

## FOUNDATION (PREP) ENROLMENT TIMELINE 2023-24 – FOR PLACEMENT IN FOUNDATION (PREP) IN THE 2024 SCHOOL YEAR

Statewide timeline to support enrolment in Foundation (Prep) in government primary schools.

2023 dates	Activity and notes	Responsible party
<b>Term 1: Friday 27 January 2023 (students commence 30 January) – Thursday 6 April 2023</b>		
<b>Term 1, 2023</b>	Primary schools update school website to include a link to 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 (Prep) enrolment applications for the 2024 school year.	Primary
<b>Terms 1 and 2, 2023</b>	Primary schools conduct tours and other activities (it is recommended that tours are completed by the end of Term 2).  <b>** Note: no Foundation (Prep) enrolment applications for the 2024 school year should be accepted in Term 1. Parents/carers may submit applications from Term 2. **</b>	Primary
<b>Late Term 1, 2023</b>	School zones for the 2024 school year go live on <a href="http://www.findmyschool.vic.gov.au">www.findmyschool.vic.gov.au</a>  The 'Foundation (Prep) Enrolment Information Pack for Parents/Carers for the 2024 school year' resource is available to download from the <a href="#">Starting school page</a> on the Vic Gov website.  The 'Foundation (Prep) Enrolment Information Pack for Schools for the 2024 school year' resource is available for government schools to download from the <a href="#">Enrolment Policy: Foundation (Prep) enrolment page</a> on the Policy and Advisory Library.	DET
	Early childhood service providers invited to distribute the 'Foundation (Prep) Enrolment Information Pack for Parents/Carers for the 2024 school year' resource to families.	Early childhood service providers
<b>Term 2: Monday 24 April 2023 – Friday 23 June 2023</b>		
<b>From Week 1, Term 2, 2023</b> (from Monday 24 April 2023)	Primary schools host Open Nights, Education Week celebrations and Information Sessions for families seeking Foundation (Prep) enrolment for their school-age child in 2024.  Schools may distribute the 'Foundation (Prep) Enrolment Information Pack for Parents/Carers for the 2024 school year' resource to prospective families and their school community.  Schools may use the template email and newsletter article in the 'Foundation (Prep) Enrolment Information Pack for Schools for the 2024 school year' resource.  Schools should refer parents/carers to <a href="http://www.findmyschool.vic.gov.au">www.findmyschool.vic.gov.au</a> to locate their designated neighbourhood school for 2024.	Primary
<b>From Week 1, Term 2, 2023</b> (from Monday 24 April 2023)	<b>Enrolment applications open</b> – parents/carers may submit their completed 'Application to Enrol in a Victorian Government School Form' to a government primary school from this date.  <b>** Note: schools may provide parents/carers of in-zone children and out-of-zone siblings (residing together at the same permanent address and will be attending the school at the same time) with the School Enrolment Form instead of the application form. **</b>	Parents/Carers
24 June to 9 July 2023	School holidays	
<b>Term 3: Monday 10 July 2023 – Friday 15 September 2023</b>		
<b>By Friday 28 July 2023</b>	<b>Enrolment applications due</b> – parents/carers submit their completed 'Application to Enrol in a Victorian Government School Form' to a government primary school <b>by</b> this date.  <b>** Note: this date also applies where schools have provided parents/carers of in-zone children and out-of-zone siblings with a School Enrolment Form instead of an application form. **</b>	Parents/Carers
<b>By Friday 11 August 2023</b>	<b>Primary schools provide parents/carers with written notification of Foundation (Prep) enrolment outcomes</b> as per the 'Priority Order of Placement' under the Department's <a href="#">Placement Policy</a> . Schools should follow their enrolment management plan (if they have one).  Template letters are included in the 'Foundation (Prep) Enrolment Information Pack for Schools for the 2024 school year' resource. Templates include: <ul style="list-style-type: none"> <li>letter confirming enrolment – for parents/carers of in-zone children and out-of-zone siblings who submitted a School Enrolment Form</li> <li>letter of offer – for parents/carers who submitted an application form and have been offered a place</li> <li>unsuccessful application letter – for parents/carers who submitted an application form and have not been offered a place.</li> </ul> The School Enrolment Form should be included with <a href="#">letters of offer</a> .  The Foundation (Prep) Placement Appeal Form should be included with <a href="#">unsuccessful application letters</a> .  <b>** Note: schools must <u>not</u> send letters of offer to out-of-zone applicants before the enrolment application due date (28 July 2023) has passed. **</b>	Primary
<b>By Friday 25 August 2023</b>	Parents/carers sent a <a href="#">letter of offer</a> return the completed School Enrolment Form by this date, to indicate acceptance of their child's placement offer.	Parents/Carers

<b>By Friday 25 August 2023</b>	Closing date for parents/carers to lodge a written non-placement appeal with <b>preferred primary school</b> .  <b>** Note: parents/carers have the option of using the Foundation (Prep) Placement Appeal Form to lodge this appeal. Primary schools should provide parents/carers with a copy of this form, which can be found in the Enrolment Information Pack for Schools. **</b>	Parents/Carers
<b>By Friday 15 September 2023</b>	Primary schools notify all parents/carers, in writing, of the outcome of non-placement appeals by this date.  Template letters that schools may use to communicate appeal outcomes are included in the 'Foundation (Prep) Enrolment Information Pack for Schools for the 2024 school year' resource.	Primary
16 September to 1 October 2023	School holidays	
<b>Term 4: Monday 2 October 2023 – Wednesday 20 December 2023</b>		
<b>During Term 4, 2023</b>	Primary schools host transition sessions.	Primary
<b>By Friday 20 October 2023</b>	Closing date for parents/carers to lodge a written non-placement appeal with the applicable Regional Director, where they have been unsuccessful with their appeal to their preferred primary school.  <b>** Note: parents/carers have the option of using the Foundation (Prep) Placement Appeal Form to lodge this appeal. Primary schools are asked to provide parents/carers with a copy of this appeal form, which can be found in the Enrolment Information Pack for Schools. **</b>	Parents/Carers
<b>By Friday 17 November 2023</b>	Regions notify all parents/carers in writing of the outcome of Regional Director non-placement appeal by this date ( <b>only</b> applies to appeals received by the closing date of Friday 20 October 2023).	DET
<b>Ongoing</b>	Primary schools manage late enrolments and adjust timelines and information as relevant.  <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. **</b>	Primary
<b>Wednesday 20 December 2023</b>	Final day of Term 4	

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