

## FOUNDATION (PREP) ENROLMENT TIMELINE 2023-24 – FOR PLACEMENT 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' resource 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 'Foundation (Prep) Enrolment Information Pack for Schools' 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.	DE
	Early childhood education and care service providers and services invited to distribute the 'Foundation (Prep) Enrolment Information Pack for Parents/Carers' and other resources to families.	Early childhood education and care service providers and services
<b>Term 2: Monday 24 April 2023 – Friday 23 June 2023</b>		

2023 dates	Activity and notes	Responsible party
<p><b>From Week 1, Term 2, 2023</b> (from Monday 24 April 2023)</p>	<p>Primary schools host Open Nights, Education Week celebrations and Information Sessions for families seeking Foundation (Prep) enrolment for their school-age child in 2024.</p> <p>Schools may distribute the 'Foundation (Prep) Enrolment Information Pack for Parents/Carers' resource to prospective families and their school community.</p> <p>Schools may use the template email and newsletter article in the 'Foundation (Prep) Enrolment Information Pack for Schools' resource.</p> <p>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.</p>	Primary
<p><b>From Week 1, Term 2, 2023</b> (from Monday 24 April 2023)</p>	<p><b>Enrolment applications open</b> – parents/carers may submit their completed 'Application to Enrol in a Victorian Government School' (application form) to a government primary school from this date.</p> <p><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 'Form to enrol in a Victorian Government School' (enrolment form) instead of the application form. **</b></p>	Parents/Carers
24 June to 9 July 2023	School holidays	
<b>Term 3: Monday 10 July 2023 – Friday 15 September 2023</b>		
<p><b>By Friday 28 July 2023</b></p>	<p><b>Enrolment applications due</b> – parents/carers submit their completed application form to a government primary school <b>by</b> this date.</p> <p><b>** Note: this date also applies where schools have provided parents/carers of in-zone children and out-of-zone siblings with the enrolment form instead of the application form. **</b></p>	Parents/Carers
<p><b>By Friday 11 August 2023</b></p>	<p><b>Primary schools provide parents/carers with written notification of Foundation (Prep) enrolment outcomes</b> as per the department's <a href="#">Placement Policy</a>. Schools should follow their enrolment management plan (if they have one).</p>	Primary

2023 dates	Activity and notes	Responsible party
	<p>Template letters are included in the 'Foundation (Prep) Enrolment Information Pack for Schools' resource. Templates include:</p> <ul style="list-style-type: none"> <li>• letter confirming enrolment – for parents/carers of in-zone children and out-of-zone siblings who submitted an 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> <p>The enrolment form should be included with <u>letters of offer</u>.</p> <p>The Foundation (Prep) Appeal Form should be included with <u>unsuccessful application letters</u>.</p> <p><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></p>	
<b>By Friday 25 August 2023</b>	Parents/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/Carers
<b>By Friday 25 August 2023</b>	<p>Closing date for parents/carers to lodge a written appeal with <b>primary school</b>.</p> <p><b>** Note: parents/carers have the option of using the Foundation (Prep) 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></p>	Parents/Carers
<b>By Friday 15 September 2023</b>	<p>Primary schools notify all parents/carers, in writing, of the outcome of appeals by this date.</p> <p>Template letters that schools may use to communicate appeal outcomes are included in the 'Foundation (Prep) Enrolment Information Pack for Schools' resource.</p>	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

2023 dates	Activity and notes	Responsible party
<b>By Friday 20 October 2023</b>	Closing date for parents/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/carers have the option of using the Foundation (Prep) 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 appeal by this date ( <b>only</b> applies to appeals received by the closing date of Friday 20 October 2023).	DE
<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](#).