



## Pre-School Enrolment Procedures

### Application

- Parents/Guardians complete WPSA standard application form for **one** pre-school centre only and may include up to two alternatives.
- Applications are accepted for children from **two years of age**.
- Children will have access to one year only of 3 year old preschool prior to 4 year old pre-school.
- Please ensure you receive a copy of the enrolment policy from the centre you are applying for so that you understand their selection criteria.
- Applications to be received by WPSA Applications Office by 30 June in the year prior to entry. Applications received after this date will be placed on a waitlist.
- The WPSA Applications Office must receive all changes or cancellations to applications by 30 June in the year prior to entry.
- WPSA sends the listing of requested applications to pre-schools to determine places.
- Any alterations to original application are to be made in writing. A new application form does not need to be completed to change details or preference.
- Applications for alternatives will only be considered if vacancies exist at that pre-school after preference offers have been finalised.

### Selection Process

- Each pre-school centre determines placements according to their selection criteria.
- Pre-schools send out written first round offers in July for 4yo and August for 3yo the previous year to that being offered.
- Successful applicants must confirm offers with a deposit payable to the pre-school.
- If for any reason you are unable to be contacted during the months of July and August for 4yo offers, or August and September for 3yo offers, it is your responsibility to advise the Applications Office or your child may be unable to accept an offer by the required date.

### Unsuccessful Applicants

- Pre-school is not compulsory and not all children who apply will be successful in receiving a 3 year old placement. 3yo pre-school is not government funded and limited places are available.
- Pre-schools provide more 4yo places to ensure as many children as possible can access one year of funded pre-school in the year prior to commencing school.
- With the implementation of Universal Access and 15 hours of funded 4yo pre-school by 2013 it is unclear at this stage if pre-schools will need to change their number of 4yo and 3yo positions available.
- If you are unsuccessful in obtaining a position, the pre-school will write to you with details of their waiting list.
- If you wish to consider other options contact the WPSA Applications Office for details of any vacancies at other pre-schools.
- Pre-schools will fill any vacancies by offering applicants second round offers in accordance with their enrolment policy and selection criteria.
- If there are more alternative applicants than positions available the pre-school will offer positions in accordance with their selection criteria.

### Deferring Your Application

You may defer your child's year of attendance by notifying the WPSA Applications Office in writing.

If you enrol your child then defer you do not need to re-enrol.

If your child commences at a service you must defer before the end of second term to qualify for a full year of funded pre-school the following year.

*As pre-schools are responsible for determining placements, enrolment policies may be different at each centre. It is therefore advisable for you to be familiar with the selection criteria at the centre to which you have applied.*