-year-old kindergarten in the City of Casey. The hours of will vary between kindergartens.

Eligibility criteria for children and their families to access Priority Pre-Prep hours are:

- Identify as Aboriginal or Torres Strait Islander.
- From a refugee or asylum seeker background.
- Children at risk of abuse or neglect, including children in Out-of-Home Care Children who utilised ESK or AEL in their three-year-old kindergarten year.

Eligible families will be contacted by the City of Casey as part of the CRES process.

## 7. Funded Kindergarten Eligibility

### Age requirements

The Victorian Government provides funding to support children to access a sessional kindergarten program in the two years before they start school. There are eligibility factors to consider based on the child's age, date of birth, and development:

- A child can only be funded for a kindergarten place at one service at any one time.
- A child is ordinarily eligible to attend one year in a three-year-old kindergarten program and one year in a four-year-old kindergarten program, although some children may be eligible for an additional year of kindergarten in accordance with funding guidelines.
- The year that your child starts kindergarten will directly impact the age at which they start school.

The City of Casey has an age [calculator](#) to assist parents in identifying their child's eligibility for kindergarten.

Children who are born between January 1 and April 30 have the option to start:

- Three-year-old kindergarten in the year the child turns 3 or 4.
- Four-year-old kindergarten in the year the child turns 4 or 5.

Children who are enrolled in a three-year-old sessional kindergarten cannot commence kindergarten until their third birthday.

### Deferring kindergarten year

Parents who choose to defer their child's year of attendance at kindergarten to the following year can contact the KEP team and request to update their child's registration. Note that this must be done prior to the child attending kindergarten.

### Children eligible for an additional year of kindergarten

As per the [Kindergarten Funding Guide](#), to determine eligibility for an additional year of three or four-year-old kindergarten, an early childhood teacher must declare that:

- The child is observed as having delays in at least two key outcome areas of learning and development, as detailed in the Victorian Early Years Learning and Development Framework (VEYLDF).
- There is evidence to suggest that the child will achieve better outcomes if they attend a second year of kindergarten to strengthen the learning and development of skills in these key outcome areas and better facilitate transition to school the following year.

Once the child’s eligibility for an additional year has been approved, families will receive confirmation of their child’s placement.

**Children who turn six during the kindergarten year**

As outlined in the [Kindergarten Funding Guide](#), children who turn six at any time during the kindergarten year must have an exemption from attending school. Parents are required to apply for an exemption before the child starts kindergarten by submitting a [form](#) to the appropriate Departmental regional office by November 1 in the year prior to the child turning six.

It is at the discretion of the DE whether permission is granted for delayed school entry. A copy of the approved exemption letter must be sent to the KEP team before the child’s placement can be confirmed.

**8. Applying for sessional kindergarten and key dates**



\*These dates may be subject to change

Applying for sessional kindergarten is free, parents or guardians just need a valid email address. Parents/guardians can apply for sessional kindergarten in the year before their child turns three years old using the following options:

- Online form via the City of Casey [website](#)
- Request a hard copy registration form via email from the [Kindergarten Enrolment and Planning team](#)

Parents or guardians who cannot access online registration, or who do not have an email account, can request a hard copy registration form from the KEP team by calling 9705 5200. An interpreter can also be arranged to support the registration process if required.

For more information on the CRES stages and key dates, refer to [Attachment 1 – CRES Stages](#).

**9. Allocation and Priority of Access**

The City of Casey will prioritise the allocation of children in accordance with the DE’s [Priority of Access criteria](#), outlined in the [Kindergarten Funding Guide](#), as well as Local Criteria.

Kindergarten places will be allocated in the following order:

- High priority children (criteria set by the Department of Education and accessible [here](#), or refer to [Attachment 2 – Priority of Access](#)).
- Local criteria (set by City of Casey and found in [Attachment 2 – Priority of Access](#)).

## 10. Kindergarten offers

Registrations are based on a set of scoring points in accordance with DE's Priority of Access and City of Casey's local criteria. The system allocates places first to high-priority children, then to those meeting local criteria, based on their preferences and availability that are selected by the family. Randomised allocation is used for all children who attract the same scoring points.

Allocations for three- and four-year-old kindergarten occur separately.

### Placement of twins

Where requested, the City of Casey aims to place twins in the same service or group. Where this is not possible, families can:

- Accept the offer received and then request a transfer, or
- Remain on the waiting list to be considered in future offer rounds.

### Request to transfer kindergarten session or centre.

If the child has been placed at a kindergarten that was not the first preference, or family circumstances have changed, a request to transfer kindergartens can be submitted. This includes transferring to another kindergarten or transferring to another session within the same kindergarten.

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

## 11. Enrolment

### Council managed kindergartens

Parents or guardians who have accepted a place at a Council managed kindergarten will be required to complete a Child Enrolment Record prior to their child starting kindergarten. Children are unable to start kindergarten until the required documentation and supporting evidence has been received by the City of Casey KEP team.

### Independently managed kindergartens

Parents or guardians who have accepted a place with an independently managed kindergarten provider will be given contact details to enrol directly into the kindergarten service. Children may be unable to start kindergarten until the required documentation and supporting evidence has been provided to 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. To start kindergarten parents/guardians must provide an up-to-date Medicare Immunisation History Statement (IHS). The IHS is the only form of documentation accepted and will show the child's status as:

- Fully immunised for their age, or
- On a vaccination catch up schedule, or
- Unable to be fully immunised for medical reasons.

### Funded Kindergarten Place

The Victorian Government funds approved kindergartens for families to access:

- Up to 15 hours each week for three-year-old and four-year-old kindergarten.
- 16 to 25 hours each week for Pre-Prep programs from 2026 in the four-year-old program.

Children can only access a funded kindergarten program and free kinder at one service at one time. All places at kindergartens using the City of Casey CRES are funded this way.

## 12. Feedback and Complaints

Families wishing to provide feedback or make a complaint regarding the kindergarten registration and enrolment process are encouraged to contact the KEP Team by phone or email. The officers will assist in facilitating a resolution. If a satisfactory outcome is not achieved, the matter will be escalated to the Head of Early Years and Partnerships, who will continue to facilitate towards a resolution.

All complaints are managed in accordance with the City of Casey's [Complaint Handling Policy](#).

## 13. Guidelines and Associated Documents

This guideline should be read in conjunction with:

- Enrolment and Orientation guidelines
- Privacy and Confidentiality guidelines
- Immunisation and Infectious Diseases guidelines
- Complaint Handling guidelines
- Attachment 1 – CRES Stages
- Attachment 2 – Priority of Access
- Attachment 3 – Information for Service Providers

## 14. Relevant legislation

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2012
- 2023 Kindergarten Funding Guide – Department of Education
- No Jab, No Play legislation – Public Health and Wellbeing Act 2008
- Equal Opportunity Act 2010
- Victorian Charter of Human Rights and Responsibilities Act 2006
- Child Wellbeing and Safety Act 2005

## 15. Child Safety, Access and Inclusion

The City of Casey is committed to creating and maintaining a child safe organisation where protecting children from abuse is embedded in the everyday thinking and practice of Council, its employees, contractors, and volunteers. Council has zero-tolerance of child abuse.

Council aims to promote a culture of inclusion, respect and equity. We strive to ensure that all children, young people and families regardless of their background, ability, gender or identity are welcomed and supported. We are dedicated to providing equitable access to our services.

Council expects that all staff act on incidents of child abuse, racism, or any type of discrimination.

## 16. Monitoring, evaluation and review

The City of Casey will ensure:

- Regular monitoring of the implementation of this guideline and its associated documents including training and compliance.
- This guideline and its associated documents are kept up to date with current legislation, policy and best practice.
- Review and evaluation of this guideline and its associated documents as part of the service's review cycle, or as required.

<b>Reviewed by:</b>	CYF Policy Officer in conjunction with KEP Team Leader, Team Leader of Partnerships and Operations and Head of Early Years and Partnerships.		
<b>Approved by:</b>	Director – Community Life		
<b>Date Approved:</b>	25/03/2026		
<b>Current Version:</b>	1.0	<b>ECM ID:</b>	21824264
<b>Review Cycle:</b>	3 years	<b>Review Due:</b>	25/03/2029
<b>Responsible Department and Team:</b>	CYF Policy Officer Team Leader Kindergarten Enrolment and Planning.		

**Contact the City of Casey:**

**Web:** [casey.vic.gov.au](http://casey.vic.gov.au)

**Email:** [caseycc@casey.vic.gov.au](mailto:caseycc@casey.vic.gov.au)

**Phone:** 03 9705 5200

**Post:** PO Box 1000, Narre Warren VIC 3805

**NRS:** 133 677 (for the deaf, hearing or speech impaired)

**Customer Service Centres:**

**Narre Warren:** Bunjil Place, Patrick Northeast Drive

**Cranbourne:** Cranbourne Park Shopping Centre

**ABN:** 43 320 295 742



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# 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

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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

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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](mailto: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](mailto: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.

# PRIORITY OF ACCESS

## ATTACHMENT 2



### CENTRAL REGISTRATION AND ENROLMENT SCHEME AND PRIORITY OF ACCESS GUIDELINE

## Child, Youth & Family

### Introduction

The Priority of Access (PoA) criteria are developed by the Department of Education and support kindergarten services to prioritise enrolment for children where there are more applications than places available.

### 2026 Priority of Access

Below are the Department of Education's PoA eligibility and evidence requirements for 2026 enrolment.

High priority children	Verification
Children at risk of abuse or neglect, including children in Out-of-Home Care	<p>Eligible for Early Start Kindergarten (ESK) or Access to Early Learning (AEL), known to Child Protection or in out-of-home care (currently or in the past), referred by one of the following:</p> <ul style="list-style-type: none"> <li>• Child Protection.</li> <li>• Child and Family Services provider (family service referral and support team, Child FIRST/Integrated family services/Services Connect case worker).</li> <li>• The Orange Door.</li> <li>• Maternal and Child Health Nurse.</li> <li>• Out-of-home Care provider.</li> </ul>
Aboriginal and/or Torres Strait Islander children	Children who have been identified as Aboriginal and/or Torres Strait Islander.
Asylum seeker and refugee children or family	<p>Child or family holding or have held a visa as listed below:</p> <ul style="list-style-type: none"> <li>• Refugee visa (subclass 200).</li> <li>• In-country Special Humanitarian visa (subclass 201).</li> <li>• Global Special Humanitarian visa (subclass 202).</li> <li>• Emergency Rescue visa (subclass 203).</li> <li>• A Woman at Risk visa (subclass 204).</li> <li>• Humanitarian Stay visa (subclass 449).</li> <li>• Temporary Protection visa (subclass 785).</li> <li>• Temporary Humanitarian Concern visa (subclass 786).</li> <li>• Safe Haven Enterprise visa (subclass 790).</li> <li>• Resolution of Status visa (subclass 851).</li> <li>• Protection visa (subclass 866).</li> <li>• A Bridging visa (and is in the process of applying for one of the above Refugee or Humanitarian visas).</li> </ul>

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	<ul style="list-style-type: none"> <li>• Current or expired ImmiCard; or</li> <li>• An approved exemption from the Department.</li> </ul>
Children eligible for the Kindergarten Fee Subsidy	<p>A child or parent holds one of the following:</p> <ul style="list-style-type: none"> <li>• A Commonwealth Health Care Card.</li> <li>• A Commonwealth Pensioner Concession Card.</li> <li>• A Department of Veterans' Affairs Gold Card or White Card; or</li> <li>• Has multiple birth children (triplets, quadruplets).</li> </ul>
<p>Children with additional needs defined as those who:</p> <ul style="list-style-type: none"> <li>• Require additional assistance in order to fully participate in the kindergarten program.</li> <li>• Require a combination of services which are individually planned.</li> <li>• Have an identified specific disability or developmental delay.</li> </ul>	<p>The child:</p> <ul style="list-style-type: none"> <li>• Holds a Child Disability Health Care Card.</li> <li>• Has previously been approved for Kindergarten Inclusion Support (KIS) program.</li> <li>• Has been referred by:             <ul style="list-style-type: none"> <li>• The National Disability Insurance Scheme (NDIS).</li> <li>• Early Childhood Intervention Services.</li> <li>• Preschool Field Officer.</li> <li>• Maternal and Child Health nurse.</li> </ul> </li> <li>• Is assessed as having delays in 2 or more areas and is declared eligible for a second year of funded Four-Year-Old Kindergarten.</li> </ul>

Below are the City of Casey's Local Criteria for 2026 registration.

City of Casey Local Criteria	Verification
Children who are in receipt of a second year of three or four-year-old kindergarten funding.	KEP team have received an Additional Year of Funding declaration from the Kindergarten Educator.
Children of City of Casey residents or ratepayers.	Future residents need to provide the address to which they are moving to.
Attending one of the funded three-year-old kindergartens listed under the City of Casey Central Registration and Enrolment Scheme (CRES).	CRES database.

### 2027 Priority of Access

The Department of Education's [new PoA](#) eligibility and evidence requirements will impact 2027 enrolments. In 2027 a tiered approach has been introduced, where Tier 1 will benefit children who need improved access and participation in a kindergarten program, and Tier 2 is for children currently attending the service. Tier 2 criteria is applied after all Tier 1 children are placed.

High priority children	Criteria and processes for verifying needs
<b>TIER 1</b>	
Children at risk of abuse or neglect, including children in Out-of-Home Care.	<ul style="list-style-type: none"> <li>• The child is eligible for Early Start Kindergarten or Access to Early Learning, and/or,</li> <li>• The family, carer or legal guardian identifies the child as</li> </ul>

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	<p>known to or having had contact (current or in the past) with Child Protection or in Out-of-Home Care and/or,</p> <ul style="list-style-type: none"> <li>• The parent or carer or child is experiencing family violence and/or has had contact with The Orange Door and/or,</li> <li>• The child or family has previously accessed Flexible Support Packages and/or,</li> </ul> <p>The child or family is referred by one of the following:</p> <ul style="list-style-type: none"> <li>• Child Protection.</li> <li>• Child and family services.</li> <li>• Maternal and Child Health nurse (MCH).</li> <li>• Out of Home Care provider.</li> </ul>
<p>Aboriginal and/or Torres Strait Islander children.</p>	<p>Children who have been identified as Aboriginal and/or Torres Strait Islander.</p>
<p>Asylum seeker and refugee children or family.</p>	<p>Child or family holding or held a visa as listed below:</p> <ul style="list-style-type: none"> <li>• Refugee visa (subclass 200).</li> <li>• In-country Special Humanitarian visa (subclass 201).</li> <li>• Global Special Humanitarian visa (subclass 202).</li> <li>• Emergency Rescue visa (subclass 203).</li> <li>• A Woman at Risk visa (subclass 204).</li> <li>• Humanitarian Stay visa (subclass 449).</li> <li>• Temporary Protection visa (subclass 785).</li> <li>• Temporary Humanitarian Concern via (subclass 786).</li> <li>• Safe Haven Enterprise visa (subclass 790).</li> <li>• Resolution of Status visa (subclass 851).</li> <li>• Protection visa (subclass 866).</li> <li>• A Bridging visa (and is in the process of applying for one of the above Refugee or Humanitarian visas).</li> <li>• Current or expired ImmiCard; or</li> <li>• An approved exemption from the Department.</li> </ul>
<p>Children and/or families holding concession cards.</p>	<p>A child or parent holds one of the following:</p> <ul style="list-style-type: none"> <li>• A Commonwealth Health Care Card.</li> <li>• A Commonwealth Pensioner Concession Card.</li> <li>• A Department of Veterans' Affairs Gold Card or White Card.</li> </ul>
<p>Children from families with multiple births.</p>	<p>Multiple birth children (i.e. triplets or quadruplets).</p>
<p>Children and/or families with additional needs who require additional assistance to fully participate in the kindergarten program.</p>	<p>Child and family with additional needs who meet one of the following criteria:</p> <p>Child:</p> <ul style="list-style-type: none"> <li>• Is eligible under the National Disability InsuranceScheme (NDIS) or undergoing a continuing assessment of a disability under the NDIS (supported by a letter from a medical practitioner or specialist).</li> <li>• Is eligible for Early Childhood Intervention Service Continuity of Support (ECIS COS).</li> <li>• Is diagnosed with a disability or developmental delay or are undergoing diagnosis (supported by a letter from a medical practitioner or specialist).</li> <li>• Presents with developmental concerns that presents barriers to accessing a kindergarten program (supported</li> </ul>

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	<p>by a letter or other evidence from a MCH nurse or similar practitioner such as an allied health practitioner).</p> <ul style="list-style-type: none"> <li>• Has complex medical needs that presents barriers to accessing a kindergarten program (supported by a letter from a medical practitioner or specialist).</li> <li>• Holds a Disability Health Care Card.</li> <li>• The child has previously accessed the Kindergarten Inclusion Support Program, Commonwealth Inclusion Support Program or another similar program.</li> </ul> <p>The child is referred by:</p> <ul style="list-style-type: none"> <li>• The National Disability Insurance Scheme.</li> <li>• Early Childhood Intervention Service Continuity of Support (ECIS COS).</li> <li>• Preschool Field Officer program, or</li> <li>• MCH nurse or similar professional such as an allied health specialist, where developmental concerns have been identified.</li> </ul> <p>Parent or Carer</p> <ul style="list-style-type: none"> <li>• Is eligible under the National Disability Insurance Scheme or undergoing a continuing assessment of a disability under the National Disability Insurance Scheme (supported by a letter from a medical practitioner or specialist).</li> <li>• Has complex medical needs that present barriers to accessing a kindergarten program (supported by a letter from a medical practitioner or specialist).</li> <li>• Holds a Disability Health Care Card.</li> </ul>
<p>Children accessing an additional year of Three- and Four-Year-Old Kindergarten or Pre-Prep.</p>	<p>Children assessed with delays in two or more areas and are identified as eligible for an additional year of funded Three-Year-Old kindergarten, Four-Year-Old Kindergarten or Pre-Prep.</p>
<p><b>TIER 2</b></p>	
<p>Children currently attending the Service.</p>	<p>Children attending the service in the three-year-old Kindergarten program and seeking to access four-year-old Kindergarten or Pre-Prep at the same service for continuity of learning.</p> <p>Priority should be given to these children to remain at the same service for their Four-Year-Old Kindergarten or Pre-Prep year to ensure continuity of learning.</p>

Below are the City of Casey’s Local Criteria for 2027 registration.

City of Casey Local Criteria 2027	Verification
<p>Children whose closest kindergarten to the family residence is listed as their first preference.</p>	<p>The CRES database will calculate the closest service by checking the the child’s address and comparing this to the addresses of all the services, this is then compared to the 1<sup>st</sup> preference of the child.</p>
<p>Children who attended a funded three-year-old kindergarten program under the City of Casey CRES, and</p>	<p>Attendance at a three-year-old program confirmed via the CRES database.</p>

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wish to access a different funded kindergarten for their four-year-old kindergarten program.	
Children of City of Casey residents or ratepayers.	<ul style="list-style-type: none"><li>• Copy of City of Casey rates notice, or</li><li>• Rental agreement, or</li><li>• Utilities bill (within 3 months) such as gas, water, or electricity, or</li><li>• Current Driver's License, or</li><li>• Current Concession Card.</li></ul>

**Version:** April 2026.

# INFORMATION FOR SERVICE PROVIDERS

## ATTACHMENT 3



### CENTRAL REGISTRATION AND ENROLMENT SCHEME AND PRIORITY OF ACCESS GUIDELINE

#### Child Youth & Family

#### Roles, responsibilities and key dates in the Central Registration and Enrolment Scheme (CRES).

The City of Casey Kindergarten Enrolment and Planning (KEP) team is responsible for:

- Applying the Priority of Access score to each registration based on the criteria set by Department of Education (DE) and City of Casey local criteria.
- Identifying children who are eligible to access priority Pre-Prep hours.
- Ensuring awareness of and access to Access to Early Learning and Early Start Kindergarten for all eligible children.
- Working collaboratively with all providers under the CRES to ensure the maximum number of kindergarten places are available for children, based on the maximum number of approved places at the service, and that services operate under the 'high efficiency model' with the maximum number of sessions and places to be offered in each room at each site, based on community need.
- Providing a central email inbox and direct phone line for all providers under the CRES to handle all enquires in relation to the CRES.
- Sharing data with DE as required in relation to placement and waitlist data for all kindergartens that are under the CRES.

Stage	KEP team responsibilities
<b>Expression of Interest stage</b>	<ul style="list-style-type: none"> <li>• Supply providers the latest expressions of interest numbers for the future year for three and four-year-old children (including children who are eligible for priority Pre-Prep hours) that have listed the service as their first preferred kindergarten.</li> </ul>
<b>Registration Stage</b>	<ul style="list-style-type: none"> <li>• Request kindergarten providers to inform KEP team of timetabling information for the following year.</li> <li>• Process all received kindergarten expressions of interest prior to the registration stage and any new registrations.</li> <li>• Provide a report of the wait list numbers for three and four-year-old (including children who are eligible for Pre-Prep hours) for the following year during the registration stage.</li> </ul>
<b>Prior to each round of kindergarten offers</b>	<ul style="list-style-type: none"> <li>• Supply all providers with current placement and wait list numbers.</li> <li>• Contact all providers to obtain the latest number of vacancies, Pre-Purchased Places (PPP), Pre-Prep priority cohort places, and/or reserved places for the upcoming kindergarten offering process.</li> </ul>
<b>Once a kindergarten place has been accepted</b>	<ul style="list-style-type: none"> <li>• Provide a report of the children's registration details of all placed children, including contact details to the provider.</li> </ul>

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<b>Throughout the year</b>	<ul style="list-style-type: none"> <li>• Email confirmation to the provider if a place is cancelled.</li> <li>• Forward all enquiries to the provider that are kindergarten specific to the program, hours of operation and general enquiries about the day-to-day operation of the kindergarten. Respond to correspondence received from all providers within 5 business days.</li> <li>• To inform the provider when a child registers who is eligible for a Pre-Prep place, when the kindergarten does not have any places available and to work with the provider to determine if a place can be created.</li> </ul>
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All kindergarten providers in the City of Casey CRES are responsible for:

- Upholding the positive reputation of the CRES.
- Where the demand exists, operate under the high efficiency model, developing and implementing timetables to maximise the number of places available based on the number of approved places at each service.
- Including increased hours in the four-year-old program to accommodate the roll-out of the 2026 and 2028 Pre-Prep priority cohort, for both previously known eligible children and those children who present after the offering process has begun.
- Managing their placed/enrolment data and funding through the DE Arrival system.
- Holding a place for a child who turns three-years-old between the beginning of term one and the 30<sup>th</sup> April.
- Providing the KEP team with lead contact details (contact name, title, phone, email) each year and update as required.
- Working collaboratively with the KEP team to maximise opportunities for all eligible children accessing two years of kindergarten.
- Contacting families regarding enrolment and starting kindergarten.
- Being an approved service provider operating an approved education and care service as regulated by the National Quality Framework (NQF).
- Being in receipt of approved Kindergarten Funding.

Due date	EYM and independent providers responsibilities:
<b>May of each year</b>	<ul style="list-style-type: none"> <li>• Provide timetabling information for the following year to the KEP team.</li> </ul>
<b>July of each year</b>	<ul style="list-style-type: none"> <li>• Provide the KEP team with the number of Pre-Purchased Places (PPP) to be allocated in each group.</li> <li>• Provide the KEP team with the number of potential additional year children for three and four-year-old kindergarten.</li> <li>• Provide the KEP team with the number of Pre-Prep (P1) places they are offering.</li> <li>• Confirm kindergarten places to be offered within the service.</li> </ul>
<b>After offers have been accepted</b>	<ul style="list-style-type: none"> <li>• Communicate with parents/guardians in a timely manner to collect required enrolment and attendance documents, such as immunisation history and proof of birth.</li> <li>• Communicate with parents/guardians in a timely manner regarding commencement dates and other important information.</li> </ul>

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<b>Throughout the year</b>	<ul style="list-style-type: none"><li>• Advise the KEP team of the cancellation of a kindergarten place as soon as the kindergarten is aware a child is ceasing their enrolment.</li><li>• Advise the KEP team immediately of changes to license capacity and/or available kindergarten places.</li><li>• Advise the KEP team of any changes to contact details, such as phone numbers.</li><li>• Forward enquiries directly to the KEP team regarding the CRES (kindergarten registration, availability, places and offers) and not provide information directly to the community.</li><li>• Respond to correspondence received from the KEP team within 5 business days.</li><li>• Respond to community enquiries referred to the provider by the KEP team.</li><li>• Actively work with parents/guardians, and relevant services, to support child engagement and participation in kindergarten.</li><li>• Work with the KEP team when a child registers who is eligible for a Pre-Prep place, however the kindergarten does not have any Pre-Prep places available, to assess if there is any suitable availability in other program types.</li></ul>
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