



PreSchool Enrolment Procedures

How to apply and What will happen next

Application

- Parents/Guardians complete WPSA standard application form for **one** preschool centre only and may include up to two alternatives.
- **Proof of residential address must be supplied with the application. Only recent utilities accounts will be accepted. Rates notice is not acceptable.**
- **Proof of up to date immunisation and child's date of birth must be supplied with the application. The AIR history statement (Australian Immunisation Record) can be downloaded from Medicare online.**
<http://www.health.vic.gov.au/immunisation/factsheets/no-jab-no-play.htm>
- If you or your child have a Health Care Card, Pension Card or similar a copy must be provided with the application.
- 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 preschool.
- 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 preference applications to preschools to determine places.
- Any alterations to original applications 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 preschool after preference offers have been finalised. Alternatives are considered equally, not 2nd and 3rd preferences.
- It is your responsibility to ensure the contact details we have are up-to-date. If any attempt to contact you fails only one further attempt using an alternative method will be made.

Selection Process

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

Unsuccessful Applicants

- Preschool is not compulsory and not all children who apply will be successful in receiving a placement.
- Preschools provide more 4yo places to ensure as many children as possible can access one year of funded preschool in the year prior to commencing school.
- If you are unsuccessful in obtaining a position, the preschool 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 preschools.
- If there are more alternative applicants than positions available the preschool will offer positions by proximity. Alternatives are considered equally, not 2nd and 3rd preferences.