

## 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
	<p>Early childhood education and care service providers and services invited to distribute the pack for parents and carers and other resources to families.</p>	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
	<p><b>Enrolment applications open</b> – parents and carers submit their completed enrolment application to a government primary school <b>from</b> this date.</p>	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>	<p><b>Enrolment applications due</b> – parents and carers submit their completed enrolment application to a government primary school <b>by</b> this date.</p> <p><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></p>	Parents and Carers
<b>Between Monday 29 July and Friday 9 August 2024</b>	<p>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).</p> <p>Template letters are included in the pack for schools. Templates include:</p> <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> <p>The 'Form to enrol in a Victorian Government School' (enrolment form) must be included with the <a href="#">letter of offer</a>.</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><b>** Note: schools must <u>not</u> send outcome letters before the enrolment application due date (Friday 26 July 2024). **</b></p>	
<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>	<p>Closing date for parents and carers to lodge a written appeal with primary school.</p> <p><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></p>	Parents and Carers
<b>By Friday 6 September 2024</b>	<p>Primary schools notify all parents and carers, in writing, of the <b>outcome of appeals</b> by this date.</p> <p>Template letters that schools must use to communicate appeal outcomes are included in the pack for schools.</p>	Primary
<b>By Friday 20 September 2024</b>	<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><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></p>	Parents and Carers
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>	<p>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.</p> <p><b>** 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). **</b></p>	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](#).