



Templestowe Heights Pre-School Enrolment Policy

1. Introduction

Templestowe Heights Pre-School manages enrolments for both three-year-old and four-year-old kindergarten programs. All applications must be submitted directly to the pre-school using the official **Enrolment Application Form**, available from our website or the pre-school office.

Applications will be accepted once the child has turned **two (2) years of age**. Enrolments will not be accepted prior to the child's 2nd birthday.

2. How to Apply

- Applications must be lodged **within one month of the child's 2nd birthday** to receive maximum priority. This is not a guarantee of placement.
 - The application form must be submitted with:
 - A copy of the child's **birth certificate** ○ A copy of the child's **current AIR Immunisation History Statement** ○ A **Enrolment Application Fee of \$35**.
 - Immunisation documentation must meet **No Jab, No Play** legislative requirements.
 - Applications, together with the administrative fee, are placed on the relevant waiting list in order of receipt and in accordance with the **Eligibility and Priority of Access Criteria**.
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3. Eligibility

- **Three-year-old kindergarten:** Children must turn three years old **on or before 30 April** in the year of attendance. Children cannot attend until after their third birthday.
- **Four-year-old kindergarten:** Children must turn four years old **on or before 30 April** in the year of attendance.
- Think carefully before enrolling a child born between January and April. Current funding arrangements do not guarantee a repeat year based solely on young age.



4. Priority of Access

Places are allocated in line with Department of Education and Training (DET) criteria for funded kindergarten programs, giving priority to:

High priority children

Process that could be used to verify need(s)

Children at risk of abuse or neglect, including children in Out-of-Home Care

- The child is eligible for Early Start Kindergarten or Access to Early Learning, and/or
- The family, carer or legal guardian identifies the child as known to Child Protection or in out-of-home care, and/or
- The child is referred by one of the following:
 - Child Protection
 - Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker)
 - Maternal and Child Health nurse, or
 - Out-of-Home Care provider.

Aboriginal and/or Torres Strait Islander children

As part of the enrolment process, service providers must respectfully ask families, 'do you identify your child as Aboriginal and/or Torres Strait Islander?' and record this information in Arrival.

Asylum seeker and refugee children

- The child, a parent, a carer or a legal guardian holds, has previously held, or is applying for, a refugee or asylum seeker visa (see list of visas in the Kindergarten Funding Guide), and/or
- The child, a parent, a carer or a legal guardian holds a current or expired ImmiCard, and/or
- Children, parents, carers or legal guardians who previously held a refugee or asylum seeker visa and now hold Australian Citizenship or permanent residency.

Children eligible for the Kindergarten Fee Subsidy

- A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or
- multiple birth children's triplets or quadruplets.



Children with additional needs, defined as children who:

- require additional assistance in order to fully participate in the kindergarten program
- require a combination of services which are individually planned
- have an identified specific disability or developmental delay.

The child:

- is assessed as having delays in two or more areas and is declared eligible for a second funded year of Four-year-old Kindergarten
- holds a Child Disability Health Care Card
- has previously been approved for Kindergarten Inclusion Support program, or referred by:
 - the National Disability Insurance Scheme
 - Early Childhood Intervention Service
 - Preschool Field Officer, or
 - Maternal and Child Health nurse.

5. Selection Procedure – Three-Year-Old Program

Order of preference:

1. PoA Guidelines (see Section 4)
2. One vacancy held until the end of Term 2 for a child repeating at Templestowe Heights.
3. Children enrolled in the prescribed manner, in order of date/time of enrolment.
4. Where multiple applications share the same priority date:
 - Siblings of current or past students receive first preference.
 - If still oversubscribed, a ballot will be held.
5. Applications received after 30 April (in the year prior to attendance) will be allocated subject to vacancies.
6. Other applicants may be admitted at the discretion of the Committee.

Maximum group size: 20 children.



6. Selection Procedure – Four-Year-Old Program

Order of preference:

1. PoA Guidelines (see Section 4)
2. Children deferred from the previous year at Templestowe Heights.
3. Two placements per group held until the end of Term 3 for children repeating at Templestowe Heights.
4. One vacancy held until the start of October for a child with additional needs.
5. Children who attended Templestowe Heights three-year-old group and have enrolled in four-year old kindergarten.
6. Children enrolled in the prescribed manner, in order of date/time of enrolment.
7. Where multiple applications share the same priority date:
 - Siblings of current or past students receive first preference.
 - If still oversubscribed, a ballot will be held.
8. Applications received after 30 April (in the year prior to attendance) will be allocated subject to vacancies.
9. Other applicants may be admitted at the discretion of the Committee.

Maximum group size: Two groups of 22 children.

7. Offers and Confirmations

- Offers will be made in writing in accordance with the above criteria.
- An Acceptance Deposit of \$160 is required to secure the position and will be refunded at the commencement of Term 2. A letter will be forwarded to you explaining the refund process, if families wish to donate this fee it will be gratefully accepted.
- Placement is confirmed upon receipt of:
 - Completed acceptance form
 - Deposit payment
 - Updated AIR Immunisation History Statement (meeting legislative requirements)



8. Withdrawal and Waiting List

- Parents/guardians who wish to withdraw must notify the pre-school in writing as soon as possible.
- Unsuccessful applicants will be notified in writing and advised of their waiting list position.