



Enrolment Policy

1. Purpose and Scope

1.1 This policy outlines the enrolment process and allocation of places at Ashgrove West Preschool Centre Inc. (“AWPS” or “the Centre”). It applies to all families seeking enrolment, as well as staff and the Management Committee responsible for administering enrolments.

1.2 AWPS is committed to a fair, transparent and consistent enrolment process that supports children, families and the wider community.

1.3 This policy is informed by and operates in alignment with:

- Queensland Government kindergarten funding requirements; and
- Creche and Kindergarten Association (C&K) guidelines.

1.4 This policy also supports the Centre to manage enrolments in a way that ensures effective and sustainable operations.

2. Guiding Principles

AWPS is committed to an enrolment process that is:

- Fair and transparent
- Inclusive and equitable
- Aligned with government funding requirements
- Supportive of children, families and the wider community

Priority of access is determined in accordance with government guidelines and the Centre’s commitment to inclusion.

3. Definitions

For the purposes of this policy:

3.1 Pre-prep children: Children who turn four (4) years of age on or before 30 June in the year of attendance.

3.2 Funding eligible children: Pre-prep children whose families nominate AWPS as their Approved Provider for Queensland Government kindergarten funding. A child may only access funding for one (1) approved 15-hour program per week.

3.3 Early entry kindergarten: Children younger than the funded kindergarten cohort (generally three-year-old children) who may be offered enrolment subject to availability and service enrolment procedures.

3.4 Priority groups: Children identified in line with C&K and Queensland Government guidelines, including:

- Aboriginal and/or Torres Strait Islander children
- Children with disability
- Children from culturally and linguistically diverse backgrounds
- Children assessed as being at risk of entering the child protection system

3.5 Returning families: Families with a child currently enrolled at AWPS or who have attended within the previous five (5) years.

3.6 Delayed exit children: Children approved to undertake a second year of kindergarten.

4. Enrolment Objective

4.1 The Centre's primary objective is to fill all available places with funding-eligible children in line with the Queensland Government Free Kindy initiative.

4.2 Where this is not possible, places may be offered in accordance with this policy.

5. Waitlist Management

5.1 Families may apply for enrolment via the Centre's waitlist at any time.

5.2 Applications are recorded by date of submission.

5.3 Families are responsible for keeping their contact details up to date.

5.4 The Centre may periodically contact families to confirm continued interest. Where no response is received, the application may be removed from the waitlist.

6. First Round Offers

6.1 First round offers are typically issued in May or June of the year prior to attendance, in line with the Centre's enrolment planning process.

6.2 Priority is given to:

- (a) priority groups outlined in Section 3.4;
- (b) currently enrolled children (including delayed exit children);
- (c) siblings and returning families (applications received by 30 April).

6.3 Remaining places are offered to funding-eligible children in waitlist order.

6.4 Where an offer is declined or not accepted within the required timeframe, it will be offered to the next eligible family.

7. Acceptance of Offers

7.1 Families have approximately five (5) days to accept an offer.

7.2 Acceptance requires:

- Payment of a non-refundable enrolment fee of \$100; and
- Written confirmation that:
 - AWPS is the nominated provider for government funding
 - The child is not accessing another funded kindergarten program
 - Any other service has been notified

7.3 Failure to meet these requirements may result in the offer being withdrawn.

8. Subsequent Offers

8.1 Offers will continue to be made to funding-eligible children until all places are filled.

8.2 Where vacancies remain, offers may be made to:

- Non-funded pre-prep aged children (in accordance with Fee Free Kindy guidelines; non-funded places may only be offered from Term 1)
- Early entry children, including siblings of currently enrolled children

8.3 Fees are charged in accordance with the current annual fee schedule.

8.4 Fees may be reviewed in line with changes to government funding arrangements and may be amended by the Management Committee.

9. Allocation to Groups

9.1 Where demand exceeds availability for particular groups or days, placements will be allocated based on waitlist order and Director discretion. Families may be offered alternative groupings or days, subject to availability and their waitlist position.

9.2 The Centre aims to balance group composition to support positive learning environments.

10. Enrolment Process (Post-Acceptance)

10.1 In Term 4, families will receive:

- Group allocation (days and teacher)
- Information session details
- Enrolment documentation

10.2 Families are required to:

- Attend an information session (where possible)
- Complete an enrolment interview
- Submit all required documentation by the due date

10.3 Failure to complete these steps may result in the place being withdrawn.

11. Commencement of Enrolment

11.1 Where a place is accepted during term time, the child must commence on the agreed start date. If the child does not commence as agreed, the enrolment may be withdrawn.

11.2 For Term 1 enrolments, families who wish to withdraw after accepting a place must notify the Centre in writing by the end of December.

11.3 The Centre reserves the right to reallocate the place if commencement requirements are not met.

11.4 Families withdrawing from enrolment must provide at least two (2) weeks' written notice. Fees apply during the notice period.

12. Discretion

12.1 The Management Committee and Director may apply discretion when interpreting or applying any part of this policy in exceptional circumstances where it is in the best interests of the child, families or the Centre.

13. Policy Review

13.1 This policy will be reviewed regularly and may be amended by the Management Committee.

13.2 Any updates will be communicated to families and staff.

Date of Adoption: 22 / 06 / 2026

Next Review Due: 22 / 06 / 2027