

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 |
|---|--|--|
| Term 1: Monday 29 January 2024 (students commence 30 January) – Thursday 28 March 2024 | | |
| Term 1, 2024 | <p>Primary schools update school website using the template website content on the Enrolment Policy: Foundation (Prep) enrolment page in the Policy and Advisory Library (PAL).</p> <p>The template website content includes a link to the Enrolling in Foundation (Prep) webpage within the Starting school page 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 |
| Terms 1 and 2, 2024 | <p>Primary schools conduct tours and other activities. It is recommended that tours are completed by the end of Term 2.</p> <p>** 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. **</p> | Primary |
| Late Term 1, 2024 | <p>School zones for the 2025 school year go live on www.findmyschool.vic.gov.au</p> <p>The 'Foundation (Prep) Enrolment Information Pack for Parents and Carers' (pack for parents and carers) is available to download from the Enrolling in Foundation (Prep) webpage within the Starting school page 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 Enrolment Policy: Foundation (Prep) enrolment page 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 | |
| Term 2: Monday 15 April 2024 – Friday 28 June 2024 | | |
| From Week 1, Term 2, 2024 (from Monday 15 April 2024) | <p>Schools distribute the pack for parents and carers 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 www.findmyschool.vic.gov.au to locate their designated neighbourhood school for 2025.</p> <p>** Note: schools may provide parents and carers with the enrolment form instead of the application form in accordance with the Enrolment Policy: Application and Enrolment Forms. 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. **</p> | Primary |
| | Enrolment applications open – parents and carers submit their completed enrolment application to a government primary school from this date. | Parents and Carers |
| By Friday 28 June 2024 | 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 | |
| Term 3: Monday 15 July 2024 – Friday 20 September 2024 | | |
| By Friday 26 July 2024 | <p>Enrolment applications due – parents and carers submit their completed enrolment application to a government primary school by this date.</p> <p>** 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. **</p> | Parents and Carers |
| Between Monday 29 July and Friday 9 August 2024 | <p>Primary schools provide parents and carers with written notification of Foundation enrolment outcomes as per the department's Placement Policy. Schools must follow their EMIP (if they have one).</p> <p>Template letters are included in the pack for schools. Templates include:</p> <ul style="list-style-type: none"> letter of offer – for parents and carers who submitted an application form and have been offered a place letter confirming enrolment – for parents and carers of children who submitted an enrolment form unsuccessful application letter – for parents and carers who submitted an application form and have not been offered a place. <p>The 'Form to enrol in a Victorian Government School' (enrolment form) must be included with the letter of offer.</p> | Primary |

| 2024 dates | Activity and notes | Responsible party |
|--|---|--------------------|
| | <p>The 'Foundation (Prep) Appeal Form' (appeal form) must be included with <u>unsuccessful application letters</u>.</p> <p>** Note: schools must <u>not</u> send outcome letters before the enrolment application due date (Friday 26 July 2024). **</p> | |
| By Friday 23 August 2024 | Parents and carers sent a <u>letter of offer</u> return the completed enrolment form by this date, to indicate acceptance of their child's enrolment offer. | Parents and Carers |
| By Friday 23 August 2024 | <p>Closing date for parents and carers to lodge a written appeal with primary school.</p> <p>** 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. **</p> | Parents and Carers |
| By Friday 6 September 2024 | <p>Primary schools notify all parents and carers, in writing, of the outcome of appeals by this date.</p> <p>Template letters that schools must use to communicate appeal outcomes are included in the pack for schools.</p> | Primary |
| By Friday 20 September 2024 | <p>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.</p> <p>** 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. **</p> | Parents and Carers |
| 21 September to 6 October 2024 | School holidays | |
| Term 4: Monday 7 October 2024 – Friday 20 December 2024 | | |
| Term 4, 2024 | Primary schools host transition sessions. | Primary |
| By Friday 1 November 2024 | Regions notify parents and carers in writing of the outcome of Regional Director appeal by this date (only applies to appeals received by the closing date of Friday 20 September 2024). | DE - Regions |
| Ongoing | <p>Primary schools continue to manage late enrolment applications, including those from families that missed the enrolment timeframes and/or moved permanent residence. Primary schools must consider all late enrolment applications in line with the Placement Policy.</p> <p>** Note: children of school age are entitled to be enrolled in their designated neighbourhood school, <u>regardless</u> 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). **</p> | Primary |
| Friday 20 December 2024 | 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](#).