

2026-27 STATEWIDE FOUNDATION (PREP) ENROLMENT TIMELINE – **FOR ENROLMENT IN 2027**

2026 dates	Activity and notes	Responsible party
Term 1: Tuesday 27 January 2026 (students commence 28 January) – Thursday 2 April 2026		
By Term 1, 2026	<p>Schools update their website using the 'Template website content' on the Enrolment Policy: Foundation (Prep) enrolment page in the Policy and Advisory Library (PAL).</p> <p>If your school is using Student Insight for online enrolments, you must clearly indicate this on your website.</p>	Primary schools
Terms 1 and 2, 2026	<p>Schools conduct tours from Term 1. It is recommended that tours are completed by the end of Term 2.</p> <p>During tours, schools can provide families with factsheets, available in multiple languages on the Enrolling in Foundation (Prep) webpage.</p>	Primary schools
By Thursday 2 April 2026	<p>School zones for the 2027 school year go live on www.findmyschool.vic.gov.au.</p> <p>Information packs for 2026-27 are released:</p> <ul style="list-style-type: none"> • 'Foundation (Prep) Information Pack for Parents and Carers' (parent/carer pack) is available from the Enrolling in Foundation (Prep) webpage • 'Foundation (Prep) Information Pack for Schools' (school pack) schools are available from the Enrolment Policy: Foundation (Prep) enrolment page. <p>The Early Childhood (EC) sector is invited to distribute the resources in 'Foundation (Prep) Information Pack for the Early Childhood Sector' with families, available to download from the Transition to school resources for families webpage.</p>	DE - Central EC sector
Term 2: Monday 20 April 2026 – Friday 26 June 2026		
From Monday 20 April 2026	Enrolment applications open – parents/carers may start submitting their applications from Monday 20 April.	Parents/Carers
	<p>Schools should:</p> <ul style="list-style-type: none"> • distribute the parent/carer pack to prospective families and their school community. • use the template email and newsletter article in the school pack to provide information about the enrolment timeline to prospective families and the local community, including EC services in the area. <p>Schools should refer parents/carers to www.findmyschool.vic.gov.au to locate their designated neighbourhood school for 2027 and the Enrolling in Foundation (Prep) webpage for more information.</p>	Primary schools
By Friday 19 June 2026	<p>The Department of Education notifies primary schools if they are going to receive an Enrolment Management Implementation Plan (EMIP) for the 2027 school year. This includes schools receiving an updated EMIP.</p> <p>Schools with an EMIP must include information about their enrolment restriction on their website. Refer to Enrolment: Restricting enrolments for sample wording.</p>	DE - Regions
Term 3: Monday 13 July 2026 – Friday 18 September 2026		
By Friday 31 July 2026	Enrolment applications due – parents/carers submit their completed application.	Parents/Carers
Between Monday 3 August and Friday 14 August 2026	<p>Enrolment offers made – schools must notify parents/carers of outcomes for applications received by Friday 31 July.</p> <p>Notifications can be sent in writing using the templates provided in the school pack, or via a system-generated email if using Student Insight.</p> <p>The 'Form to enrol in a Victorian Government School' (enrolment form) must be included with the letter of offer. The 'Foundation (Prep) Appeal Form' (appeal form) must be included with the unsuccessful application letter.</p> <p>Schools must only notify parents/carers of the outcome of enrolment applications between Monday 3 August and Friday 14 August 2026 and not before. Schools must not hold a waiting list for enrolments.</p>	Primary schools
By Friday 28 August 2026	Parents/carers who have received a letter of offer return the completed enrolment form to the school.	Parents/Carers
By Friday 28 August 2026	Appeals to schools due – parents/carers who receive an unsuccessful outcome from their preferred school can lodge an appeal with the school. They must use the appeal form provided with their outcome notification.	Parents/Carers
By Friday 11 September 2026	Schools notify parents/carers of the outcome of appeals by this date, using the template letters in the school pack. Schools remind parents/carers to retain a copy of the paper appeal form for their records.	Primary schools
By end Term 3, 2026	Schools distribute transition information to parents/carers of students who have a Foundation (Prep) offer for 2027.	Primary schools
By Friday 18 September 2026	Appeals to Regional Directors due – parents/carers may submit an appeal to the Regional Director using the same school-level appeal form and a copy of the correspondence from the school declining their appeal.	Parents/Carers
Term 4: Monday 5 October 2026 – Friday 18 December 2026		
Term 4, 2026	Schools host transition sessions .	Primary schools
By Friday 6 November 2026	Regions notify parents/carers in writing of the outcome of Regional Director appeals by this date (only applies to appeals received by the due date of Friday 18 September). This concludes the appeal process.	DE - Regions
Ongoing	<p>Schools continue to manage late enrolment applications, including those from families that missed the enrolment timeframes and/or moved address. Schools must consider all late applications in line with the Placement Policy.</p> <p>Eligible children are entitled to enrol in their designated neighbourhood school regardless of when their enrolment application is submitted. Out-of-zone children should also be offered enrolment if your school has sufficient accommodation and the request aligns with the school's EMIP (where applicable).</p>	Primary schools

FURTHER INFORMATION

Schools must:

- offer a place to students who live in the school zone and out-of-zone siblings.
- offer a place to out-of-zone students if the school has sufficient accommodation. If schools have limited places, they must prioritise students who live nearest the school in accordance with the department's priority order of placement.
- use forms and templates supplied by the department in the 2026-27 Foundation (Prep) Enrolment Information Pack for Schools.

Schools must not:

- communicate with parents/carers regarding the outcome of enrolment applications prior to 3 August 2026.

Student Insight (Online Enrolment)

From 2026, all mainstream primary schools in the North Eastern (NEVR) and South Eastern (SEVR) regions will use Student Insight, the Department's new online enrolment system. Student Insight replaces the paper-based process, allowing families to submit Foundation enrolment applications online and schools to manage them digitally. Schools using Student Insight for online enrolments must clearly indicate this on their website.

More information about the online enrolment process will be included in the school pack in Term 1, 2026.

Application and Enrolment Forms (existing paper-based process)

The parent/carer pack contains the application form. Schools may provide parents/carers with the enrolment form instead of the application form if they have sufficient accommodation to accept all students and the student:

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

Primary schools with an EMIP and/or under enrolment pressure are encouraged to provide parents/carers with an application form.

For schools that follow a 2-stage process of application forms followed by enrolment forms, student enrolment data can be entered into CASES21 once the parent/carer has submitted a completed enrolment form from Tuesday 4 August 2026.

Template letters

Template letters are included in the pack for schools. Templates include:

- letter of offer: for parents/carers who submitted an application form and have been offered a place.
- letter confirming enrolment: for parents/carers who submitted an enrolment form.
- unsuccessful application letter: for parents/carers who submitted an application form and have not been offered a place.

Schools should take reasonable steps to follow up outstanding enrolment offers. This includes contacting parents/carers via email or phone. If parents/carers do not respond, and there is a risk that the child will not be enrolled in school for the following year, please contact your regional office for advice.

EMIPs

Schools with an EMIP **must include** information about the enrolment restriction on their website. Sample wording for use on school websites can be found on the [Enrolment: Restricting enrolments page](#) in PAL. Updated EMIP advice for the 2027 school year will be released in Term 2, 2026 in accordance with the timeline.

Late applications

Primary schools must continue to manage late enrolment applications, including those from families who missed the enrolment timeframes and/or moved address. Primary schools must consider all late enrolment applications received from families in line with the Placement Policy, including those received online via Student Insight.

Kinder to school transition information

For transition information, please refer to the [Transition – Early Childhood to School: Resources](#) in PAL and the [Transition: Positive Start to School Resource Kit](#).

Specialist schools/campuses

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](#).