



ENROLMENT AND ORIENTATION POLICY 2019

Mandatory – Quality Area 6

AUTHORISATION

This policy was adopted by the Approved Provider of Holy Trinity Kindergarten on 1 April 2019.

REVIEW DATE: APRIL 2021

PURPOSE

This policy outlines:

- the criteria for enrolment at Holy Trinity Kindergarten (HTK)
- the process to be followed when enrolling a child at HTK
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into HTK
- processes to ensure compliance with legislative and DET funding requirements in relation to the enrolment of children in early childhood education and care services.

POLICY STATEMENT

1. VALUES

HTK is committed to:

- equal access for all eligible children
- meeting the needs of the local community
- supporting families to meet the requirements for enrolment through the provision of information
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into HTK.

2. SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in Day-to-Day Charge, educators, staff, students on placement, volunteers, families and parents/guardians who wish to enrol or have already enrolled their child at HTK.

3. BACKGROUND AND LEGISLATION

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 Funding Guide* (refer to *Sources*).

Immunisations are an effective means of reducing the risk of vaccine preventable diseases. Early childhood education and care services which are regulated under the *Education and Care Services National Law Act 2010* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with acceptable immunisation documentation (refer to *Definitions*).

The Child Care Subsidy cannot be claimed in respect of services provided by HTK.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) Act 1999* (Cth)
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010* (Vic)
- *Education and Care Services National Regulations 2011* (Vic)
- *Equal Opportunity Act 2010* (Vic)
- *National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities*
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015* (Vic)
- *Sex Discrimination Act 1984* (Cth)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – Federal Register of Legislation: <https://www.legislation.gov.au/>

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Acceptable immunisation documentation: a current Immunisation History Statement from the Australian Immunisation Register which shows that the child is up to date with all vaccinations that are due for their age or that they are able to receive. (Refer to the *Immunisation Enrolment Toolkit for early childhood education and care services*, which includes details concerning the ‘16 week grace period’ which may apply to some families experiencing vulnerability and disadvantage and who may face difficulties accessing immunisation services and documentation).

Authorised nominee: (In relation to this policy) is a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child’s enrolment form.



The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to consider a risk assessment on an individual basis to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

Children with additional needs: Children whose development or physical condition requires specialist support, or children who may need additional support due to language, cultural or economic circumstances (refer to *Inclusion and Equity Policy*).

Deferral: When a child does not attend in the year when they are eligible for a funded kindergarten place or is officially withdrawn from a service prior to the April data collection. DET considers that this child has not accessed a year of funded kindergarten and is therefore eligible for DET funding in the following year.

Eligible child: 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 Funding Guide* and the *Immunisation enrolment toolkit for early childhood education and care services*.

Enrolment application fee: A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.

Enrolment application form: A form to apply for a place at the service.

Enrolment form: A form that collects contact details, and personal and medical information from parents/guardians about their child. The information on this form is placed on the child's enrolment record (see below) and is kept confidential by the service.

Enrolment record: The collection of documents which contains information on each child as required under the National Regulations (Regulations 160, 161, 162) including the enrolment form; details of any court orders; and immunisation documentation as specified in the *Immunisation Enrolment Toolkit for early childhood education and care services*. This information is kept confidential by the service.

Fees: A charge for a place within a program at the service.

5. SOURCES AND RELATED POLICIES

Sources

- Australian Immunisation Register: <https://www.humanservices.gov.au/individuals/services/medicare/australian-immunisation-register>
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*: www.acecqa.gov.au/
- *Guide to the National Quality Standard*: www.acecqa.gov.au/
- *The Kindergarten Funding Guide (Department of Education and Training)*: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- *Immunisation enrolment toolkit for early childhood education and care services*: <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- Victorian Department of Health: www.health.vic.gov.au/immunisation



Policies

- *Acceptance and Refusal of Authorisations Policy*
- *Complaints and Grievances Policy*
- *Dealing with Infectious Disease Policy*
- *Fees Policy*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

PROCEDURES

The Approved Provider and Persons with Management or Control are responsible for:

- determining the criteria for priority of access to programs at HTK, based on funding requirements and HTK's philosophy (refer also to Attachment 1 - Eligibility and priority of access criteria)
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program
- complying with the *Inclusion and Equity Policy*
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures)
- providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend HTK during operational hours to observe the program and become familiar with HTK prior to their child commencing in the program
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable
- assessing the child's immunisation documentation **prior to confirmation of enrolment** to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16 week grace period. When assessing whether the child is eligible for the 16 week grace period, refer to the 'Grace Period Eligibility Assessment Form' contained in the *Immunisation Enrolment Toolkit for early childhood education and care services*
- ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program
- advising parents/guardians who do not have acceptable immunisation documentation that their child/ren are not able to attend HTK and referring them to immunisation services (see Attachment 3 – Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend HTK if acceptable immunisation documentation is not obtained)
- communicating to parents/guardians that it is strongly encouraged that children are toilet trained or are in the process of being toilet trained (including through the use of pull-ups) prior to commencing at HTK
- communicating to parents/guardians that HTK's funded (four-year-old) kindergarten program includes the Beachcombers and Bushwalkers Program



- ensuring that the enrolment form (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of HTK
- ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by HTK (Regulation 183)
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending HTK can enter HTK premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

The Nominated Supervisor and Persons in Day-to-Day Charge are responsible for:

- reviewing enrolment applications to identify children with additional needs (refer to *Definitions* and the *Inclusion and Equity Policy*)
- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- encouraging parents/guardians to:
 - stay with their child as long as required during the settling in period
 - make contact with educators and carers at HTK, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- sharing information with parents/guardians regarding their child's progress with regard to settling in to HTK
- discussing support services for children with parents/guardians, where required
- ensuring that enrolment forms are fully completed prior to the child's commencement at HTK
- ensuring that parents/guardians of a child attending HTK can enter HTK premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

All other staff are responsible for:

- responding to enrolment enquiries on a day-to-day basis and referring people to the Administration Manager, as required
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- developing strategies to assist new families to:
 - feel welcomed into HTK
 - become familiar with HTK's policies and procedures
 - share information about their family beliefs, values and culture
 - share their understanding of their child's strengths, interests, abilities and needs



- discuss the values and expectations they hold in relation to their child's learning
- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- complying with HTK's *Privacy and Confidentiality Policy* in relation to the collection and management of a child's enrolment information.

Parents/guardians are responsible for:

- reading and complying with this *Enrolment and Orientation Policy*
- completing the enrolment application form and the enrolment form prior to their child's commencement at HTK and providing acceptable immunisation documentation of their child's immunisation status, a copy of their child's birth certificate and, where necessary, documentation regarding their child's health issues such as asthma, anaphylaxis, allergies etc.
- ensuring that all other required information is provided to HTK
- updating information by notifying HTK of any changes as they occur. This includes providing HTK with updated acceptable immunisation documentation showing that their child has received (or has a medical reason not to receive) any immunisations due to be given during their child's period of enrolment at HTK (according to the National Immunisation Program Schedule) within 2 months after that vaccination was due to be given
- ensuring their child is toilet trained or in the process of being toilet trained (including through the use of pull-ups) prior to attending HTK.

Volunteers and students, while at HTK, are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of HTK's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: Eligibility and priority of access criteria
- Attachment 2: General enrolment procedures
- Attachment 3: Letter for parents/guardians without acceptable immunisation documentation



ATTACHMENT 1

Eligibility and priority of access criteria

1. Eligibility and priority of access criteria for the funded (four-year-old) kindergarten program

(a) Eligibility

The following children are eligible for attendance in the funded (four-year-old) kindergarten program:

- children who turn four years of age by 30 April in the year they will attend kindergarten
- children who have been granted approval to receive funding for a second year of kindergarten in accordance with *The Kindergarten Funding Guide* available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- children who were eligible to attend in the previous year, but:
 - deferred
 - withdrew from HTK prior to the April data collection
- children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DET (refer to *The Kindergarten Funding Guide*)
- children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DET, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DET. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DET for having recognised developmental needs
- three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available in *The Kindergarten Funding Guide*.

(b) Priority of access

When demand exceeds availability, the Approved Provider of HTK has determined that priority of access to four-year-old kindergarten be given to children who:

1. have received funding for a second year of kindergarten
2. were eligible to attend in the previous year but deferred or withdrew from HTK prior to the April data collection
3. fall within the priority of access criteria as outlined in *The Kindergarten Funding Guide* available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
4. are multiple birth children or a blended family child with a sibling attending the same year of kindergarten at HTK at the same time.



The following weighted priority system applies for the remainder of applicants to the four-year-old kindergarten program where demand exceeds availability:

- 40% Continuity - the child attended three-year-old kindergarten at HTK
- 30% Proximity to HTK – the child resides within a 5km radius of HTK or the child's parent/guardian works, studies, has a family member who assists with caring for the child or has a child at school or other childcare within a 5km radius of HTK
- 30% Sibling - the child's sibling attended HTK.

If further criteria is required to determine places between the lowest weighted applicants, applicants whose completed enrolment application forms were received by HTK earlier in time will be given priority.

2. Eligibility and access criteria for the three-year-old kindergarten program

(a) Eligibility

Children are eligible for attendance in the three-year-old kindergarten program provided they have turned three years of age on or before 31 January in the year of attendance (subject to the exception below).

Children will only be able to attend a second year of three-year-old kindergarten on the recommendation from HTK's three-year-old teacher.

(b) Priority of access

The Approved Provider of HTK has determined that priority of access to three-year-old kindergarten be given to children who:

1. have been recommended by HTK's three-year-old teacher for an additional year in the three-year-old program
2. deferred their place in the three-year-old program at HTK the previous year
3. fall within the priority of access criteria as outlined in *The Kindergarten Funding Guide* available at:
www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
4. are multiple birth children or a blended family child with a sibling attending the same year of kindergarten at the same time.

The following weighted priority system applies for the remainder of applicants to the three-year-old kindergarten program where demand exceeds availability:

- 50% Proximity to HTK – the child resides within a 5km radius of HTK or the child's parent/guardian works, studies, has a family member who assists with caring for the child or has a child at school or other childcare within a 5km radius of HTK
- 50% Sibling - the child's sibling attended HTK

If further criteria is required to determine places between the lowest weighted applicants, applicants whose completed enrolment application forms were received by HTK earlier in time will be given priority.

If there are still vacant positions after the beginning of the kindergarten year, HTK will accept children who have turned three-years-of-age before 30 April in the year of attendance. These children can attend once they have turned three (or prior to that with their parent/guardian in attendance at all times) and must pay fees for the full term to secure their position. Positions for children born between 1 February and 30 April will be allocated according to the prioritised criteria above.



3. Allocation within groups

As HTK provides more than one funded four-year-old kindergarten program, the enrolment application form will ask families which session they prefer and why. Requested sessions cannot be guaranteed.

In circumstances where there is greater demand than availability for a session, the Administration Manager (in consultation with the Enrolment Assistant and Director) will allocate positions giving priority to children who:

1. fall within the priority of access criteria as outlined in *The Kindergarten Funding Guide* available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
2. are multiple birth children or a blended family child with a sibling attending the same year of kindergarten at the same time.

The remaining positions will be allocated by the Administration Manager, in consultation with the Enrolment Assistant and Director, using their discretion and having regard to parental preference and the reasons for that preference and issues including, but not limited to, group dynamics and gender ratio.

4. Request for additional sessions

In the event that enrolments are below the required class size at any time, a new child from the waiting list will be offered a place. If the class cannot be filled from the waiting list, available sessions may be offered as extras to children currently attending HTK.

Parents/guardians may put their child on the waiting list for an extra session at any time throughout the year by contacting the Administration Manager. Positions will be allocated by the Administration Manager in consultation with the teacher.

5. Full fee paying (unfunded) positions

There may be circumstances where a full-fee paying (unfunded) four-year-old kindergarten place is sought. For example, where a child:

- attends another kindergarten and claims the four-year-old kindergarten funding at that kindergarten and seeks to also attend HTK's four-year-old kindergarten program in an unfunded position; or
- seeks to repeat the four-year-old program at HTK but has not been granted approval to receive funding for a second year of kindergarten in accordance with *The Kindergarten Funding Guide*.

When the availability exceeds demand in the four-year-old program, there may be options for full-fee paying (unfunded) places. These places will only be offered after term one and should not impact on eligible children accessing a funded four-year-old place.

Parents must discuss the request with the teacher and apply in writing to the Administration Manager. Full-fee paying (unfunded) children must have turned four years of age by 30 April in the year of attendance to be eligible. Recommendations of the teacher, dynamics of the group, benefits to the child and additional support required/available, as well as the likelihood of additional children requiring a funded place must be considered prior to offering a full fee paying (unfunded) place in the four-year-old program.



ATTACHMENT 2

General enrolment procedures

1. Application for a place

- Applications for HTK's three-year-old and funded (four-year-old) kindergarten programs open at HTK's Open Day in the year prior to attendance and generally close in May for first round offers in June.
- HTK's Director, Enrolment Assistant and Administration Manager will agree on the enrolment timetable following the commencement of each kindergarten year, although it is recommended that HTK's Open Day be in line with those set by the Bayside City Council for its kindergarten central registration system. Applications will continue to be accepted throughout the year.
- Parents/guardians should be made aware of HTK's Beachcombers and Bushwalkers Program which forms part of the funded (four-year-old) kindergarten program.
- Enrolment application forms (refer to *Definitions*) are to be completed via HTK's website. HTK's *Enrolment and Orientation Policy* is also available on HTK's website.
- A separate enrolment application form must be completed for each child, and for each proposed year of attendance at HTK. Therefore, parents/guardians of children applying for a second year of funded kindergarten or currently attending a three-year-old program must also submit an enrolment application form for the following year.
- To facilitate the inclusion of all children into the program, the enrolment application form should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Applications will be entered on the waiting list using the eligibility and priority of access criteria.
- Applications received after the closing date set by HTK will be considered if there are available places, and after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of HTK.

2. Offer of places

- Tentative places will be offered in writing to applicants in accordance with the eligibility and priority of access criteria of HTK making clear that confirmation of places is not final until immunisation documentation has been received, assessed and found acceptable.
- Offers of tentative places are usually made by HTK for both the three-year-old program and the funded (four-year-old) program in or around June and include details of the session times offered.
- Applicants who are unsuccessful will be notified in writing and advised that they will be put on a waiting list. Parents/guardians must advise of their wish to stay on the waiting list by the due date or their child's name will be removed from the list.
- A fee of \$150 must be paid on acceptance of an offer of a tentative place in accordance with HTK's *Fees Policy*. This fee is made up of the following components:
 1. \$50 representing non-refundable administration cost
 2. \$100 towards Term 1 fees if the child attends HTK, and will be forfeited if the offer is accepted and subsequently enrolment is cancelled.
- Families experiencing hardship may be eligible to pay only the \$50 non-refundable administration cost (and have the \$100 towards term fees waived) at the discretion of the Administration Manager



in consultation with the Approved Provider. Documentation supporting the family's hardship must be sighted by the HTK Treasurer prior to the child commencing at HTK.

- Second and subsequent round offers will be made as vacancies arise or families decline or defer a place.
- An enrolment form and other relevant information will be provided by HTK to the parent/guardian after a tentative place has been accepted and the fee has been paid. The enrolment form is usually sent to families in around August and requests copies of the child's birth certificate, Immunisation History Statement and any Maternal and Child Health Service reviews.
- Access to completed enrolment application forms will be restricted to HTK's Administration Manager, Enrolment Assistant, the Approved Provider, the Director and teachers at HTK, unless otherwise specified by the Approved Provider.
- HTK requires parents/guardians who have been offered a tentative place to provide acceptable immunisation documentation for assessment at least two months prior to the child first attending HTK in order that a confirmed place can be offered.
- The documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the Administration Manager. The key dates tool in the *Immunisation enrolment toolkit for early childhood education and care services* is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date, as summarised in the table below. The following documents and resources can be accessed from <https://www2.health.vic.gov.au:>
 - The *Immunisation enrolment toolkit for early childhood education and care services* (search 'Immunisation enrolment toolkit')
 - The No Jab No Play key dates tool (search 'key dates tool')
 - Hard copies of the immunisation resources ([search 'immunisation resources order form'](#))
- The following is a summary of the steps the Administration Manager will follow to determine whether a child's Australian Immunisation Register (AIR) Immunisation History Statement is up to date and enrolment can be confirmed¹:

Step	Action
1	Look at the 'immunisation status' at the top left of the statement. <ul style="list-style-type: none"> • If immunisation status is listed as 'up to date', go to step 2. • If immunisation status is listed as 'not up to date', enrolment cannot be confirmed, unless the grace period applies.
2	Look at the 'As at' date at the top left of the statement. This is the date the statement was produced, which tells you how current the vaccination information is. <ul style="list-style-type: none"> • If the 'As at' date is within two months of the first day the child will start attending HTK, and the immunisation status is 'up to date', enrolment can be confirmed. • If the 'As at' date shows the statement is older, go to Step 3.
3	Look at the 'Next due vaccine' date at the bottom of the statement. <ul style="list-style-type: none"> • If the date of the next due vaccine is after the first day the child will attend, you can confirm enrolment. • If there is a statement that says, 'No vaccines due', you can confirm enrolment.

¹ These details are current as at March 2019. To ensure current information is relied on, refer to the *Immunisation enrolment toolkit for early childhood education and care services* (search 'Assessing documentation for compliance').



Step	Action
	<ul style="list-style-type: none"> If the date of the next due vaccine is before the first day the child will attend, go to Step 4.
4	<p>Still consider the 'Next due vaccine' date at the bottom of the statement</p> <ul style="list-style-type: none"> If the date of the next due vaccine is within the two months prior to the first day the child will attend, you can confirm enrolment. (The two-month leeway period prior to the first date of attendance gives parents and HTK certainty with regard to enrolment, and allows time for the enrolment process to be completed before the child begins attending HTK, in the case where parents/carers will be in the process of organising the vaccine for their child in the lead up to attending.) If the date of the next due vaccine is earlier, you cannot confirm enrolment unless the grace period applies.

- Following the above assessment of the AIR Immunisation History Statement, on or around 1 December the Administration Manager advises the parent/guardian whether a confirmed place is offered and the enrolment can proceed. This notification is made via email and, depending on the outcome of the assessment of the child's AIR Immunisation History Statement, will either advise the parent/guardian that the child's enrolment:
 - has been confirmed and that all required documents have been received; or
 - is not able to be confirmed, as HTK has not received an up to date Immunisation History Statement from the AIR. The parent/guardian will be requested to provide an up to date Immunisation History Statement or evidence that the grace period applies on or before 15 December.
- Parents/guardians who do not provide acceptable immunisation documentation cannot be offered a confirmed place and are referred to the AIR or to an immunisation provider (refer to Appendix 3 – Letter for parents/guardians who do not have acceptable immunisation documentation).
- Parents/guardians who do not wish to accept an offer of a tentative or confirmed place, or intend to withdraw their enrolment, are requested to notify HTK's Administration Manager in writing as soon as possible. Parents/guardians who do not reply to the offer of a place by the due date will be removed from the application process.

Note: Places will not be allocated to children until any outstanding fees owed to HTK by the family is paid, or a payment plan is agreed to between the family and HTK (refer to *Fees Policy*).



ATTACHMENT 4

Letter for parents/guardians without acceptable immunisation documentation

[Service Name]

[Address]

[Insert date]

Dear [insert name]

Re: Enrolment at Holy Trinity Kindergarten for [insert year].

I am contacting you regarding your tentative place for [insert child's name] at Holy Trinity Kindergarten (HTK) in the [insert 3 year old or 4 year old program] in [insert year].

Under the *Public Health and Wellbeing Act 2008* early childhood education and care services cannot enrol a child unless the parent/guardian has provided the service with:

- a current Immunisation History Statement from the Australian Immunisation Register; and
- the statement must show that the child is up to date with all vaccinations that are due for their age, or that they are able to receive.

Some families may be eligible to enrol and start their child at HTK under the 'grace period' provisions, which apply in specified exceptional circumstances where families face difficulties accessing vaccinations and/or the required documentation to prove immunisation status².

As we have not received acceptable immunisation documentation for [insert name of child] by the due date, we are unable to confirm a place at HTK for [insert year] and your child's name has been removed from our list.

Immunisation programs are effective in reducing the risk of vaccine preventable diseases. Immunisation from an early age helps protect your child against serious childhood infections. Further information about immunisations for your child is available from:

- your doctor
- [insert details of local government immunisation service]
- National Immunisation Information Line Tel. 1800 671 811
- Australian Childhood Immunisation Register Tel 1800 653 809
- Better Health Channel website: <https://www.betterhealth.vic.gov.au/no-jab-no-play>

Should you wish to re-apply for a place for [insert child's name], we are happy to accept a new enrolment application accompanied by acceptable immunisation documentation or evidence supporting the application of a 'grace period'. The new application would be considered in line with HTK's Enrolment and Orientation Policy.

Yours sincerely

[Insert name]

[Insert title]

Holy Trinity Kindergarten

² The Grace Period Eligibility Assessment Form in the *Immunisation Enrolment Toolkit* will be applied: <https://www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit>