



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:

1. Children at risk of abuse or neglect, including those in Out-of-Home Care.
 2. Aboriginal and/or Torres Strait Islander children.
 3. Children with additional needs, including disability, developmental delay, or the requirement for individually planned services.
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5. Selection Procedure – Three-Year-Old Program

Order of preference:

1. One vacancy held until the end of Term 2 for a child repeating at Templestowe Heights.
2. Children enrolled in the prescribed manner, in order of date/time of enrolment.
3. 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.
4. Applications received after 30 April (in the year prior to attendance) will be allocated subject to vacancies.
5. 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. Children deferred from the previous year at Templestowe Heights.
2. Two placements per group held until the end of Term 3 for children repeating at Templestowe Heights.
3. One vacancy held until the start of October for a child with additional needs.
4. Children who attended Templestowe Heights three-year-old group and have enrolled in four-year-old kindergarten.
5. Children enrolled in the prescribed manner, in order of date/time of enrolment.
6. 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.
7. Applications received after 30 April (in the year prior to attendance) will be allocated subject to vacancies.
8. 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, if special requirements are met.
- 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.