

# Kindergarten Central Registration and Enrolment Policy

Attachment 2 - Special Consideration Requests

April 2027

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**Responsible Directorate:** Community Services

**Authorised By:** Council, appendix updates approved by Director Community Services

**Date of Adoption:** April 2027

**Review Date:** February 2032

## **Acknowledgement of Traditional Owners**

The City of Boroondara acknowledges the Wurundjeri Woi-wurrung people as the Traditional Owners and original custodians of this land, and we pay our respects to their Elders past and present.

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## **Attachment 2 - Special Consideration Requests**

A parent or guardian may request special consideration for their child to be prioritised for a place at a specific kindergarten where unexpected and unavoidable circumstances outside the family's control create an extra barrier to accessing kindergarten.

Requests must be made when completing the registration and must include supporting documentation where relevant. Requests submitted after initial registration or after allocations have been finalised will generally not be considered. Where a late application is accepted a child already allocated will not be displaced.

Special consideration may be applied where:

- the family lives in the City of Boroondara and has registered for a member kindergarten
- the registration shows an exceptional need based on circumstances affecting the child or their immediate family (parent, guardian or sibling) that create additional barriers to accessing kindergarten.

Examples of supporting documentation may include letters or reports from a GP, paediatrician, psychologist, allied health professional, Maternal and Child Health nurse, family support service, housing service, family violence service, or other relevant professional or agency. A statutory declaration may be considered where formal supporting documents are not available. Council officers reserve the right to request clarifying or additional information to assess the request. Families applying for special consideration must consent to council officers contacting the professionals who provide supporting documentation if further information is required to assess the request.

The Special Consideration Panel will assess each request against the Victorian Government Priority of Access criteria and the Local Agreed Allocation Criteria. In doing so, the panel will use professional judgement and consider the circumstances affecting the family's access to kindergarten.

The Special Consideration Panel will include:

- Senior Coordinator Children, Young People and Families (Chair)
- Coordinator Early and Middle Years
- Coordinator Maternal and Child Health (or delegate)
- Early Years Planning and Development Officer

The Panel will be supported by the Central Registration Officer who will prepare recommendations for the Panel and record final decisions.

Families will be advised of the outcome through the registration and allocation process.

Previous or current parent or caregiver involvement with a kindergarten service, including volunteering as a committee member, is not a reason for special consideration.

Special consideration does not guarantee a place at a particular kindergarten or a particular kindergarten group.

Families who are dissatisfied with the Panel's decision may raise their concerns and request a review through Council's Complaints Policy.

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