

# Foundation (Prep) Enrolment Information Pack for Schools

Guidance and resources for all government  
primary schools regarding **2025**  
Foundation enrolments

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## Foundation (Prep) Enrolment Timeline 2024-25 – for enrolment in the 2025 school year

Statewide timeline to support enrolment in Foundation in government primary schools

2024 dates	Activity and notes	Responsible party
<b>Term 1: Monday 29 January 2024 (students commence 30 January) – Thursday 28 March 2024</b>		
<b>Term 1, 2024</b>	<p>Primary schools <b>update school website</b> using the template website content on the <a href="#">Enrolment Policy: Foundation (Prep) enrolment page</a> in the Policy and Advisory Library (PAL).</p> <p>The template website content includes a link to the <a href="#">Enrolling in Foundation (Prep) webpage</a> within the <a href="#">Starting school page</a> on the Vic Gov website. This page contains information for families on how to enrol their child in a Victorian government school and outlines the timeframes for submitting Foundation enrolment applications for the 2025 school year.</p>	Primary
<b>Terms 1 and 2, 2024</b>	<p>Primary <b>schools conduct tours</b> and other activities. It is recommended that tours are completed by the end of Term 2.</p> <p><b>** Note: Foundation enrolment applications for the 2025 school year must <u>not</u> be accepted in Term 1. Parents and carers may submit applications from Term 2. **</b></p>	Primary
<b>Late Term 1, 2024</b>	<p>School zones for the 2025 school year go live on <a href="http://www.findmyschool.vic.gov.au">www.findmyschool.vic.gov.au</a></p> <p>The 'Foundation (Prep) Enrolment Information Pack for Parents and Carers' (pack for parents and carers) is available to download from the <a href="#">Enrolling in Foundation (Prep) webpage</a> within the <a href="#">Starting school page</a> on the Vic Gov website. The pack for parents and carers contains the 'Application to Enrol in a Victorian Government School Form' (application form).</p> <p>The 'Foundation (Prep) Enrolment Information Pack for Schools' (pack for schools) is available for government schools to download from the <a href="#">Enrolment Policy: Foundation (Prep) enrolment page</a> in PAL.</p>	Department of Education (DE) - Central
	Early childhood education and care service providers and services invited to distribute the pack for parents and carers and other resources to families.	Early childhood sector
29 March to 14 April 2024	School holidays	
<b>Term 2: Monday 15 April 2024 – Friday 28 June 2024</b>		
<b>From Week 1, Term 2, 2024</b> (from Monday 15 April 2024)	<p>Schools <b>distribute the pack for parents and carers</b> to prospective families and their school community. The pack for parents and carers contains the application form.</p> <p>Schools may use the template email and newsletter article in the pack for schools to provide information about the enrolment timeline to prospective families and the local community.</p> <p>Schools should refer parents and carers to <a href="http://www.findmyschool.vic.gov.au">www.findmyschool.vic.gov.au</a> to locate their designated neighbourhood school for 2025.</p> <p><b>** Note: schools may provide parents and carers with the enrolment form instead of the application form in accordance with the <a href="#">Enrolment Policy: Application and Enrolment Forms</a>. Primary schools with an Enrolment Management Implementation Plan (EMIP) and/or under enrolment pressure are strongly encouraged to provide parents and carers with an application form. Updated EMIP advice for the 2025 school year will be released later in Term 2. **</b></p>	Primary

2024 dates	Activity and notes	Responsible party
	<b>Enrolment applications open</b> – parents and carers submit their completed enrolment application to a government primary school <b>from</b> this date.	Parents and Carers
<b>By Friday 28 June 2024</b>	Department of Education notifies primary schools if they are going to receive an enrolment restriction via an Enrolment Management Implementation Plan (EMIP) for the 2025 school year.	DE - Regions
29 June to 14 July 2024	School holidays	
<b>Term 3: Monday 15 July 2024 – Friday 20 September 2024</b>		
<b>By Friday 26 July 2024</b>	<b>Enrolment applications due</b> – parents and carers submit their completed enrolment application to a government primary school <b>by</b> this date.  <b>** Note: this date also applies where schools have provided parents and carers with an enrolment form instead of an application form to complete their enrolment application. **</b>	Parents and Carers
<b>Between Monday 29 July and Friday 9 August 2024</b>	Primary schools <b>provide parents and carers with written notification of Foundation enrolment outcomes</b> as per the department's <a href="#">Placement Policy</a> . Schools must follow their EMIP (if they have one).  Template letters are included in the pack for schools. Templates include: <ul style="list-style-type: none"> <li>• letter of offer – for parents and carers who submitted an application form and have been offered a place</li> <li>• letter confirming enrolment – for parents and carers of children who submitted an enrolment form</li> <li>• unsuccessful application letter – for parents and carers who submitted an application form and have not been offered a place.</li> </ul> The <i>'Form to enrol in a Victorian Government School'</i> (enrolment form) must be included with the <u>letter of offer</u> .  The <i>'Foundation (Prep) Appeal Form'</i> (appeal form) must be included with <u>unsuccessful application letters</u> .  <b>** Note: schools must <u>not</u> send outcome letters before the enrolment application due date (Friday 26 July 2024). **</b>	Primary
<b>By Friday 23 August 2024</b>	Parents and carers sent a <u>letter of offer</u> return the completed <b>enrolment form</b> by this date, to indicate acceptance of their child's enrolment offer.	Parents and Carers
<b>By Friday 23 August 2024</b>	Closing date for parents and carers to lodge a written appeal with primary school.  <b>** Note: parents and carers have the option of using the appeal form to lodge this appeal. Primary schools must provide parents and carers with a copy of this form, which can be found in the pack for schools. **</b>	Parents and Carers
<b>By Friday 6 September 2024</b>	Primary schools notify all parents and carers, in writing, of the <b>outcome of appeals</b> by this date.  Template letters that schools must use to communicate appeal outcomes are included in the pack for schools.	Primary
<b>By Friday 20 September 2024</b>	Closing date for parents and carers to lodge a written appeal with the applicable Regional Director, where they have been unsuccessful with their appeal to the primary school.  <b>** Note: parents and carers have the option of using the appeal form to lodge this appeal. Primary schools are asked to provide parents and carers with a copy of this appeal form, which can be found in the pack for schools. **</b>	Parents and Carers

2024 dates	Activity and notes	Responsible party
21 September to 6 October 2024	School holidays	
<b>Term 4: Monday 7 October 2024 – Friday 20 December 2024</b>		
<b>Term 4, 2024</b>	Primary schools host <b>transition</b> sessions.	Primary
<b>By Friday 1 November 2024</b>	Regions notify parents and carers in writing of the outcome of Regional Director appeal by this date ( <b>only</b> applies to appeals received by the closing date of Friday 20 September 2024).	DE - Regions
<b>Ongoing</b>	Primary schools continue to <b>manage late enrolment applications</b> , including those from families that missed the enrolment timeframes and/or moved permanent residence. Primary schools must consider <b>all</b> late enrolment applications in line with the Placement Policy.  <b>** Note: children of school age are entitled to be enrolled in their designated neighbourhood school, regardless of when their enrolment application is submitted. Out-of-zone children should be offered a place if there is sufficient accommodation at the school and the request for enrolment aligns with the school's EMIP (where applicable). **</b>	Primary
<b>Friday 20 December 2024</b>	Final day of Term 4	

**Note:** This timeline does not apply to enrolments at specialist schools or registered specialist campuses. Specialist schools and campuses are encouraged to publish advice about any school-specific enrolment timelines on their school website, with reference to [Enrolment in specialist schools and other specialist education settings](#).

**Note:** This enrolment timeline is based on the [Enrolment Policy](#) in PAL. For transition information, please refer to the [Transition – Early Childhood to School: Resources](#) in PAL and the [Transition: Positive Start to School Resource Kit](#).

# Guidance and information about the Foundation (Prep) enrolment process

## Overview

The statewide enrolment timeline includes key dates, activity descriptions and an overview of responsibilities to help schools to plan for their 2025 Foundation enrolments.

The below table captures the key steps for schools in the process. This section of the pack provides guidance on the resources and templates available to support schools to implement these key steps.

Key steps	School action	Dates
<b>1. Communicating with prospective families and school community</b>	Schools provide information about the Foundation (Prep) enrolment timeline to prospective families and school community.	Terms 1 and 2, 2024
<b>2. Enrolment applications</b>	Schools support parents and carers to complete enrolment applications by Friday 26 July 2024.	15 April – 26 July 2024*
<b>3. Enrolment outcome letters</b>	Schools notify parents and carers of the outcome of enrolment applications between Monday 29 July and Friday 9 August 2024.	29 July – 9 August 2024*
<b>4. Appeals</b>	Schools notify parents and carers in writing of the outcome of school-level appeals by Friday 6 September 2024.	26 August – 6 September 2024*

\* Schools must consider late enrolment applications submitted after Friday 26 July 2024, including applications from families that missed the enrolment timeframes and/or moved permanent residence. Schools **must** process late enrolment applications as they are received, in accordance with the department's Placement Policy. For late enrolment applications, schools should adjust timelines for sending enrolment outcome letters and managing appeals (as relevant).

## Step 1. Communicating with prospective families and school community – Terms 1 and 2, 2024

Appendix 2 of this pack provides templates that primary schools may use to provide information about the Foundation (Prep) enrolment timeline to prospective families and the school community.

Template	Description	Guidance on use
Template email sending information pack to prospective families (see page 21)	Schools may use this template when sending the application form and information pack to prospective families.	Optional, schools may adapt wording as required
Template newsletter article (see page 22)	Schools may use this template to raise awareness of the timeline through a school newsletter or bulletin.	Optional, schools may adapt wording as required

Other resources have also been developed to support schools and other stakeholders to communicate about the timeline. Information and links to these resources is contained below.

Resource and link	Description	Guidance on use
Template website content (available in the Policy and Advisory Library (PAL)) - <a href="#">Foundation (Prep) enrolment</a>	Schools should update their website using the template content. Schools must remove any outdated information regarding enrolment dates and activities.	<b>Required</b>
Factsheet for parents and carers (available here: <a href="#">Enrolling in Foundation (Prep)</a> )	The factsheet includes key dates in the 2025 enrolment process and Frequently Asked Questions (FAQs).  The factsheet is available in more than 40 languages.	Optional
Poster (available here: <a href="#">Enrolling in Foundation (Prep)</a> )	The poster provides a step-by-step guide of the enrolment process (without any specific dates for 2025 enrolment). This allows it to be displayed and shared all year round.  The poster is available in more than 40 languages.	Optional
Parent and carer enrolment information pack (available here: <a href="#">Enrolling in Foundation (Prep)</a> )	This pack includes more detailed FAQs for parents and carers compared to the factsheet. This pack also contains the application form.	Optional
Early childhood sector enrolment information pack (available here: <a href="#">Enrolling in Foundation (Prep)</a> )	This pack includes resources to support kindergartens and early childhood education and care (ECEC) services to share information about the timeline (including a poster, social media tile and post, newsletter content, website content and factsheet).  The pack will be distributed by the department to the early childhood sector through the Early Childhood Update newsletter. Schools with existing connections with kindergartens and ECEC services are encouraged to share this resource directly.	Optional

## Step 2. Enrolment applications – 15 April to 26 July 2024

Enrolment applications for Foundation for the 2025 school year open at the start of Term 2 on Monday, 15 April 2024. Parents and carers are encouraged to apply by Friday, 26 July 2024.

## Application form

The application form is a **short form** that **families use to submit their enrolment application**. It only **collects information related to enrolment eligibility** and is intended to be used before the enrolment form.

A copy of the department's standardised application form **is included in the parent and carer information pack**. Schools may also provide the application form directly to prospective families.

Schools must not amend the standardised form. Schools can request that parents and carers include proof of address documentation with their application.

Parents and carers may apply to more than one school using a new application form in each instance.

## Enrolment form

**After a child is offered a place**, the enrolment form is provided to the child's family to complete to indicate acceptance of the enrolment offer and **to confirm enrolment**. Schools must provide the enrolment form to parents and carers with letters of offer sent between Monday, 29 July and Friday, 9 August 2024 (see step 3 in this guidance).

Parents and carers should only complete an enrolment form for the school their child will attend. A completed enrolment form is mandatory for all children new to the Victorian government system and is therefore required for Foundation enrolments. The enrolment form **collects personal and health information** that should **only be sought from parents and carers of children who will be attending your school**.

**Note:** schools may provide parents and carers with the enrolment form instead of the application form to complete their enrolment application by Friday, 26 July 2024, in accordance with the [Enrolment Policy: Application and Enrolment Forms](#). For guidance on when an enrolment form can be provided to complete an enrolment application, please refer to the PAL guidance and FAQ 30 in Appendix 1.

Primary schools with an Enrolment Management Implementation Plan (EMIP) and/or under enrolment pressure are strongly encouraged to provide parents and carers with an application form to complete their enrolment application. Updated EMIP advice for the 2025 school year will be released in late Term 2.

Template	Description	Guidance on use
<a href="#">Application form (PDF)</a>	This form requests contact information, address details and sibling information.  Schools can make the application form available on their school website. The application form is included in the pack for parents and carers.	Provided to parents and carers to submit enrolment application
<a href="#">Enrolment form (PDF)</a>	This form collects personal and health information that should only be sought from parents and carers of children who will be attending your school.  Schools provide the enrolment form to families when making an enrolment offer.	<b>Required</b>



## Step 3. Enrolment outcome letters – 29 July to 9 Aug 2024

Enrolment applications for Foundation for the 2025 school year are due to schools on Friday, 26 July 2024. Schools must provide written notification of enrolment outcomes (to all applicants that applied by the due date) between Monday, 29 July 2024 and Friday, 9 August 2024.

Schools must not send enrolment outcome letters before the enrolment application due date (Friday, 26 July 2024).

Enrolment outcomes must be made in accordance with the department's Placement Policy. Schools are required to follow their EMIP, if applicable. Primary schools will be notified by Friday, 28 June 2024 if they are going to receive an enrolment restriction via an EMIP for the 2025 school year. FAQs about the Placement Policy and EMIPs are in Appendix 1.

Template letters are available in Appendix 2. Schools are required to use these to notify parents and carers of enrolment application outcomes. **These templates contain legal information that will support you to withdraw an offer if conditions of enrolment are not satisfied.**

The below table outlines when to use the templates. Select the most appropriate template for each child. You should only send one of these letters. This means that families who receive a letter of offer, do not then receive a letter confirming enrolment once they return their completed enrolment form.

Schools must continue to consider applications and send enrolment outcome letters for late applications received after the due date (Friday, 26 July 2024).

Template	Description	Guidance on use
Letter of offer (see page 23)	This letter should be used to advise all parents and carers who <b>submitted an application form</b> that their <b>enrolment application is successful</b> .  <b>The enrolment form should be included with this letter.</b>	<b>Required if applicable</b>
Letter confirming enrolment (see page 25)	This letter should be used to notify parents and carers who <b>submitted an enrolment form</b> of their confirmed <b>enrolment</b> .	<b>Required if applicable</b>
Unsuccessful application letter (see page 26)	This letter should be used to notify parents and carers who <b>submitted an application form</b> that their <b>enrolment application is unsuccessful</b> .  The Appeal Form (see pages 30-37 of this document) should be included with this letter.	<b>Required if applicable</b>

## Step 4. Appeals – 26 August to 6 September 2024

Where a family wishes to appeal an enrolment decision, parents and carers must lodge a written appeal with the school in the first instance by Friday 23 August 2024.

Schools must notify all parents and carers, in writing, of the outcome of appeals by Friday 6 September 2024. This information pack includes templates to be used by schools to support the appeals process.

If the appeal at the school level is unsuccessful and parents and carers are not satisfied with the outcome, they may lodge a second written appeal to the Regional Director by Friday 20 September 2024. Regions cannot accept appeals if the family has not appealed to the school in the first instance.

Schools must continue to process appeals that are submitted after the due date (Friday 23 August 2024).

Template	Description	Guidance on use
Appeal Form (see pages 30-37)	Parents and carers can use the Appeal Form to lodge an appeal to the school. Primary schools must include this form with the unsuccessful application letter provided to parents and carers.	<b>Required if applicable</b>
Successful appeal letter (see page 27)	This letter must be used to notify parents and carers that their appeal for enrolment has been successful.  <b>The enrolment form should be included with this letter.</b>	<b>Required if applicable</b>
Unsuccessful appeal letter (see page 28-29)	This letter must be used to notify parents and carers that their appeal for enrolment has been unsuccessful.	<b>Required if applicable</b>

## Key contacts

Question	Regional contact details
<p>For questions relating to:</p> <ul style="list-style-type: none"> <li>• the timeline</li> <li>• the Foundation enrolment policy and process</li> <li>• the application and enrolment forms</li> <li>• the enrolment outcome letters</li> <li>• Frequently asked questions</li> <li>• Appeals</li> </ul>	<p><b>Statewide enquiry line</b> 1800 338 663</p> <p><b>North-Eastern Victoria Region</b> <a href="mailto:enrolments.nev@education.vic.gov.au">enrolments.nev@education.vic.gov.au</a></p> <p><b>North-Western Victoria Region</b> <a href="mailto:enrolments.nwv@education.vic.gov.au">enrolments.nwv@education.vic.gov.au</a></p> <p><b>South-Eastern Victoria Region</b> <a href="mailto:enrolments.sev@education.vic.gov.au">enrolments.sev@education.vic.gov.au</a></p> <p><b>South-Western Victoria Region</b> <a href="mailto:enrolments.swv@education.vic.gov.au">enrolments.swv@education.vic.gov.au</a></p>

## Useful links

Topic	Link
Identifying <b>school zones</b>	Visit <a href="http://www.findmyschool.vic.gov.au">www.findmyschool.vic.gov.au</a>
Enrolment policy and guidance for <b>schools</b>	<p>Visit the following key pages in the <b>Policy and Advisory Library</b>:</p> <ul style="list-style-type: none"> <li>• <a href="#">Enrolment: Foundation (Prep) enrolment</a></li> <li>• <a href="#">Enrolment: Placement Policy</a></li> <li>• <a href="#">Enrolment: Designated neighbourhood schools – school zones</a></li> <li>• <a href="#">Enrolment: Determining permanent residence</a></li> <li>• <a href="#">Enrolment: Application and enrolment forms</a></li> </ul>
Enrolment information for <b>parents and carers</b>	<p><b>Refer parents and carers</b> to the <a href="#">Starting school webpage</a> on the Victorian Government website. Key pages within the Starting school webpage include:</p> <ul style="list-style-type: none"> <li>• <a href="#">Enrolling in Foundation (Prep)</a> – note: the enrolment information pack for parents and carers, which includes the application form, can be downloaded from this page</li> <li>• <a href="#">Enrolling in school</a></li> <li>• <a href="#">School zones</a></li> </ul>

# Appendix 1. Frequently Asked Questions (FAQs)

## Government school FAQs

The below FAQs are for use by government schools and departmental staff and are not to be shared externally. A copy of the FAQs for parents and carers is available at: [Enrolling in Foundation \(Prep\)](#).

**If you cannot find the information you are looking for in the FAQs, please consult the timeline, guidance, and useful links sections.** These FAQs are supplementary to the information found at the start of this pack.

## Foundation enrolment timeline and resources

### 1. Which schools are required to implement the Foundation process and timeline?

All Victorian government primary schools, including P-9 and P-12 schools, are required to implement the process and timeline in 2024 to support Foundation enrolments for the 2025 school year.

The process and timeline are not applicable to those primary schools exempt from the department's [Placement Policy](#), such as specialist schools. It does not apply to non-government schools (Independent or Catholic).

### 2. Is information about the Foundation enrolment timeline available in languages other than English?

Yes, schools can access a factsheet and poster in more than 40 languages to help families with Foundation enrolment. The resources are available at: [Enrolling in Foundation \(Prep\)](#).

### 3. When can parents and carers submit enrolment applications?

Schools should not accept any Foundation enrolment applications in Term 1, 2024. Parents and carers can submit Foundation enrolment applications for the 2025 school year from Term 2, 2024 (from Monday 15 April 2024).

This timing ensures that parents and carers have access to the enrolment information pack and can view school zones for 2025 on [Find my School](#) before submitting an enrolment application.

### 4. What happens if parents and carers miss key enrolment dates?

Some parents and carers may miss key enrolment dates. While families are encouraged to submit an enrolment application by Friday 26 July 2024, late applications must still be accepted from those who miss enrolment timelines, move permanent residence, or newly arrive to Victoria.

Schools must manage late enrolment applications in line with the [Placement Policy](#). Children of school age are entitled to enrol in their designated neighbourhood school, regardless of when their enrolment application is submitted. Late out-of-zone applicants should be offered a place if there is sufficient accommodation at the school and the request for enrolment aligns with the school's EMIP (where applicable).

If an out of zone application for Foundation enrolment misses the deadline, it will be considered after applications received on time.

### 5. When can schools run tours for prospective families?

Schools may conduct tours and other activities for prospective families in Terms 1 and 2. As enrolment applications are due in early Term 3, it is recommended that the majority of scheduled tours are completed by the end of Term 2. However, schools can continue to arrange school visits

for prospective families after the due date as necessary to support families that have missed enrolment timeframes.

## **6. Does the Foundation enrolment timeline complement transition to school activities?**

The Foundation enrolment timeline includes key dates and activities related to enrolment and is based on the [Enrolment Policy](#) in the Policy and Advisory Library (PAL).

The Foundation enrolment timeline complements the *Transition: A positive start to school* initiative, however it does not include specific dates or recommendations for transition to school activities. For transition information and timelines, please refer to the [Transition – Early Childhood to School: Resources](#) page on PAL and the minimum key activities identified in the [Transition: A Positive Start to School Resource Kit](#).

## **7. How is the department engaging with the early childhood sector to raise awareness of the Foundation enrolment timeline?**

The department has developed an enrolment information pack for the early childhood sector. The pack is published online and is publicly available for download from the [Enrolling in Foundation \(Prep\)](#) webpage. The pack includes resources to support kindergartens and early childhood education and care (ECEC) services to share information about the timeline with their families and includes a poster, social media tile and post, website content, newsletter content and factsheet.

The department will also publish the pack in the Early Childhood Update inviting ECEC services to use the resources to provide clear and accurate information to their families. Schools with existing connections to kindergartens and ECEC services are also encouraged to share this resource directly.

## **Managing enrolment applications**

### **8. What is an Enrolment Management Implementation Plan?**

An Enrolment Management Implementation Plan (EMIP) provides a school with enrolment advice to support them to manage enrolments for the forthcoming school year. The department uses a centralised data-driven approach when assessing and identifying schools for EMIPs.

Schools that receive an EMIP are generally those that are under significant enrolment pressure, schools that received a relocatable building in the most recent school year, and schools that opened in the last 5 years. Schools may also receive an EMIP to support improvements in student distribution in the local network.

There are two main types of enrolment restriction that a school may receive, which limits enrolments to:

- students living in zone and siblings attending school at the same time
- a sufficient accommodation figure (or 'enrolment cap') for the whole school or specific year level (e.g. Foundation or Year 7).

Schools may also receive advice to follow the Placement Policy. This is guidance only and not an enrolment restriction (see next questions).

Importantly, schools with EMIPs **are** still able to enrol students on compassionate grounds.

### **9. How do I know if my school has an EMIP for the 2025 school year?**

EMIPs are reviewed annually. Regions will notify primary schools by 28 June 2024, if they are going to receive an EMIP for the 2025 school year.

EMIPs provide schools with an enrolment restriction and are sent by the relevant Regional Director, as the Minister's delegate for specifying entry criteria for a school.

## **10. My school has received a Placement Policy reminder – is this different to an EMIP?**

Schools approaching enrolment pressure may receive a Placement Policy reminder, advising them to follow the Placement Policy. Schools with a Placement Policy reminder are not required to restrict their enrolments but are reminded to only accept out-of-zone students if their school has sufficient accommodation. Out-of-zone places must be offered as per the priority order of placement. The intention of the Placement Policy reminder is to support schools to stay within their built capacity and ensure that additional accommodation is prioritised to schools with high local demand.

Principals who receive a Placement Policy reminder **are** still able to enrol students on compassionate grounds.

## **11. How do I account for late enrolments when I am sending out enrolment offers?**

While the timeline seeks to capture as many applications as possible by the end of July, some families will miss enrolment timeframes. Schools will be required to manage late enrolment applications in line with the [Placement Policy](#).

This means that you will have to account for late enrolments when making initial enrolment offers and leave some capacity to ensure that you are able to accept all in-zone children and out-of-zone siblings, regardless of whether they apply within the above timelines.

## **12. How do I notify parents and carers of their successful or unsuccessful enrolment application?**

Schools must provide written notification of enrolment outcomes to all applicants who applied by the due date between Monday, 29 July 2024 and Friday, 9 August 2024.

There are template letters that schools must use to notify parents and carers of the outcome of their enrolment application. These template letters can be found in Appendix 2 of this pack.

The 'Guidance and information about the Foundation (Prep) enrolment process' section on page 9 of this pack outlines when and how to use each template. You should only use one template for each child, depending on the enrolment outcome and whether parents and carers filled out the enrolment or application form.

Schools using the application form only need to send the letter of offer if the application is successful. There is no need to also send the letter confirming enrolment once parents and carers have completed and returned the enrolment form.

It is **important** to use these template letters as they contain legal information outlining conditions of enrolment.

## **13. What if parents and carers do not respond to the enrolment offer or do not wish to accept their child's Foundation enrolment offer?**

Parents and carers are asked to indicate their acceptance of the offer by returning a completed enrolment form by Friday 23 August 2024. Primary schools can take reasonable steps to follow up on outstanding enrolment offers. This includes contacting parents and carers via email, phone, or post.

If the delay is due to time constraints when completing the enrolment form, please ensure you provide extra time and offer additional support for parents and carers to complete documentation.

If parents and carers are unresponsive and there is a risk that the child will not be enrolled in school for the following year, please contact your regional office for further support.

## **14. Can schools keep a waiting list for families that have received unsuccessful applications?**

Primary schools should not hold a waiting list for enrolments. Waiting lists make it difficult for other schools to plan their enrolment numbers for the following year.

Schools should manage their enrolments within the statewide timeline.

### **15. What happens if a child's address changes between the enrolment offer being made and the first day of Foundation in 2025?**

Parents and carers must notify the primary school that offered the child a place as soon as practicable. A primary school may withdraw the child's placement offer (see next question).

### **16. Can a primary school withdraw an enrolment offer for Foundation?**

A school may withdraw an enrolment offer in the following circumstances:

- the new address is not within the designated neighbourhood area for the school; **and**
- where, after the priority order of placement is applied to the correct address, a place is not available for the child; **and**
- the enrolment offer and any subsequent material provided to the parent and carer expressly states that the offer may be withdrawn prior to the first day of attendance if the child's permanent place of residence changes or the school becomes aware that the address provided on the application or enrolment form was not the genuine permanent residence for the child.

In addition, a school may withdraw an enrolment offer allocated under the 'Sibling Claim' provision if the child's sibling leaves the school and will no longer be attending in 2025.

The enrolment outcome letter templates provided on pages 23-26 includes this wording and should be used when making enrolment offers.

If either of the above circumstances occur, prior to withdrawing an enrolment offer, school staff should consider any safety or wellbeing issues that may affect the child as a result of the offer being rescinded. **Furthermore, school staff must consult with the relevant regional office or the department's Legal Division.**

If such situations occur, school staff must notify the child's parent or carer in writing and share the correspondence with the relevant regional office. Regional staff will then work with the family's new designated neighbourhood primary school, or preferred primary school, to ensure the child has a confirmed enrolment for Foundation in 2025.

## **The department's Placement Policy**

### **17. How do primary schools allocate Foundation places?**

Schools must follow the department's [Placement Policy](#) when allocating Foundation places. The Placement Policy embeds the legal entitlement for students to enrol at their designated neighbourhood school and to enrol at another school if there is sufficient accommodation.

Where there is insufficient accommodation at a school for all students who seek entry, out-of-zone applications must be prioritised in the following order:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. all other students in order of closeness of their home to the school.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. Compassionate grounds is an overarching consideration and does not form part of the priority order of placement (see question 19).

### **18. Can a child be enrolled on 'curriculum grounds'?**

No, children cannot be prioritised for enrolment on curriculum grounds.

This guidance does not apply to schools with specific entry criteria approved by the Minister or delegate (Regional Director) that enables the school to prioritise enrolments on curriculum grounds.

## 19. What are 'compassionate grounds' and how are they assessed?

In exceptional circumstances, a child may be enrolled at a school on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement.

Parents and carers must clearly demonstrate the exceptional circumstances which they believe make an enrolment at the designated neighbourhood school unsuitable for their child (for example, family violence or specific wellbeing, safety, physical health and/or mental health concerns).

Schools should consider each application on a case-by-case basis and may seek additional information to support the application.

Schools can contact their regional office to seek advice and support when considering applications on compassionate grounds.

For more information, see: [Placement Policy](#) and [Privacy Policy](#).

## 20. What are not generally considered compassionate grounds?

The following examples do not necessarily meet exceptional circumstances on compassionate grounds:

- **Ease of transportation** – having a school, that is not the child's local school, be more convenient for the family to access via car, foot, public transport or carpool, or is closer to the parent's or carer's workplace, family member's house (that is not the child's permanent address) and/or the school of the child's sibling/s, may not be appropriate grounds for appeal.
- **Individual needs of a student with a disability** – under the Disability Standards for Education 2005, education providers are legally required to make reasonable adjustments for students with disability. On that basis, grounds for exceptional circumstances do not include concerns related to a child's disability where those concerns can be addressed by making reasonable adjustments. For examples of reasonable adjustments and further guidance, refer to: [Making reasonable adjustments](#).
- **Curriculum** – preference for the school's curriculum program is unlikely to meet the grounds for exceptional circumstances, as Victorian government primary schools deliver school-based curriculum programs that align with the Victorian Curriculum F-10 provided by Victorian Curriculum and Assessment Authority.

## 21. What evidence may families be asked to provide if making an appeal on compassionate grounds?

When making an appeal on compassionate grounds, schools and regions can request that families provide further evidence to support their application, including, but not limited to:

- legal documentation
- reports from allied health and/or medical professionals, Department of Families, Fairness and Housing (DFFH) practitioners, Victoria Police and/or family violence service
- court orders.

Documents should be requested on a case-by case-basis, with schools using their professional judgment, particularly instances of compassionate grounds that are of a sensitive nature.

Schools must follow the Privacy Policy when collecting, using, disclosing and managing personal and health information. For more information, see: [Privacy Policy](#).

## 22. Does a school have to enrol all out-of-zone siblings?

Yes, there is an expectation that schools will enrol all out-of-zone siblings, unless the school has an exemption approved by the Regional Director.



### **23. Can I enrol children from outside of the school zone who do not have a sibling at my school?**

All parents and carers who seek to enrol their child at your school that are from outside of the school zone should be enrolled in your school if:

- there is sufficient accommodation at your school
- this request for enrolment aligns with your school's enrolment management implementation plan (if you have one).

There are many determining factors to sufficient accommodation that are outlined in the [Placement Policy](#).

Where there is insufficient accommodation at your school for all families who seek entry, children must be enrolled according to the Placement Policy's priority order of placement.

When assessing closeness to school, distances from an address to the 5 nearest schools (as measured in a straight line) are available on the [Find my School](#) website. This website can be used when considering order of closeness to school, particularly for metropolitan Melbourne, and in Ballarat, Bendigo and Geelong. In other areas, schools should consider travel distance between the applicants address and the school when considering order of closeness.

### **Application and Enrolment Forms**

#### **24. Is there a statewide application form for Foundation enrolments?**

Yes, a statewide application form is available for schools to capture expressions of interest. It is intended to be used before the enrolment form and is available for schools (login required) on PAL: [Application and enrolment forms](#).

Additionally, the application form is included in the Foundation enrolment information pack for parents and carers.

#### **25. Can schools use their own EOI forms?**

No, the department's application form should replace any bespoke or informal expression of interest processes.

Schools with specific entry criteria approved by the Minister or delegate (e.g., specialist schools and English Language schools) may have alternative application processes.

#### **26. Can schools make changes to the application form and/or the enrolment form?**

The only change a school can make to the forms is to add their school's name or logo to the front page.

#### **27. What is the difference between an application form and an enrolment form?**

The application form is a short form that only requires information related to enrolment eligibility (e.g., student address to see if the child lives in the school zone). Use of the application form is **strongly recommended** for Foundation, as parents and carers may apply to more than one school. Use of the application form seeks to reduce the instances of parents and carers enrolling their children in multiple schools.

The enrolment form is **mandatory** for finalising enrolment. The form collects personal and health information that should only be sought from parents and carers of children who will be attending your school.

#### **28. Who may sign the application and enrolment forms?**

Where practical, all parents and carers with parental responsibility for a child should sign the application form and enrolment form.

For the purposes of these forms, a parent and carer includes:

- the parents as set out on the child's birth certificate or as described in a court order

- an informal carer, with a statutory declaration.

Where it is not possible for parents and carers to sign the same form, they should communicate this to the school who will allow separate forms to be completed by each parent and carer.

Additional information is available on PAL: [Application and enrolment forms](#).

### **29. Can parents and carers apply to multiple schools for Foundation in 2025?**

Yes, parents and carers may apply to more than one school. For each school, parents and carers may be asked to complete an application form (there is not a preferencing system like for Year 6 to 7 placement).

While parents and carers may apply to multiple schools using the application form, it is recommended they only complete an enrolment form for the school their child will attend.

The department acknowledges that parents and carers submitting multiple enrolment applications can be disruptive to schools' planning. Implementation of the statewide timeline provides opportunities to streamline the process for schools and families in future years.

### **30. Can schools provide parents and carers with an enrolment form to submit their enrolment application?**

Parents and carers use the application form to submit their enrolment application. A copy of the department's standardised application form is included in the parent and carer information pack. Schools must accept enrolment applications received using the application form.

If a school has sufficient accommodation to accept all students, a school may provide parents and carers with the enrolment form (instead of the application form) to complete their enrolment application in the following circumstances:

- enrolling student lives in the school zone
- enrolling student is a sibling of an existing student who will be continuing at the school in 2025.

Further guidance is available on PAL: [Application and enrolment forms](#).

### **31. When should enrolment data be entered into CASES21?**

Schools can enter student enrolment data in CASES21 once a parent or carer has submitted a completed enrolment form.

Where parents and carers have submitted an application form only, this information should not be entered into CASES21. However, all application forms must be retained by schools for 7 years.

Further information is available on PAL: [Application and enrolment forms](#).

## **Designated neighbourhood schools and school zones**

### **32. What is the legislation that gives children the right to enrol in their designated neighbourhood school?**

Children of compulsory school age are guaranteed the right to enrol at their designated neighbourhood school (local school). This right is set out in the [Education and Training Reform Act 2006 \(Vic\)](#), specifically S 2.2.13 (1), which states, "A child of compulsory school age is entitled to be enrolled at his or her designated neighbourhood Government school."

Designated neighbourhood schools can be identified online on the [Find my School](#) website.

### **33. How does the department determine the local school for a Foundation student?**

For children residing in metropolitan Melbourne, Ballarat, Bendigo and Geelong, their local school is usually the nearest government school in a straight line from the child's permanent address. In all other areas of Victoria, it is usually the nearest school by the shortest practical route, recognising the additional travel distances often experienced in regional settings.

Designated neighbourhood schools can be identified online on the [Find my School](#) website.

Schools seeking advice about school zones are advised to contact their regional office.

#### **34. Do school zones change?**

School zones are reviewed each year and published in Term 1. Zones may be adjusted to reflect new schools opening, changing provision at existing schools, improving school accessibility, or to address changing demand and demographics of the local population. Most zones do not change.

The [Find my School](#) website shows school zones for the current year and the following year.

Schools that have had zone changes for the 2025 school year have been notified by the department.

### **Determining Permanent Residence**

#### **35. If a child has two permanent addresses, which is their designated neighbourhood school?**

If a child resides at multiple addresses, their 'permanent residence' is the address at which they spend most of their weekdays.

If the child spends an equal amount of time at two homes, both are considered a permanent address, and they are entitled to enrol in either one of their designated neighbourhood schools.

Schools should be aware that not all separated families have a parenting plan in place. In these cases, schools can accept alternative supporting documentation to determine the child's permanent residence, including statutory declarations.

#### **36. What address do parents and carers provide if they have bought or are building a property at a different address to their child's current address?**

Parents and carers should complete the application form with their **current** address. Once they have moved into their new property, they are entitled to enrol at their new local school, subject to verification of permanent residence.

#### **37. Can school staff verify address information prior to an enrolment offer being made?**

Yes. For schools under enrolment pressure that need to verify information provided about a child's permanent residence, it is recommended that school staff request proof of permanent residence as part of the application process.

#### **38. Where do I find more information on determining permanent residence? If a child has no permanent address, how is the designated neighbourhood school decided?**

The [Determining permanent residence](#) page on PAL advises what information you can request from parents and carers through the 100-point residential address check, and reasonable verification standards.

The residential address check is intended as guidance only and schools have discretion to accept less than 100-points of information.

Schools should ensure enrolment practices do not unfairly disadvantage students who are unable to provide proof of permanent address because of their individual circumstances. This is particularly relevant to students experiencing homelessness, family violence or recently arrived immigrants or refugees. In these cases, school staff should seek advice from their regional office before rejecting an enrolment application on the basis that the student is unable to provide proof of permanent residence.

**Note:** Department policy does not prohibit schools listing the address of a specialist service, crisis or other temporary accommodation, or school address if required, for a child or young person experiencing family violence, to protect the child or young person from harm.

## Appeals

### **39. What is the process for parents and carers appealing a Foundation enrolment decision?**

Any appeal against a government primary school's decision not to provide a Foundation enrolment, must first be lodged by the parent or carer with the primary school, in writing by **Friday 23 August 2024**.

The appeal must be considered by the school's enrolment committee and/or Principal.

Primary schools must provide written notification to parents and carers of the outcome of this appeal by **Friday 6 September 2024**. Schools must use the template letters in this pack.

### **40. How do parents and carers obtain a copy of the Appeal Form?**

The Appeal Form can be found at the end of this pack. Parents and carers **must** be provided with a copy of the Appeal Form along with their unsuccessful application letter.

### **41. What happens if the appeal is unsuccessful?**

Schools must send the unsuccessful appeal letter to the parent or carer by Friday 6 September 2024. This letter details the next steps for the parent or carer to lodge a further written appeal against a school's decision should they wish to continue the appeals process. Appeals to the relevant Department of Education Regional Director are due on **Friday 20 September 2024**.

Parents and carers will be advised, in writing, of the outcome of the appeal by **Friday 1 November 2024**. The outcome of this appeal **concludes** the appeals process.

### **42. Can a parent or carer lodge an appeal to the Regional Director after the closing date of Friday 20 September 2024?**

Any appeals received after this date will be considered at the discretion of the Regional Director and **may not be accepted**. Parents and carers wishing to lodge an appeal after the closing date should contact their regional office for advice.

# Appendix 2. Templates

## Template email sending pack for parents and carers to prospective families

Schools may use this template when sending the enrolment information pack for parents and carers to prospective families. Schools may adapt the wording of this email and include further information as needed.

Dear [insert name of recipient]

[Schools to insert appropriate opening paragraph, e.g., 'Thank you for your enrolment enquiry' or 'Thank you for attending our school tour on...']

The Department of Education has a statewide timeline for enrolling in Foundation (Prep). The timeline advises families when and how to enrol their child into Foundation at a Victorian government school, including [insert name of your school].

### To apply to enrol your child in Foundation at our school, you should:

1. Read about how to enrol your child in Foundation at [Enrolling in Foundation \(Prep\)](#). This webpage has information and resources for families, including an enrolment information pack for parents and carers.
2. Download and complete the application form included in the enrolment information pack for parents and carers available at [Enrolling in Foundation \(Prep\)](#) [schools can also attach the application form] and email to [insert school email address] **by Friday 26 July 2024**. If you require a paper copy of the form, please contact our school office.

We will notify you of the outcome of your enrolment application **between Monday 29 July and Friday 9 August 2024** in accordance with the statewide enrolment timeline.

It is important to submit your enrolment application to us on time as it will ensure your child is included in all transition activities if offered enrolment at our school.

### Privacy collection notice

We ask that you review the Department of Education [Schools' Privacy Collection Notice](#). This notice explains how the department, including Victorian government schools, handles personal and health information.

### Department of Education Enrolment Policy

Enrolment at our school is subject to the Department of Education's [Enrolment Policy](#). Students who live within our school zone must be offered a place. Our school zone is available on [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au). All other applications will be considered in accordance with the Placement Policy.

Please contact our school office on [school phone number and email] should you need any further information or help to complete your child's enrolment application.

Yours sincerely

[Personalised school sign off]

[Signature block of school]

## Template newsletter article

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Schools may use this template to raise awareness of the timeline through a school newsletter or bulletin. Schools may adapt the wording of this template and include further information as needed.

### Apply now to enrol your child in Foundation (Prep) for 2025

The Department of Education has released the statewide timeline for enrolling in Foundation (Prep) for the 2025 school year.

If you have a child starting primary school in 2025, it's time to enrol. Make sure to submit your enrolment application by Friday 26 July 2024.

If you are enrolling the sibling of a student at our school for Foundation in 2025, and both children will be attending our school at the same time, your child is prioritised for a place at our school as per the department's Placement Policy.

It is important to follow the statewide timeline to enrol your child in Foundation. Enrolling your child in line with the timelines allows us to plan our classrooms, staffing and transition activities and ensures your child has the best start to school.

For more information, please read about when and how to enrol your child in Foundation at [vic.gov.au/enrolling-foundation-prep](https://vic.gov.au/enrolling-foundation-prep).

If you are seeking to enrol your child into Foundation next year, please contact our school office on [school phone number and email] to request an [insert application form or enrolment form].

# Template letters for use by primary schools to notify parents and carers of outcome of Foundation (Prep) enrolment application

## Successful application letter – enrolment offer

**FOR FAMILIES THAT COMPLETED AN APPLICATION FORM**  
**[INSERT TEMPLATE ON SCHOOL LETTERHEAD]**

[Personalised parent or carer name(s)]

[Address Line 1]

[Address Line 2]

[Suburb VIC Postcode]

Dear [Personalised parent or carer name(s)]

**RE: Foundation enrolment offer at [name of primary school] for 2025**

I am writing to advise you that your application for Foundation enrolment in 2025 for [child's full name] at [name of primary school] has been successful.

The next step is for you to satisfactorily complete and return the attached enrolment form **by 23 August 2024**.

You will also need to provide supporting documentation to confirm your child's details. This includes a birth certificate as evidence of your child's name and date of birth, and an Immunisation History Statement. Additional supporting documents such as visa documentation, court orders, or medical plans may also be required. Please contact our school if you have any questions or require further support.

**Please note:** [child's first name]'s enrolment offer has been made based on the information provided in your Application Form.

This offer is subject to you satisfying the requirements as outlined in the Department of Education's Enrolment Policy.

If the information provided does not satisfy the requirements as outlined in the Department of Education's Enrolment Policy or our school is unable to verify your permanent residence, or your address changes prior to the start of the school year, the enrolment offer may be withdrawn.

If the enrolment offer was made because your child has a sibling at our school, [child's first name]'s enrolment offer is conditional on the continued enrolment of their sibling in 2025.

If we need to verify your permanent residence, we will reach out shortly to request the required documentation. All subsequent communication of any enrolment matters is dependent on your satisfying this requirement.

If any of your circumstances change between now and your child's start at our school, please notify us as early as possible.

### **Determining your permanent residence**

The department's Enrolment Policy sets out the type of information a school can request as proof of permanent residence when you are completing their enrolment process, and the ways schools can verify this information.

In some cases, schools need to verify permanent residence to ensure that they are offering enrolment to students fairly and in line with the department's Placement Policy. More information about the department's Placement Policy and guidance on determining permanent residence is available online at [vic.gov.au/how-choose-school-and-enrol](https://www.education.vic.gov.au/how-choose-school-and-enrol).

We manage your information in accordance with the Department of Education's Privacy Policy and Victorian privacy laws. Please find a link to the Department of Education Schools' Privacy Collection Notice at <https://www.education.vic.gov.au/Pages/privacy.aspx>.

Please contact our school office on [school phone number] should you require assistance in completing the enrolment form.

**If you do not wish to accept this enrolment offer**, please let us know as early as possible. Notifying us that you are not going to accept a place at our school allows us to effectively plan and manage our enrolments.

We are looking forward to welcoming [child's first name] and your family to our school community.

Yours sincerely

[Personalised school sign off]

[Signature block of primary school principal]



## Successful letter – confirmation of enrolment

### FOR FAMILIES THAT COMPLETED AN ENROLMENT FORM (AND DID NOT COMPLETE AN APPLICATION FORM)

[INSERT TEMPLATE ON SCHOOL LETTERHEAD]

[Personalised parent or carer name(s)]

[Address Line 1]

[Address Line 2]

[Suburb VIC Postcode]

Dear [Personalised parent or carer name(s)]

#### **RE: Foundation enrolment offer at [name of primary school] for 2025**

I am writing to confirm [child's full name]'s offer of enrolment into Foundation for 2025 at [name of primary school]. We are looking forward to welcoming [child's first name] and your family to our school community.

**Please note:** [child's first name]'s enrolment offer has been made based on the information provided in your Enrolment Form.

This offer is subject to you satisfying the proof of permanent address requirements as outlined in the Department of Education's Enrolment Policy.

If the information provided does not satisfy the requirements as outlined in the Department of Education's Enrolment Policy or our school is unable to verify your permanent residence, or your address changes prior to the start of the school year, the enrolment offer may be withdrawn.

If the enrolment offer was made because your child has a sibling at our school, [child's first name]'s enrolment offer is conditional on the continued enrolment of their sibling in 2025.

If we need to verify your permanent residence, we will reach out shortly to request the required documentation. All subsequent communication of any enrolment matters is dependent on your satisfying the above requirements.

If any of your circumstances change between now and your child's start at our school, please notify us as early as possible.

#### **Determining your permanent residence**

The department's Enrolment Policy sets out the type of information a school can request as proof of permanent residence when you are completing their enrolment process, and the ways schools can verify this information.

In some cases, schools need to verify permanent residence to ensure that they are offering enrolment to students fairly and in line with the department's Placement Policy. More information about the department's Placement Policy and guidance on determining permanent residence is available online at [vic.gov.au/how-choose-school-and-enrol](http://vic.gov.au/how-choose-school-and-enrol).

Please contact our school office on [school phone number] should you need any further information about your child's primary school enrolment for 2025.

Yours sincerely

[Personalised school sign off]

[Signature block of primary school principal]

## Unsuccessful application letter

### FOR FAMILIES THAT COMPLETED AN APPLICATION FORM

[INSERT TEMPLATE ON SCHOOL LETTERHEAD]

[Personalised parent or carer name(s)]

[Address Line 1]

[Address Line 2]

[Suburb VIC Postcode]

Dear [Personalised parent or carer name(s)]

**RE: Unsuccessful application at [name of primary school] for 2025**

I am writing to advise you of the outcome of your application for a Foundation enrolment in 2025 at [name of primary school].

Your application for [child's full name] was unsuccessful as our school does not have sufficient accommodation to offer an enrolment from outside our school zone.

#### **IF THE SCHOOL HAS AN ENROLMENT MANAGEMENT IMPLEMENTATION PLAN, ADD BELOW PARAGRAPH**

The Department of Education has implemented an enrolment management implementation plan at our school. This means our school does not currently have sufficient accommodation to accept all enrolment applications. As a result, enrolment numbers at our school are restricted, and we can only offer places to children for whom [name of primary school] is their designated neighbourhood school, siblings of current students at the school and in exceptional circumstances, compassionate ground enrolments. [or add other enrolment restriction conditions as applicable]

Every Victorian child has a legislated right to enrol at their designated neighbourhood (local) school. Your child's local school is determined on the basis of their permanent residential address. Visit Find my School at [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au) to locate your child's local school. The Enrolling in school page at [vic.gov.au/how-choose-school-and-enrol](http://vic.gov.au/how-choose-school-and-enrol) can also help you to confirm your child's address for enrolment.

Children may also be enrolled at another school if there is sufficient accommodation. In exceptional circumstances, families may apply to enrol their child on compassionate grounds. You can read more about how applications are prioritised using the department's Placement Policy and compassionate grounds at [vic.gov.au/how-choose-school-and-enrol](http://vic.gov.au/how-choose-school-and-enrol).

#### **Appeals**

If you are not satisfied [name of primary school] has applied the Placement Policy correctly you can submit a written appeal to [Principal contact name and details]. The attached Appeal Form contains information and timelines on the statewide appeals process. Please use it to submit an appeal to our school by **Friday 23 August 2024**.

I wish [child's first name] all the best for a successful transition to primary school.

Yours sincerely

[Personalised school sign off]

[Signature block of primary school principal]

# Template letters for use by primary schools to notify parents and carers of outcome of school level appeals

## Successful appeal letter

[INSERT TEMPLATE ON SCHOOL LETTERHEAD]

[Personalised parent or carer name(s)]

[Address Line 1]

[Address Line 2]

[Suburb VIC Postcode]

Dear [Title] [Surname]

**Re: Successful appeal for [Child's First Name] [Child's Family Name]**

Thank you for your appeal received on [date appeal received], in which you are seeking to enrol your child, [Child's First Name] [Child's Family Name], at [School Name] for Foundation in 2025.

Your appeal for enrolment at our school has been successful.

To finalise the enrolment process, please complete the attached enrolment form by [date] and [schools to dictate process here, e.g. return to x person via email]. Please contact [enrolment officer name and details] should you have any questions or require help.

If you have accepted a place at a different school, and now wish to attend our school because your appeal has been successful, you should advise the other school that your child will no longer attend the other school.

We look forward to welcoming your child and family to our school community next year.

[Personalised sign off from Principal].

Yours sincerely

[Principal Name]

[Signature block of Principal]

Date: DD/MM/YYYY

## Unsuccessful appeal letter

[INSERT TEMPLATE ON SCHOOL LETTERHEAD]

[Personalised parent or carer name(s)]

[Address Line 1]

[Address Line 2]

[Suburb VIC Postcode]

Dear [Title] [Surname]

**Re: Unsuccessful appeal for [Child's First Name] [Child's Family Name]**

Thank you for your appeal received on [Date appeal received], in which you are seeking to enrol your child, [Child's First Name] [Child's Family Name], at [School Name] for Foundation in 2025.

Your appeal has been reviewed by [myself (principal) and/or a panel of senior staff from school name]. After careful review and consideration of your appeal, including any supporting documentation, your appeal for enrolment at our school has been unsuccessful.

I understand that you may be disappointed with this outcome. I want to reassure you that all Victorian government schools have a range of strategies in place to support students with their transition to school.

### Next steps for your child's enrolment

#### Your local school

I encourage you to contact your local school, or another school where appropriate, to commence the enrolment process. Your local school is determined on the basis of your child's permanent residential address. You can find your local school at [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au)

A child of compulsory school age is entitled to be enrolled at their designated neighbourhood Government school (local school) under the *Education and Training Reform Act 2006* (ETRA).

#### Enrolment at other schools

You also have the option of seeking enrolment at a different school. The school should accept your application if there is sufficient accommodation at the school, in line with the Placement Policy.

A copy of the Placement Policy can be found at:

<https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy>.

#### Escalating your appeal

If you are not satisfied that our school has correctly applied the Placement Policy or adequately considered your circumstances in the assessment of your appeal, you may lodge a further written appeal to the relevant Department of Education Regional Director by **Friday 20 September 2024**. It is still important you contact your local school, or another school that is able to accept your enrolment, during the appeals process. This will ensure your child does not miss out on any important transition activities.

Appeals to the Regional Director are considered by a panel of senior department staff. This panel provides a recommendation to the relevant Regional Director who will notify you of the final decision by **Friday 1 November 2024**.

If you would like to appeal to the Regional Director, **please submit your school level appeal form** to your Regional Office: **insert from the following:**

- **North-Eastern Victoria Region** [enrolments.nev@education.vic.gov.au](mailto:enrolments.nev@education.vic.gov.au)
- **North-Western Victoria Region** [enrolments.nwv@education.vic.gov.au](mailto:enrolments.nwv@education.vic.gov.au)
- **South-Eastern Victoria Region** [enrolments.sev@education.vic.gov.au](mailto:enrolments.sev@education.vic.gov.au)
- **South-Western Victoria Region** [enrolments.swv@education.vic.gov.au](mailto:enrolments.swv@education.vic.gov.au)

Wishing you and **[Child's First Name]** all the best with your educational journey.

Yours sincerely

**[Principal Name]**

**[Signature block of Principal]**

**Date:** DD/MM/YYYY

## Appeal Form – Foundation (Prep) for 2025 school year

### Privacy Notice

1. The Department of Education (the department) and Victorian government schools require the information requested for this process to appropriately assess your appeal of the non-placement or non-enrolment decision (the Appeal) and to contact you as required in relation to this process.
2. The information necessary for this process includes your child's given name, family name, date of birth, gender, permanent residential address and (when appropriate) evidence of extenuating circumstances. Providing this personal information ensures accurate and fair assessment for the Appeal process.
3. Your Appeal will be considered by the placement or enrolment committee and/or Principal.
4. The placement or enrolment committee and/or Principal may contact your child's current school or kindergarten/other early years setting, if relevant, to obtain further information that is necessary to assess your Appeal. Please ensure all personal information you have provided to the current school or kindergarten/other early years setting, if relevant, is current and up to date, including:
  - a) contact phone numbers and email addresses
  - b) permanent residential address
  - c) emergency contact details, and
  - d) copies of court orders and/or parenting plans including all Parenting Orders, Intervention Orders, Child Protection Orders and/or an Informal Carer Statutory Declaration.
5. The department may make reasonable enquiries to verify information that you have provided, for example, by contacting third parties such as any authorities or individuals that can verify the information regarding your child's circumstances.
6. If complete information is not provided in the Appeal Form, the outcome of your Appeal may be delayed or the placement or enrolment committee and/or Principal may be unable to properly assess your Appeal.
7. If you are currently enrolled in a Victorian government school, when a different Victorian government school has made a placement or enrolment offer, which you have accepted, personal and health information about your child will be sent to that school. Transferring information about a student to their next Victorian government school is in the best interests of students because it assists that next school to provide optimal education and support to each student. Refer to:  
<https://www2.education.vic.gov.au/pal/enrolment/guidance/student-transfers-between-schools>
8. All information received by the department for the Appeal process will be securely stored and handled in accordance with the [department's Privacy Policies](#):  
<https://www.education.vic.gov.au/Pages/privacy.aspx> Only staff involved with the processing of the Appeal will have access to the information provided as part of this process.
9. If you have queries regarding the Appeal Form or the Appeal process, or wish to update any information you have provided, please speak with the primary school or contact a Community Liaison Officer or a Senior Transition Officer in your relevant regional office. You can find the regional office contact details and locations on the department's website, here: <https://www.vic.gov.au/office-locations-department-education>

## Appeals information for parents and carers – Foundation for 2025 school year

If a school decides not to offer your child a place, you can appeal.

There are many reasons why a school may not be able to accept enrolments from students who live outside their school zone. These include, but are not limited to:

- **Capacity constraints** – they may not have enough capacity to offer enrolment to out-of-zone students.
- **Increased local enrolments** – they might be experiencing, or forecast to experience, an increase in enrolments from within the school zone. This means they may have to leave some capacity for future students living in-zone.
- **Staffing constraints** – schools may only have enough staff to take a certain number of enrolments.

### Appeals on compassionate grounds

Schools will consider appeals on compassionate grounds in exceptional circumstances. Families must be able to clearly demonstrate the exceptional circumstances which they believe make an enrolment at their designated neighbourhood school unsuitable for their child or children. This may include:

- family violence
- wellbeing and safety concerns
- physical and/or mental health concerns.

Importantly, this is not a comprehensive list of exceptional circumstances whereby a family may seek an enrolment on compassionate grounds; each appeal will be dealt with on a case-by-case basis.

It is important to provide schools and regional offices with supporting evidence of your claim. This may include:

- legal documentation
- reports from allied health and/or medical professionals, the Department of Families, Fairness and Housing (DFFH) practitioners, Victoria Police and/or family violence services
- court orders.

The following examples do not necessarily meet exceptional circumstances on compassionate grounds:

- **Ease of transportation** – having a school, that is not your local school, be more convenient for you to access via car, foot, public transport or carpool, or is closer to your workplace, family member's house (that is not the child's permanent address) and/or the school of your child's sibling/s, may not be appropriate grounds for appeal.
- **Individual needs of a student with a disability** – under the Disability Standards for Education 2005, education providers are legally required to make reasonable adjustments for students with disability. On that basis, grounds for exceptional circumstances do not include concerns related to a student's disability where those concerns can be addressed by making reasonable adjustments. The reasonable adjustments webpage has further information: <https://www.education.vic.gov.au/school/teachers/learningneeds/Pages/reasonable-adjustments.aspx>
- **Curriculum** – preference for the school's curriculum program is unlikely to meet the grounds for exceptional circumstances, as Victorian government primary schools deliver school-based curriculum programs that align with the Victorian Curriculum F-10 provided by Victorian Curriculum and Assessment Authority.

For further information, please see: <https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy>

## Appeals on permanent residence

When assessing enrolment applications, schools may request that parents and carers provide supporting documentation, such as original or certified copies of rental agreements or unconditional contracts of sale, to assist them in verifying a student's permanent residence.

Please note, the following example does not necessarily meet the requirements under permanent residence:

- Anticipated move** – if you are planning to move into a different address after the beginning of the school year, this does not mean you are guaranteed entry into the local school of the new address. This includes situations where families are building or buying a new home, or starting a new lease agreement. The school may not be able to offer your child a place until after you have taken possession of the property and can provide proof that it is your new permanent residence.

If you are unable to provide sufficient proof of your permanent residence, schools may not accept your enrolment. For further information, please see:

<https://www2.education.vic.gov.au/pal/enrolment/guidance/determining-permanent-residence>

## Appeal timelines

Date	Description
<b>Monday 29 July 2024 to Friday 23 August 2024</b>	If your enrolment application was not successful, and you believe you have appropriate grounds to appeal the decision, parents and carers can lodge a written appeal with the primary school. Please use the Appeal Form.
<b>Friday 23 August 2024</b>	Closing date for written appeal to be lodged with the <u>primary</u> school.
<b>Friday 6 September 2024</b>	Your child's appeal will be considered by the school's placement or enrolment committee and/or Principal and you will receive written notification of the outcome by this date.
<b>Friday 6 September 2024 to Friday 20 September 2024</b>	If your appeal to the primary school is unsuccessful and you believe that your grounds have not been adequately considered, you may lodge a further written appeal to the relevant Department of Education Regional Director.  Appeals to the Regional Director will not be considered if you have not appealed to the primary school in the first instance.
<b>Friday 20 September 2024</b>	Closing date for parents and carers to lodge a written appeal with the applicable Regional Director, where they have been unsuccessful with their school appeal.  Appeals are considered by a panel of senior regional staff that assess the appeal against the Placement Policy. This panel provides a recommendation to the relevant Regional Director who makes the final decision.  Parents are not required to meet with the panel. The panel will make a recommendation to the Regional Director based on evidence outlined in the appeal and Department of Education's Placement Policy.
<b>Any appeals received after this date will only be considered if the relevant Regional Director considers there to be exceptional circumstances. If you wish to lodge an appeal after the closing date, you should contact your regional office for advice.</b>	
<b>By Friday 1 November 2024</b>	Regions will notify all parents and carers in writing of the outcome of Regional Director appeals by this date.  This only applies to appeals received by the closing date of Friday 20 September 2024.



### Section 1: Early childhood education details

<b>Student's Current Kindergarten or Early Childhood Service</b> <i>(N/A if not enrolled)</i>	
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### Section 2: Student Details

<b>Family Name</b>			
<b>First Given Name</b>		<b>Date of Birth</b> <i>(dd-mm-yyyy)</i>	__ / __ / ____
<b>Second Given Name</b>		<b>Gender</b>	
<b>Name used by student</b> <i>(if applicable)</i>			
<b>Current Permanent Residential Address</b>			
<b>Apartment/Unit Number</b> <i>(if applicable)</i>			
<b>Street Number and Name</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>Current Mailing Address</b>	<input type="checkbox"/> Same as residential <input type="checkbox"/> Different <i>(complete below)</i>		
<b>Street Number and Name</b>			
<b>Suburb</b>		<b>Postcode</b>	

**Section 3: Parent or carer details**

Adult A		Adult B	
Relationship to Child (Parent, Carer, Step-parent, Grandparent, etc.)		Relationship to Child (Parent, Carer, Step-parent, Grandparent, etc.)	
Title (Ms, Mrs, Mr, etc)		Title (Ms, Mrs, Mr, etc)	
Given Name		Given Name	
Family Name		Family Name	
Mobile Number		Mobile Number	
Phone Number ( <i>home</i> )		Phone Number ( <i>home</i> )	
Email Address		Email Address	
On <u>weekdays</u> , student lives with <b>Adult A</b> ( <i>tick one</i> )	<input type="checkbox"/> Full Time or Mostly <input type="checkbox"/> Equal Time (equal spilt with <b>Adult B</b> ) <input type="checkbox"/> Sometimes or never	On <u>weekdays</u> , student lives with <b>Adult B</b> ( <i>tick one</i> )	<input type="checkbox"/> Full Time or Mostly <input type="checkbox"/> Equal Time (equal split with <b>Adult A</b> ) <input type="checkbox"/> Sometimes or never
Permanent Residential Address	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> <b>Different</b> to Section 2, please complete:	Permanent Residential Address	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> <b>Different</b> to Section 2, please complete:

### Section 3: Parent or carer details cont'd

<b>Is the student at risk?</b>	<input type="checkbox"/> Yes <i>(complete the below questions and attach a copy of any relevant orders)</i> <input type="checkbox"/> No	
<b>Please describe risk</b>		
<b>Relevant orders attached</b> <i>(please highlight)</i>	<input type="checkbox"/> Intervention Order <input type="checkbox"/> Protection Order	<input type="checkbox"/> Other <i>(please specify)</i>

### Section 4: Government school preference

<b>School at which applicant has been unsuccessful</b> <i>(include campus if applicable)</i>	
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### Section 5A: Grounds for appeal

Please select **one** of the reasons below as grounds for your appeal and complete **section 5B**.

The below options align with the [Placement Policy](#).

Students for whom the school is the designated neighbourhood school (local school) – appeal on permanent residence	<input type="checkbox"/>
Students with a sibling at the same permanent address who are attending the school at the same time	<input type="checkbox"/>
All other students in order of closeness of their home to the school	<input type="checkbox"/>
Overarching consideration – compassionate grounds (due to exceptional circumstances)	<input type="checkbox"/>

**Section 5B: Rationale for appeal**

Dear placement or enrolment committee and/or Principal of preferred school

**Section 6: Signature of parents or carers**

**Privacy Notice Summary:** To assist with the consideration of your appeal, the placement or enrolment committee and/or Principal may seek information about you and your child. The full Privacy Notice is attached to this form.

- I declare that all the information provided in this appeal is, to the best of my knowledge, true and correct and I have read the attached Privacy Notice.
- If applicable: I have attached documents in support of my appeal.

<b>Adult A Signature</b>		<b>Adult B Signature</b>	
<b>Date</b>	/ / 2024	<b>Date</b>	/ / 2024