

# Foundation (Prep) Enrolment Information Pack for Schools **2026-27**

Guidance and resources for government schools on Foundation enrolment



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# Foundation (Prep) Enrolment Timeline 2026-27

2026 Dates	Activity	Responsible Party
<b>Term 1: Tuesday 27 January 2026 (students commence 28 January) – Thursday 2 April 2026</b>		
<b>By Term 1, 2026</b>	<p><b>Schools update their website</b> using the 'Template website content' on the <a href="#">Enrolment Policy: Foundation (Prep) webpage</a> 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 school website and include a link to the platform.</p>	Primary schools
<b>Terms 1 and 2, 2026</b>	<p><b>Schools conduct tours from Term 1.</b> 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 <a href="#">Enrolling in Foundation (Prep) webpage</a>.</p>	Primary schools
<b>By Thursday 2 April 2026</b>	<p><b>School zones for 2027 are published at</b> <a href="http://www.findmyschool.vic.gov.au">www.findmyschool.vic.gov.au</a>.</p> <p><b>Information packs for 2026-27 are released:</b></p> <ul style="list-style-type: none"> <li>'Foundation (Prep) Information Pack for Schools' (<b>school pack</b>) is available from the <a href="#">Enrolment Policy: Foundation (Prep) webpage</a></li> <li>'Foundation (Prep) Information Pack for Parents /Carers' (<b>parent/carers pack</b>) is available from the <a href="#">Enrolling in Foundation (Prep) webpage</a>.</li> </ul>	DE - Central
	<p>The Early Childhood (EC) sector is invited to distribute resources from the 'Foundation (Prep) Information Pack for the Early Childhood Sector' to families. Resources are available to download from the <a href="#">Transition to school resources for families webpage</a>.</p>	EC sector
<b>Term 2: Monday 20 April 2026 – Friday 26 June 2026</b>		
<b>From Monday 20 April 2026</b>	<p><b>Enrolment applications open</b> – parents/carers may start submitting their applications from Monday 20 April, either online (<a href="#">VicStudents</a>) or using the paper form.</p>	Parents/Carers
	<p>Schools must:</p> <ul style="list-style-type: none"> <li><b>distribute the parent/carers pack</b> to prospective families and the local community.</li> <li><b>use the template email and newsletter article</b> in this pack to provide information about the enrolment timeline to prospective families and the local community, including EC services in the area.</li> </ul> <p>Schools can refer parents/carers to <a href="http://www.findmyschool.vic.gov.au">www.findmyschool.vic.gov.au</a> to locate their school zone for 2027 and the <a href="#">Enrolling in Foundation (Prep) webpage</a> for more information.</p>	Primary schools
<b>By Friday 19 June 2026</b>	<p>The Department of Education notifies primary schools if they are going to receive an <a href="#">Enrolment Management Implementation Plan (EMIP)</a> 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 <a href="#">Enrolment: Restricting enrolments</a> for sample wording.</p>	DE – Regions
<b>Term 3: Monday 13 July 2026 – Friday 18 September 2026</b>		
<b>By Friday 31 July 2026</b>	<p><b>Enrolment applications due</b> – parents/carers submit their completed application, either online (<a href="#">VicStudents</a>) or using the paper form.</p>	Parents/Carers
<b>Between Monday 3 August and Friday 14 August 2026</b>	<p><b>Enrolment offers made</b> – schools must <b>notify parents/carers of outcomes</b> 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 <a href="#">letter of offer</a>. The 'Foundation (Prep) Appeal Form' (appeal form) must be included with the <a href="#">unsuccessful application letter</a>.</p> <p><b>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.</b></p>	Primary schools
<b>By Friday 28 August 2026</b>	<p>Parents/carers who have received a <a href="#">letter of offer</a> <b>return the completed enrolment form</b> to the school.</p>	Parents/Carers
<b>By Friday 28 August 2026</b>	<p><b>Appeals to schools due</b> – parents/carers who receive an unsuccessful outcome from their preferred school may appeal to the school by this date.</p>	Parents/Carers

2026 Dates	Activity	Responsible Party
<b>By Friday 11 September 2026</b>	Schools <b>notify parents/carers of the outcome of appeals</b> 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
<b>By end Term 3, 2026</b>	Schools distribute transition information to parents/carers of students who have a Foundation (Prep) offer for 2027.	Primary schools
<b>By Friday 18 September 2026</b>	<b>Appeals to Regional Directors due</b> – parents/carers who receive an unsuccessful appeal outcome from the school may appeal to the Regional Director by this date.	Parents/Carers
<b>Term 4: Monday 5 October 2026 – Friday 18 December 2026</b>		
<b>Term 4, 2026</b>	Schools host <b>transition sessions</b> .	Primary schools
<b>By Friday 6 November 2026</b>	Regions notify parents/carers in writing of the <b>outcome of Regional Director appeals</b> by this date (only applies to appeals received by the due date of Friday 18 September). This concludes the appeal process.	DE - Regions
<b>Ongoing</b>	Schools continue to <b>manage late enrolment applications</b> , 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. <b>Eligible children are entitled to enrol in their designated neighbourhood school regardless of when their 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).</b>	Primary schools

#### Notes:

All Victorian government primary schools, including P-9 and P-12 schools, are required to implement the timeline in 2026 to support Foundation enrolments for the 2027 school year.

The timeline does not apply to schools exempt from the department's [Placement Policy](#), such as specialist schools. Specialist schools and campuses must publish advice about any school-specific enrolment timelines on their school website, with reference to [Enrolment in specialist schools and other specialist education settings](#).

This timeline focuses on the enrolment process, including applications, offers and placement decisions. Information about transition to school (which supports children and families as they move from early childhood settings into school) is provided separately. Schools may refer to the [Transition – Early Childhood to School: Resources](#) in PAL and the [Transition: Positive Start to School Resource Kit](#).

# Procedural information for the enrolment process

## Student Insight

This pack supports primary schools in Victoria to implement the Foundation enrolment timeline.

In 2026, some schools will use Student Insight, **the department's new online platform for managing enrolment applications and offers**. As a result, enrolment processes will differ by region:



- North Eastern and South Eastern Victorian Regions – Schools (refer to this [school list](#)) will use Student Insight for Foundation enrolment. These schools may still refer to this pack for policy and timeline information. For technical support, visit the [Student Insight Support Room](#).
- North Western and South Western Victorian Regions – Schools will continue to follow the paper-based enrolment process outlined in this pack.

## Enrolment requirements

### Schools must:

- offer enrolment to students who live in the school zone and out-of-zone siblings.
- offer enrolment to out-of-zone students if they have sufficient accommodation. If schools have limited places, they should prioritise students who live nearest the school, in accordance with the department's [Placement Policy](#).
- continue to manage late enrolment applications, in accordance with the Placement policy.
- only request information specified in the department's [Application form](#), and must not seek additional information until after an enrolment offer has been made.
- use the forms and templates supplied by the department in this pack.

## Foundation enrolment in 4 steps

The Foundation enrolment process follows 4 steps. This pack provides guidance, templates and resources to support schools at each stage of the process.

### Step 1: Communicate with prospective families and the local community

To support families to access enrolment information, **schools must:**

- **update their school website in Term 1** with current enrolment information for families.

[Template website content](#) (staff login required) to update the school website with approved, standardised wording for families.

- **share enrolment resources** with families and the community, including early childhood services.

- a. [Factsheet for parents/carers](#) – available in more than 40 languages.
- b. [Poster for parents/carers](#) – available in more than 40 languages.
- c. [Parent/carer enrolment information pack](#) – including FAQs and the paper application form

All available on the [Enrolling in Foundation \(Prep\) webpage](#).

- **use templates** ([Appendix 2](#)) to communicate at key stages of the enrolment timeline.
- **offer school tours** in Terms 1 and 2.

### Step 2: Receive and manage applications (20 April – 31 July 2026)

Schools may begin receiving enrolment applications from prospective families at the start of Term 2 (Monday 20 April 2026). Schools **must not accept** applications prior to this date.

There are two separate forms that support enrolment:

- a. a short application form, used by families to apply for a place at the school, and
- b. an enrolment form, used to collect the information required to finalise enrolment, after an offer is made.

Schools typically use the application form in Step 2 and provide the enrolment form after offers are made in Step 3. Some exceptions may apply (see 'Additional guidance' below). For more information, refer to the [Enrolment Policy: Application and Enrolment Forms](#) and guidance provided in [Step 3](#).

**To support families to submit expressions of interest**, schools should provide the application form **before** a child is offered a place. The application form is used to:

- determine whether a place can be offered in accordance with the Placement Policy, and
- allow schools to estimate enrolments.

Use of this form is **strongly recommended**, as parents/carers may apply to more than one school.

Schools may make the application form available on their school website and share it directly with prospective families. Schools in NEVR and SEVR can also provide a link to Student Insight. Schools may also request that parents/carers include proof of address with their application.

**Schools must not** amend the application form.

A copy of the department's application form can be accessed below:

[Application form \(PDF\)](#) – This form only requests information related to enrolment eligibility (e.g. contact information, address details and sibling information).

### Step 3: Make enrolment offers (3 – 14 August 2026)

Schools must provide written notification of enrolment outcomes only during the enrolment offers period (3 – 14 August 2026) for all applicants who applied by the due date (31 July 2026).

**Schools must not:**

- notify families of enrolment outcomes prior to 3 August 2026
- hold a waiting list for enrolments.

To support families to accept an enrolment, schools must provide the enrolment form **after** a child is offered a place, to:

- indicate acceptance of the enrolment offer, and
- collect personal and health information about the child.

A completed enrolment form is *mandatory* for all children new to the Victorian government school system, including Foundation enrolments.

**Schools must:**

- provide the enrolment form to parents/carers with the letters of offer, during the enrolment offer period (between Monday 3 August and Friday 14 August 2026)
- only request enrolment information from families who will be attending the school.

While parents/carers may apply to multiple schools using the application form, it is recommended they **only complete one enrolment form**. This approach supports accurate planning and reduces disruption for schools.

A copy of the department's enrolment form can be accessed below:

[Enrolment form \(PDF\)](#) – This form collects personal and health information of students who **will** be attending the school.

#### Additional guidance:

**If a school has sufficient accommodation** to offer enrolment to all students, the school may provide parents/carers with the enrolment form (instead of the application form) to complete their enrolment application in the following circumstances:

- if the enrolling student lives in the school zone
- if the enrolling student is a sibling of an existing student who will be continuing at the school in 2026.

**Schools with significant enrolment demand** and/or with an Enrolment Management Implementation Plan (EMIP) are strongly encouraged to follow the standard process and provide parents/carers with an application form during Step 2. Updated EMIP advice for the 2027 school year will be released by Friday 19 June 2026. For more information about EMIPs, refer to the [Enrolment Policy: Restricting enrolments](#).

Enrolment offers must be made in accordance with the department's [Placement Policy](#). Schools are required to follow their existing or new EMIP, if applicable. FAQs about the Placement Policy and EMIPs are in [Appendix 1](#).

Template letters are available in [Appendix 2](#). Schools must use these to notify parents/carers of enrolment application outcomes. These templates contain legal information that will support schools to withdraw an offer if conditions of enrolment are not satisfied. Schools should only send one of the three letters that are most appropriate to the child/family:

1. [Letter of offer](#) – to offer a place to families who submitted an application form.
2. [Letter confirming enrolment](#) – to offer a place to families who submitted an enrolment form.
3. [Unsuccessful application letter](#) – for families who have not been offered a place.

### Late applications

Schools must continue to manage late applications received after the due date (Friday 31 July 2026) and send outcome letters accordingly, in line with the Placement Policy.

Schools should note:

- children of school age are entitled to enrol in their designated neighbourhood school (local school), regardless of when their enrolment application is submitted.
- schools are expected to offer enrolment to children with a sibling attending the school at the same time.
- late out-of-zone applicants 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).
- late out-of-zone applications (other than siblings) should be considered after all applications received on time and may be declined if there is [insufficient accommodation](#), even if the applicant lives closer than students already accepted.

## **Step 4: Receive and process appeals (28 August – 18 September 2026)**

**Please note:** The department has updated the Appealing Enrolment Decisions processes and resources to streamline the process and make it applicable for appeals at all year levels. Schools may refer to the [Appealing enrolment decisions](#) page for updated advice on the appeals process, including links to template content and a new Appeals information pack for parents/carers.

If a family wishes to appeal an enrolment decision, parents/carers must **lodge a written appeal with the school** by Friday 28 August 2026. Parents/carers must use the Appeal Form in the [Appeals information pack for parents and carers](#) available on the [Enrolling in school | vic.gov.au](#) webpage.

**Schools must:**

- refer parents/carers to the Appeals pack, when sending an unsuccessful application letter
- notify parents/carers, in writing, of the outcome of an appeal by Friday 11 September 2026, using the Appeal outcome template available on the [Appealing enrolment decisions](#) page
- remind parents/carers to retain a copy of the appeal form for their records.

If the appeal to the school is unsuccessful, parents/carers may **lodge a second written appeal to the Regional Director** by Friday 18 September 2026. Regions cannot accept appeals if the family has not appealed to the school in the first instance.

### Late appeals

While parents/carers are strongly encouraged to lodge school level appeals by Friday 28 August 2026 in accordance with the statewide enrolment timeline, there may be instances where an appeal is submitted after the due date. Schools must continue to process appeals that are submitted after the due date. Appeals lodged with schools after the due date or during school holidays are likely to require a longer processing time.

For more guidance, schools can refer to [Appealing enrolment decisions](#) and the [Placement Policy](#). FAQs regarding appeals and compassionate grounds are also available in [Appendix 1](#).

## Key contacts

Topic	Contact details
For questions relating to: <ul style="list-style-type: none"> <li>the timeline</li> <li>the Foundation enrolment policy and process</li> <li>the application and enrolment forms</li> <li>the enrolment outcome letters</li> <li>frequently asked questions</li> <li>Student Insight questions</li> <li>appeals</li> </ul>	<b>Statewide enquiry line:</b> 1800 338 663 <b>North-Eastern Victoria Region</b> <a href="mailto:enrolments.nev@education.vic.gov.au">enrolments.nev@education.vic.gov.au</a> <b>North-Western Victoria Region</b> <a href="mailto:enrolments.nwv@education.vic.gov.au">enrolments.nwv@education.vic.gov.au</a> <b>South-Eastern Victoria Region</b> <a href="mailto:enrolments.sev@education.vic.gov.au">enrolments.sev@education.vic.gov.au</a> <b>South-Western Victoria Region</b> <a href="mailto:enrolments.swv@education.vic.gov.au">enrolments.swv@education.vic.gov.au</a> <b>Note:</b> To find out which region a school belongs to, visit <a href="#">Find my school</a> .
<b>Department Legal Division</b>	<a href="mailto:legal.services@education.vic.gov.au">legal.services@education.vic.gov.au</a>
<b>Student Insight technical support</b>	<b>Student Insight inbox:</b> <a href="mailto:student.insight@education.vic.gov.au">student.insight@education.vic.gov.au</a>
<b>CASES21 student data transfer</b>	<b>Service Desk:</b> 1800 641 943
<b>Fee-liable international students</b>	<a href="mailto:international@education.vic.gov.au">international@education.vic.gov.au</a>

## Useful links

Topic	Links
<b>Identifying school zones</b>	<ul style="list-style-type: none"> <li><a href="#">Find my school</a></li> <li><a href="#">School zones</a></li> </ul>
<b>Enrolment policy guidance for schools (Policy and Advisory Library)</b>	<ul style="list-style-type: none"> <li><a href="#">Enrolment: Foundation (Prep) enrolment</a></li> <li><a href="#">Enrolment: Placement Policy</a></li> <li><a href="#">Enrolment: Determining permanent residence</a></li> <li><a href="#">Enrolment: Restricting enrolments</a></li> <li><a href="#">Enrolment: Application and enrolment forms</a></li> <li><a href="#">Enrolment: Appealing enrolment decisions</a></li> <li><a href="#">Enrolment: Processing enrolment forms and supporting documentation</a></li> <li><a href="#">Enrolment documentation guide for schools</a></li> </ul>
<b>Other Department policies</b>	<ul style="list-style-type: none"> <li><a href="#">Privacy Policy</a></li> <li><a href="#">Making reasonable adjustments</a></li> <li><a href="#">Students with Disability</a></li> <li><a href="#">Enrolment in specialist schools and other specialist education settings</a></li> <li><a href="#">EAL – Provision for Newly Arrived Students</a></li> <li><a href="#">Decision Making Responsibilities for Students</a></li> </ul>
<b>Student Insight guidance</b>	<ul style="list-style-type: none"> <li><a href="#">Student Insight Support Room</a></li> </ul>
<b>Enrolment information for parents/carers and the early childhood sector</b>	Refer parents/carers to the <a href="#">Starting school webpage</a> , which includes the following key pages: <ul style="list-style-type: none"> <li><a href="#">Enrolling in Foundation (Prep)</a></li> <li><a href="#">Enrolling in school</a></li> <li><a href="#">Transition to school resources for families</a></li> <li><a href="#">Starting primary school in Victoria</a></li> <li><a href="#">Enrolment documentation checklist for parents/carers (DOCX)</a></li> </ul>
<b>Help in other languages</b>	<ul style="list-style-type: none"> <li><a href="#">Interpreting and Translation Services</a></li> <li><a href="#">Help in your language</a></li> </ul>

# Appendix 1. Frequently Asked Questions (FAQs)



The below FAQs are for use by Victorian government schools and departmental staff and are **not to be shared externally**. A copy of the FAQs for parents/carers is included in the parent and carer information pack available at: [Enrolling in Foundation \(Prep\)](#).

## General information

### 1. Is information about the Foundation enrolment timeline available in languages other than English?

Yes, schools can access a factsheet and poster in more than 40 languages to help families with Foundation enrolment. These resources are available at: [Enrolling in Foundation \(Prep\)](#).

Schools can also arrange interpreting services by contacting All Graduates Interpreting and Translating. For more information, see: [Interpreting and Translation Services](#).

### 2. Can late applications be considered?

While families are encouraged to submit an enrolment application by Friday 31 July 2026, **late applications must still be considered** from those who miss enrolment timelines, move permanent residence, or newly arrive to Victoria.

Schools must manage late enrolment applications in line with the [Placement Policy](#). This means that:

- students are **entitled to enrol** in their designated neighbourhood school (local school), regardless of when their enrolment application is submitted
- schools are also expected to offer enrolment to children with a sibling at the same permanent address and attending the school at the same time.

Late out-of-zone applicants 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). Late out-of-zone applications (other than siblings) should be considered after applications received on time. This means you can decline late out-of-zone applications if you do not have sufficient accommodation for additional students, even if they live closer than applications already accepted.

Schools should note that students from international backgrounds may have individual circumstances that affect when they can apply, or the documentation they can provide. Fee-liable international students holding a dependant or temporary visa have the same legal entitlement to enrol at their designated neighbourhood school as local students. Schools must assess these applications in line with the [Placement Policy](#) and must not delay enrolment. If you are unsure how to manage a late application or need guidance, please contact your regional office or the department's International Education and Partnerships Division (see [Key contacts](#)).

### 3. Do I need to share information about the enrolment timeline with local early childhood services?

Schools are encouraged to share the parent/carer [factsheet](#) and [poster](#) with local kindergartens and early childhood services, ahead of the statewide enrolment application period.

These resources are available on the [Enrolling in Foundation \(Prep\)](#) webpage and within the department's enrolment information pack for the early childhood sector, available on the [Transition to school resources for families](#) webpage. A communication [template](#) is also available to support schools that choose to contact their local kindergartens and early childhood services.

The department will share the pack directly with early childhood services in Victoria through the Early Childhood Update article.

## Managing enrolment demand

### 4. What is an Enrolment Management Implementation Plan?

An Enrolment Management Implementation Plan (EMIP) is an enrolment restriction that provides a school with advice to support them to manage enrolments. The department uses a centralised data-driven approach to assess and identify schools for EMIPs.

There are two main types of enrolment restrictions which limit enrolments to:

- students living in zone and siblings attending school at the same time

- a sufficient accommodation figure (or 'enrolment cap') for the whole school or specific year level (e.g. Foundation).

Importantly, **schools with EMIPs are still able to enrol students on compassionate grounds**. For more information regarding how and why the department restricts enrolments, visit: [Restricting enrolments](#).

Note: Schools may also receive a Placement Policy reminder. This is guidance only and not an enrolment restriction (see [FAQ below](#)).

## 5. How do I know if my school has an EMIP for the 2027 school year?

Regions will notify primary schools by Friday 19 June 2026 if they are going to receive an EMIP for the 2027 school year. EMIPs are reviewed annually and are sent by the relevant Regional Director, as the Minister's delegate for specifying entry criteria for a school.

Schools that receive an EMIP are generally those that require support to address enrolment demand. This includes schools nearing capacity, schools that received a relocatable modular classroom for growth in the most recent school year, and schools that opened in the last 5 years. Schools may also receive an EMIP to support improvements in student distribution.

## 6. My school has received an EMIP with a sufficient accommodation figure. How many out-of-zone enrolment offers can I make?

A sufficient accommodation figure is the maximum number of students a school can enrol to ensure they continue to provide high quality education to the overall student population.

When making enrolment offers, schools with sufficient accommodation restrictions must offer enrolment to all in-zone students and out-of-zone siblings. If places remain available, schools can then make offers to out-of-zone children up to their sufficient accommodation figure ('enrolment cap'). When planning out-of-zone enrolment offers, schools should also consider historical enrolment trends (e.g. there may be a number of new arrivals to the area in Term 4 each year).

While some families that applied to your school may decline their enrolment offer, schools should expect to receive late applications, noting that all in-zone children and out-of-zone siblings must be offered a place regardless of when they apply. If you require further guidance, please contact your School Education Improvement Leader for support.

## 7. My school has received a Placement Policy reminder – how is this different to an EMIP?

Schools approaching capacity may receive a Placement Policy reminder, advising them to follow the Placement Policy. Schools with a Placement Policy reminder are not required to restrict enrolments but are reminded to only offer enrolment to out-of-zone students if their school has sufficient accommodation. Out-of-zone places must be offered in accordance with the priority order of placement (refer to the [Placement Policy on PAL](#)). The Placement Policy reminder intends to support schools to stay within their built capacity and ensure that additional accommodation is prioritised to schools with high local demand.

Schools that receive a Placement Policy reminder **are still able to enrol students on compassionate grounds**.

## 8. How do I account for late enrolments when I am sending out enrolment offers?

While the timelines encourage families to submit applications by the end of July, some applications will be submitted late. Schools are required to manage late enrolment applications in line with the [Placement Policy](#).

This means that you have to account for late enrolments when making initial enrolment offers and **leave some capacity** to ensure that you are able to offer enrolment to all in-zone children and out-of-zone siblings, regardless of whether they apply within the timelines.

## 9. Why do I need to wait until 3 August to make an enrolment offer to in-zone families?

All schools must wait until 3 August before making enrolment offers. This helps reduce instances of multiple enrolments by ensuring families who have applied to more than one school receive all enrolment offers at the same time and can make one informed decision, rather than accepting one place and later withdrawing to accept another.

This timing also supports schools with significant enrolment demand to consider out-of-zone applications in line with the priority order of placement (see [Placement Policy](#)) and ensures these schools receive enrolment restrictions or advice before enrolling children from outside the school zone.

Schools can reassure in-zone families and families with siblings that they will be offered a place. A [template](#) is available to help schools acknowledge applications and explain next steps, including enrolment entitlements.

## 10. Can schools keep a waiting list?

No, schools must not hold waiting lists for enrolments, as this makes it difficult for other schools to plan enrolment numbers.

Schools must manage their enrolments within the statewide timeline. This means that schools must notify all families the outcome of their application by Friday 14 August (if they applied by Friday 31 July). This includes enrolment offers and unsuccessful application notifications.

It is strongly recommended that schools keep a record of all successful and unsuccessful applications. If your school has not offered a child a place, parents/carers may appeal the decision.

## 11. Can a school withdraw a student's enrolment offer?

Yes, there are some circumstances in which schools can withdraw an enrolment offer. Withdrawing an enrolment offer may only take place prior to the student attending school, and if the conditions of the offer have changed. This may include a change of address, false information being provided or where a sibling is no longer attending the school.

### Change of address

If, after an enrolment offer is made, a student's permanent address changes or the school becomes aware that the address provided on an application was not the genuine permanent address of the child, a school may be able to withdraw the offer. In this circumstance, the withdrawal of an enrolment offer may only occur if:

- the new address is not within the school zone; and
- where, after the priority order of placement is applied to the new address, a place is not available.

### Sibling leaves the school

A school may also withdraw an out-of-zone enrolment offer made under placement priority 1 (siblings) if:

- a student's sibling leaves the school or the sibling will not be attending in 2027; and
- after applying the priority order of placement to the child's address, a place is not available for the child.

Prior to withdrawing an enrolment offer, school staff **must**:

- consider any safety or wellbeing issues that may affect the child as a result of the withdrawal; and
- consult with the regional office or the department's Legal Division (refer to the key contacts).

If a decision is made to withdraw the offer:

- school staff must notify the child's parent or carer in writing, and share the correspondence with the relevant regional office
- regional staff may work with the family's local or preferred school, to ensure the student has a confirmed Foundation enrolment for 2027.

### Please note:

- the enrolment offer and any subsequent material provided to the parent/carers **must** expressly state that the offer may be withdrawn if the student's permanent address changes, if the school becomes aware that the address provided was not the student's genuine permanent residence, or if the student's sibling will no longer attend the school. The enrolment outcome letter templates provided in this pack include this wording and should be used when making enrolment offers.
- a template withdrawal letter is also available for schools to use.

## 12. What if parents/carers do not respond to an enrolment offer?

Schools must notify parents/carers of enrolment outcomes between Monday 3 August and Friday 14 August 2026. Parents/carers then have two weeks, until Friday 28 August 2026, to accept or decline the enrolment offer. This can be done either online via Student Insight, or by returning a completed paper enrolment form.

If a school has not received a response by this date, they must make reasonable attempts to contact the parents/carers. This can include contact via email, phone, or post. Schools must keep a record of the contact made with parents/carers.

Schools may withdraw enrolment offers for **out-of-zone students** who do not respond, but only in limited circumstances. Schools must follow the steps outlined below to take reasonable steps to contact families and seek regional support before any withdrawal is considered.

- **Step 1. Make contact with the family:** If no response has been received by Friday 28 August 2026, the school must make reasonable attempts to contact the parents/carers.

- **Step 2. Consult with the regional office:** If a school has made reasonable attempts to contact the family and has not received a response by Friday 9 October 2026, and is considering withdrawing an enrolment offer, the school must consult with the regional office via the region's enrolment mailbox (see [Key Contacts](#)). If parents/carers have responded but require additional time to complete the enrolment form or provide supporting documentation, schools should allow this. In this circumstance, schools should not escalate the matter to the regional office.
- **Step 3. Consider the child's safety and wellbeing:** The regional office will support the school to:
  - confirm that reasonable contact attempts have been made
  - consider any safety or wellbeing issues for the child, and
  - assess whether there is a risk that the child may not be enrolled in any school for the following year. If there are concerns about a child not being enrolled, schools must work with the regional office to determine next steps.
- **Step 4. Issue a final written notice:** Subject to support from the regional office, the school may write to the parents/carers to advise that the enrolment offer will be withdrawn in one week if no response is received. Schools must use the [withdrawal letter template](#) provided in this pack.

## The Placement Policy and compassionate grounds

### 13. How should schools allocate Foundation places?

Schools must follow the department's [Placement Policy](#) when allocating Foundation places. The Placement Policy embeds the legal entitlement for students to enrol at their designated neighbourhood school (local school) or to enrol at another school if there is sufficient accommodation.

Where there is insufficient accommodation at a school for all students who apply, out-of-zone applications must be prioritised in the following priority order of placement:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. all other students in order of closeness from their permanent address to the school.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. Compassionate grounds is an overarching consideration and does not form part of the priority order of placement (see [below](#)).

### 14. Can I enrol children from outside of the school zone?

Yes, schools should enrol children from outside the school zone if:

- there is sufficient accommodation at your school
- this request for enrolment aligns with your school's EMIP (if you have one).

The [Placement Policy](#) outlines the factors that must be considered when determining whether sufficient accommodation is available.

Where there is insufficient accommodation at your school for all families who seek entry, out-of-zone children must be enrolled according to the Placement Policy's priority order of placement (see question 13).

When assessing the order of closeness to a school (priority 2 of the priority order of placement), distances from an address to the 5 nearest schools (as measured in a straight line) are available on the [Find my School website](#). This website can be used when considering the order of closeness to a school. This is particularly useful for schools in metropolitan Melbourne, Ballarat, Bendigo and Geelong. In all other areas, schools should consider the travel distance between a student's permanent address and the school when determining the order of closeness.

### 15. What is the enrolment process for supported inclusion schools?

Supported inclusion schools have local enrolment policies and manage their enrolments in accordance with the following priority order of placement:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. students who meet the specialist enrolment criteria outlined in their local enrolment policy
3. all other students in order of closeness of their home to the school.

This enables them to offer priority enrolment to out-of-zone students who meet specialist enrolment criteria.

Supported inclusion schools may stop prioritising applications from out-of-zone students who meet the specialist enrolment criteria if the total number of enrolled students with disability who require extensive adjustments exceeds 10% of the current student population. For guidance on template wording, please refer to the School Policy Templates Portal page: [Enrolment – specialist settings \(incl. specialist, supported inclusion, and deaf facilities\)](#).

## 16. How do supported inclusion schools determine whether incoming students are eligible for priority enrolment?

Supported inclusion schools should contact their regional office to confirm if a student has a disability assessment for priority enrolment. If a student does not have a current disability assessment that aligns with the school's specialist enrolment criteria, or a student's disability assessment status is uncertain, the supported inclusion school should seek advice from their regional office before confirming enrolment.

## 17. What are 'compassionate grounds' and how are they assessed?

In exceptional circumstances, a child may be enrolled at a school on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. All schools, including those with EMIPs, must consider students seeking enrolment on compassionate grounds.

Parents/carers must clearly demonstrate the exceptional circumstances that make enrolling their child at their local school unsuitable (for example, family violence, wellbeing and safety concerns, children in out-of-home care).

Schools should consider applications on a case-by-case basis and may seek additional information to support the application.

Schools can contact their regional office to seek advice and support when considering applications on compassionate grounds. For more information, refer to the: [Placement Policy](#) and [Privacy Policy](#).

## 18. What is not generally considered compassionate grounds?

The following examples do not necessarily meet exceptional circumstances on compassionate grounds:

- **Ease of transportation** – having a school, that is not the child's local school, be more convenient for the family to access via car, foot, public transport or carpool, or is closer to the parent's or carer's workplace, family member's house (that is not the child's permanent address) and/or the school of the child's sibling/s, may not be appropriate grounds for appeal.
- **Individual needs of a student with disability** – under the Disability Standards for Education 2005, education providers are legally required to make reasonable adjustments for students with disability. On that basis, grounds for exceptional circumstances do not include concerns related to a child's disability where those concerns can be addressed by making reasonable adjustments. For more information about reasonable adjustments (including examples), refer to: [Making reasonable adjustments](#).
- **Curriculum** – preference for the school's curriculum program is unlikely to meet the grounds for exceptional circumstances, as Victorian government primary schools deliver school-based curriculum programs that align with the Victorian Curriculum F-10 provided by Victorian Curriculum and Assessment Authority.

## Application and Enrolment Forms

### 19. What is the difference between an application form and an enrolment form?

There are two separate forms that support enrolment:

- c. a short **application form**, used by families to apply for a place at the school, and
- d. an **enrolment form**, used to collect the information required to finalise enrolment, after an offer is made.

Schools typically use the application form when receiving the applications and provide families with the enrolment form after offers are made. Some exceptions may apply (see 'Additional guidance' in [Step 2](#) of the guidance above).

#### (A) Application form

To support families to submit expressions of interest, schools should provide the application form **before a child is offered a place**. The application form is used to:

- determine whether a place can be offered in accordance with the Placement Policy, and
- allow schools to estimate enrolments.

This form only requests information related to enrolment eligibility (e.g. contact information, address details and sibling information). Use of this form is *strongly recommended*, as parents/carers may apply to more than one school.

Schools may make the application form available on their school website, share it directly with prospective families, or provide a link to Student Insight (for schools in NEVR and SEVR). Schools may also request that parents/carers include proof of address documentation with their application.

## (B) Enrolment form

To support families to accept an enrolment, schools must provide the enrolment form **after a child is offered a place**, to:

- indicate acceptance of the enrolment offer, and
- collect personal and health information of the child.

A completed enrolment form is *mandatory* for all children new to the Victorian government school system, including Foundation enrolments. Parents/carers should only complete an enrolment form for the school their child will attend.

This form collects personal and health information of students who will be attending the school. While parents/carers may apply to multiple schools using the application form, it is recommended they only complete one enrolment form. This approach supports accurate planning and reduces disruption for schools.

For more information, refer to the [Enrolment Policy: Application and Enrolment Forms](#).

## 20. Who may sign the Application and Enrolment forms?

Where practicable, all parents/carers with parental responsibility for a child should sign and submit the application and enrolment forms.

For the purposes of these forms, a parent/carer includes:

- the parents as set out on the child's birth certificate or as described in a court order
- an informal carer, with a statutory declaration.

Where it is not practicable or possible for parents/carers to sign a single form, they should communicate this to the primary school. If the student receives multiple enrolment offers, the parents are expected to reach an agreement about which school to accept in the best interests of the student. For more information, refer to: [Application and enrolment forms](#).

## 21. What happens if parents disagree about their child's enrolment?

If parents/carers have difficulty reaching agreement, the department recommends that parents/carers resolve the dispute through discussion, attendance at the Family Relationship Centre or at Court. It is not the responsibility of the department, or the schools, to assist with this decision-making process.

If there is a parental dispute regarding school preferences and a place at each of the preferred schools is available, the student can be accepted into both schools pending agreement between the parents. For more information, refer to: [Decision making responsibilities for students](#).

Schools may contact their respective regional office and/or the department's Legal Division for advice. See [Key Contacts](#). Additional information is available on PAL: [Application and enrolment forms](#).

## 22. Can schools use their own EOI or application forms?

No, the department's application form replaces any bespoke or informal expression of interest processes.

Schools with specific entry criteria approved by the Minister or delegate (e.g., specialist schools and English Language schools) may have alternative application processes.

## 23. Can schools make changes to the application form and/or the enrolment form?

The only change a school can make to the forms is to **add their school's name or logo** to the front page.

## 24. Can parents/carers apply to multiple schools for Foundation in 2026?

Yes, parents and carers may apply to more than one school. For each school, parents and carers may be asked to complete an application form (there is not a preferencing system like the Year 6 to 7 placement process).

While parents and carers may apply to multiple schools using the application form, it is recommended they only complete an enrolment form for the school their child will attend.

The department acknowledges that parents and carers submitting multiple enrolment applications can be disruptive to school planning. Implementation of the statewide timeline provides opportunities to streamline the process for schools and families in future years.

## 25. When should enrolment data be entered into CASES21?

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. Further information is available on PAL: [Application and enrolment forms](#).

## 26. When can schools request supporting documentation for enrolment?

Schools require supporting documents to verify a student's name, date of birth, address, residency status, care arrangements and medical or health-related needs.

Schools may request documents for the following purposes **before an enrolment offer** is made:

- to verify a student's permanent residential address
- to verify a student's Australian residency status.

Schools should request all other documents **after an enrolment offer** is made and accepted.

For a comprehensive list of all documents, schools can refer to: [Processing enrolment forms and supporting documentation](#). Schools may also refer to the [enrolment documentation guide](#), which specifies:

- what supporting documents must be sighted,
- whether it needs to be recorded in CASES21, and
- how long records must be retained.

Following this guidance supports compliance with recordkeeping requirements and helps create a safe learning environment for students.

Schools can provide the [enrolment documentation checklist](#) to parents/carers along with the enrolment form. Parents/carers are not required to provide original documents – copies of original documents are sufficient and can be provided either in-person or digitally.

## Designated Neighbourhood Schools and School zones

### 27. What are school zones and how are they defined?

A school zone defines an area's designated neighbourhood school (referred to as the local school).

For children residing in metropolitan Melbourne, Ballarat, Bendigo and Geelong, the local school is usually the nearest government school in a straight line from the student's permanent address. In all other areas of Victoria, it is usually the nearest school by the shortest practical route, recognising the additional travel distances often experienced in regional settings.

School zones are reviewed each year and published in Term 1 on the [Find my School](#) website. Most zones do not change, but adjustments may occur to reflect new schools opening, changing provision at existing schools, improving school accessibility, or to address changing demand and demographics of the local population.

Schools impacted by a zone change will be notified by the department prior to the publication of their zone on the Find my School website. Schools seeking advice about school zones are advised to contact their regional office.

### 28. If a property sits across two or more school zones, which is the local school?

If a property sits across multiple zones or intersects a school zone boundary, then the student has the right to attend any of these schools as their local school. However, this does not mean they can enrol at multiple schools at the same time.

## Determining permanent residence

### 29. If a child has multiple addresses, which is their designated neighbourhood school?

If a child lives at multiple addresses, their permanent address is the place at which they spend most of their weekdays.

If the child spends an equal amount of time at multiple addresses, any of these addresses can be used as their permanent address when applying to a primary school.

However, this does not mean that a child can be enrolled at and attending multiple schools, rather that the child is entitled to enrol in the one local school of their chosen address.

Schools should be aware that not all separated families have a parenting plan in place. In these cases, schools can accept alternative supporting documentation to determine the child's permanent address, including statutory declarations.

### 30. What address do parents/carers provide if they have bought or are building a property at a different address to their child's current permanent address?

Parents/carers should complete the application form using their child's **current** permanent address. If a parent/carer intends to move to a new address with their child, they must only use that address for enrolment once they are living at the address permanently. Parents/carers may only enrol at another local school using their new permanent address once their child is living there and subject to verification of permanent residence.

A family planning to move to a new address does not necessarily meet the grounds of an appeal on permanent residence.

### 31. How do we enrol a child if a parent/carer is unable to provide proof of address?

The [Determining permanent residence](#) chapter on PAL advises on what schools may request from parents/carers as proof of address, as set out in the Residential address check. The Residential address check is intended as guidance only and schools have discretion to accept less than 100-points of information.

Schools must ensure enrolment practices do not disadvantage children of families who are unable to provide proof of permanent address because of their individual circumstances. This is particularly relevant to students experiencing homelessness, family violence, children in out-of-home care, children of Defence personnel and children who have recently arrived in Australia, including refugees. In these cases, schools should seek advice from their regional office before declining an enrolment application on the basis that the parent or carer is unable to provide proof of permanent address.

**Note:** Department policy does not prohibit schools listing the address of a specialist service, crisis or other temporary accommodation, or school address if required, as the address for a child or young person experiencing family violence, to protect the child or young person from harm.

## Appeals

### 32. Where can I access advice and guidance on the appeals process?

There have been significant updates to how schools are required to receive and process appeals. Schools can refer to the [Appealing enrolment decisions](#) page for updated advice about the appeals process, including links to template content, updated resources and a new [Appeals information pack for parents and carers](#) available on the [Enrolling in school | vic.gov.au](#) webpage.

### 33. What evidence do parent/carers need to provide when appealing on compassionate grounds?

When making an appeal on compassionate grounds, families should provide further evidence to support their application, including, but not limited to:

- legal documentation
- reports from allied health and/or medical professionals, Department of Families, Fairness and Housing practitioners, Victoria Police and/or family violence service
- court orders.

Schools and regions should request documents on a case-by case-basis and use their professional judgement, particularly in instances of compassionate grounds that are of a sensitive nature. The appeal must be considered by the school's enrolment committee and/or Principal. Schools will assess and make a determination for appeals on compassionate grounds on a case-by-case basis.

Schools must follow the Privacy Policy when collecting, using, disclosing and managing personal and health information. For more information, refer to the [Privacy Policy](#).

### 34. Will the regional office contact the school if an appeal is submitted to the Regional Director?

The regional office may contact the school to discuss an appeal submitted to the Regional Director and seek additional information. This may include requesting a copy of the appeal to the school (if not provided by the parent/carer), as well as the school's letter to the parent or carer regarding the outcome of their appeal to the school.

### 35. What happens if a parent/carer lodges an appeal after the published due dates in the timeline?

Parents/carers are strongly encouraged to lodge appeals by the specified due dates.

**Appeal to the school:** Appeals lodged with schools after Friday 28 August 2026, should continue to be processed by schools within a reasonable timeframe. Appeals lodged with schools after the due date or during school holidays are likely to require a longer processing time.

**Appeal to the Regional Director:** Parents/carers wishing to lodge an appeal with the Regional Director after Friday 18 September 2026 should contact their regional office for advice.

## Student Insight (online enrolments)

### **36. My school is using Student Insight for enrolments this year. How will this change the enrolment process for families?**

Using Student Insight does not change enrolment timelines, eligibility requirements or decision-making. Families follow the same enrolment process and are considered under the same policies as the existing paper-based enrolments.

The key difference is **how** families submit their information. Instead of completing paper or PDF application and enrolment forms, families will submit their application and information online through Student Insight.

Schools should be aware that some families may require additional support to complete an online enrolment or may prefer to use the existing paper forms instead. Schools should continue to offer appropriate support through use of paper forms and alternative options where required, to ensure all families can access the enrolment process. It is also suggested that schools provide access to a school computer/s and offer guidance to help families work through the application process.

### **37. If my school is using Student Insight, do I have to use the templates provided in this pack to communicate with families?**

No, if your school is using Student Insight, enrolment emails to parents/carers will be generated automatically by the system.

Student Insight sends emails to parents and carers at key stages of the enrolment process, either:

- on behalf of the school (using templated emails with school branding), or
- as system-generated emails linked to changes in application status.

Schools can also send additional emails to families through Student Insight if required. For more information, refer to the [Digital Enrolment User Guide](#) available in the Student Insight Support Room.

If a parent/carer has opted not to apply online, or if supplementary communication is needed, schools may choose to use the templates provided in [Appendix 2](#).

### **38. I need technical assistance for Student Insight. Where do I go for help?**

For Student Insight-related questions such as system guidance and support for common technical and functionality questions, schools can access the [resources provided for digital enrolments](#) via the **Student Insight Support Room**.

For additional support, schools can contact:

- the Student Insight team via [student.insight@education.vic.gov.au](mailto:student.insight@education.vic.gov.au) or
- regions through their Manager Youth Pathways and Transitions (MYPATs) for advice and escalation of issues.

## Appendix 2. Templates and Forms



If your school is using **Student Insight in 2026**, you may not need to use the templates in this section, as communication is generated automatically through the system. These templates may be used if a parent/carer has opted not to use online enrolment or if supplementary communication is needed. For support specific to Student Insight, refer to: [Student Insight Support Room](#).

The forms and templates included in this pack are listed below. Please note the enrolment form and application form are available in the [Enrolment Policy: Resources](#) section on PAL. **Only the application form** is included in the parent/carer information pack.

### Step 1: Communicate with prospective families and local community

- [Sending information pack for parents/carers to prospective families](#)
- [Newsletter article](#)
- [Schools to contact local kinders and ECEC services](#)

### Step 2: Enrolment Applications

- Refer to [Enrolment Policy: Resources](#) section on PAL for the application form and enrolment form
- [Confirming receipt of an enrolment application](#)

### Step 3: Enrolment offers

- [Successful application letter – enrolment offer](#)
- [Successful letter – confirmation of enrolment](#)
- [Unsuccessful application letter](#)
- [Withdraw an enrolment offer](#) \*New

### Step 4: Receive and process appeals

Schools should refer to [Appealing enrolment decisions](#) page for:

- updated advice about the appeals process, including links to template content
- updated resources and
- a new [Appeals information pack for parents and carers](#) available on the [Enrolling in school | vic.gov.au](#) webpage.

## Sending information pack to prospective families

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Schools must use this template when sending the Enrolment Information Pack for Parents and Carers to prospective families. Schools may adapt the wording and include further information as needed.

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Dear [parent or carer name(s)]

[Schools to insert appropriate opening paragraph, e.g., 'Thank you for your enrolment enquiry' or 'Thank you for attending our school tour on...']

All Victorian government primary schools follow a statewide timeline for enrolling in Foundation (Prep). You can apply to enrol your child in Foundation (Prep) for the 2027 school year from **Monday 20 April 2026**.

### How to enrol at our school

To apply for Foundation (Prep) at [school name], please follow the steps below:

1. Contact our school [insert school contact information] to book an *optional school tour*.
2. Read about how to enrol at [vic.gov.au/enrolling-foundation-prep](http://vic.gov.au/enrolling-foundation-prep) and access the Enrolment information pack for parents and carers.
3. Submit an enrolment application to [insert school email address], by **Friday 31 July 2026**. The application form is included in the Enrolment information pack. [Schools can also attach the application form to this email].

**Optional for Student Insight schools:** Our school uses the Department of Education's secure digital enrolment system called VicStudents. This means you can submit your Foundation application online and receive updates through the system. If you have any questions about the online enrolment process, please contact our school. Paper enrolment application forms are also available on request.

You will be notified of the outcome of your application **between Monday 3 August and Friday 14 August 2026**.

It is important to submit your enrolment application to us on time as it will ensure your child is included in all transition activities if offered enrolment at our school.

### Proof of address

[Please let families know if your school requires proof of address (for example, if your school has an EMIP and/or is under enrolment pressure). Template wording for schools to use is available in the [sample wording for requesting evidence of permanent residential address document](#).]

### Privacy collection notice

Please review the Department of Education [Schools' Privacy Collection Notice](#) for more information about how the department, including Victorian government schools, handles personal and health information.

### Department of Education Enrolment Policy

Enrolment at our school is subject to the Department of Education's Enrolment Policy. Students who live within our school zone are guaranteed a place. Our school zone is available on [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au). All other applications will be considered in accordance with the Placement Policy. You can read more about how applications are prioritised at [Enrolling in school](#).

If you need further assistance, please contact our school office on [school phone number and email].

Yours sincerely

[Personalised school sign off]

[Signature block of school]

## Newsletter article

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Schools must use this template to raise awareness of the timeline through a school newsletter or bulletin. Schools may adapt the wording and include further information as needed.

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### Apply now to enrol your child in Foundation (Prep) for 2027

All Victorian government primary schools follow a statewide timeline for enrolling in Foundation (Prep) for the 2027 school year.

If you have a child starting primary school in 2027, **it's time to enrol**. Make sure to submit your enrolment application **by Friday 31 July 2026**.

If you are enrolling the sibling of a student at our school for Foundation in 2027, and both children will be attending our school at the same time, your child is prioritised for a place at our school.

It is important to submit your enrolment application to us on time as it will ensure your child is included in all transition activities if offered enrolment at our school. This also allows us to plan our classrooms, staffing and transition activities, and ensures your child has the best start to school.

For more information, please read about how to enrol your child in Foundation at [vic.gov.au/enrolling-foundation-prep](https://vic.gov.au/enrolling-foundation-prep).

If you would like to enrol your child in Foundation (Prep) in 2027, please contact our school office on [school phone number and email] to book a school tour or request an application form.

## Contacting local kinders and ECEC services

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Schools may use this template to share the enrolment information pack for the early childhood sector with local kinders and services. Schools may adapt the wording and include further information as needed.

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Dear [contact from local kinder or ECEC Services]

[Schools to insert appropriate opening paragraph depending on relationship with the recipient]

As we begin planning for **2027 Foundation (Prep) enrolments**, I wanted to share the statewide timeline released by the Department of Education. All Victorian government primary schools, including [school name], will follow the same timeline to enrol children starting primary school next year.

Key dates for 2027 Foundation enrolment include:

- Enrolment applications **open from Monday 20 April 2026** (the start of Term 2, 2026).
- Families to submit an application to the school **by Friday 31 July 2026** (the 'last Friday of July').
- Schools notify families of application outcomes **between Monday 3 - Friday 14 August 2026**.
- Families receiving an enrolment offer should respond to the offer by **Friday 28 August 2026**.

### How you can support families

We recognise the important role you play in supporting children and families during the transition to school. To help you and your families understand the enrolment timeline, the **Enrolment Information Pack for the Early Childhood Sector** is available via the [Transition to school resources for families](#) webpage. This pack includes a range of materials on primary school enrolment information that you may wish to share with your staff and families.

We welcome your support in sharing these resources through your existing communication channels in ways that best suit your service and community.

### For more information

More information is available at: [vic.gov.au/enrolling-foundation-prep](https://vic.gov.au/enrolling-foundation-prep). You may direct families to this webpage if they have any questions about the enrolment process. Families are also welcome to contact our school directly at [school contact information] if they have further questions.

[**Optional:** Please get in touch if you would like to discuss enrolments or transition planning. We value our connection with local early childhood services and look forward to continuing to work together to support families.]

Yours sincerely

[Personalised school sign off]

[Signature block of school]

## Confirming receipt of an enrolment application

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**Schools must use this template to confirm receipt of a family's enrolment application and advise next steps. Schools may adapt the wording and include further information as needed.**

---

Dear [parent or carer name(s)]

Thank you for submitting your application for Foundation enrolment to [insert name of your school].

In accordance with the statewide enrolment timeline, we will notify you of the outcome of your enrolment application between **Monday 3 August and Friday 14 August 2026**.

In the meantime, please contact our school office on [school phone number and email] should you need any further information.

### **Department of Education Enrolment Policy**

Every Victorian child has a legislated right to enrol at their designated neighbourhood (local) school. Your child's local school is determined by their permanent residential address.

Families can apply to a school that is not their local school. The school should enrol the child if there is a place available.

Schools are expected to offer enrolment to children with a sibling at the same permanent address and attending the school at the same time.

You can read more about how applications are prioritised at [Enrolling in school](#).

Yours sincerely

[Personalised school sign off]

**[Signature block of school]**

## Notify parents/carers of outcome of enrolment application

### (A) Successful application letter – enrolment offer

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For families who completed an **Application form** to confirm their child has been offered a place. Do not remove parts of this template as it contains legal information that will support you to withdraw an offer if conditions of enrolment are not satisfied.

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#### Foundation enrolment offer at [name of primary school] for 2027

Dear [parent or carer name(s)]

I am writing to advise you that your application for Foundation enrolment in 2027 for [child's full name] at [name of primary school] has been **successful**.

#### Next Steps

Please **complete and return the attached enrolment form by Friday 28 August 2026**, along with supporting documents to confirm your child's details. Supporting documentation includes a birth certificate and Immunisation History Statement. Additional documents such as visa documentation, court orders or medical plans may also be required. Please contact our school office on [school phone number] should you require assistance or refer to the [enrolment documentation checklist](#).

If you do not wish to accept this enrolment offer, please let us know as early as possible.

#### Important information

Please note the enrolment offer for [child's first name]'s has been made based on the information provided in your application and is subject to the requirements outlined in the Department of Education's Enrolment Policy.

This offer may be withdrawn if:

- Your address cannot be verified, or your address changes prior to the start of the school year.
- (If relevant to child) Your child's sibling(s) will no longer be enrolled at our school in 2027.
- You do not accept the enrolment offer within the required timeframe.

#### Proof of address

If we need to verify your child's home address, we will contact you to request further documentation. This ensures enrolment is fair and in line with the department's Placement Policy. Please notify the school of any changes to your circumstances. For more information, visit [vic.gov.au/how-choose-school-and-enrol](http://vic.gov.au/how-choose-school-and-enrol).

#### Privacy notice

We manage your information in accordance with the Department of Education's Privacy Policy and Victorian privacy laws. Please find a link to the Department of Education Schools' Privacy Collection Notice at [www.vic.gov.au/schools-privacy-collection-notice](http://www.vic.gov.au/schools-privacy-collection-notice).

Please contact our school office on [school phone number] should you require assistance in completing the enrolment form.

We look forward to welcoming [child's first name] and your family to our school community.

Yours sincerely

[Personalised school sign off]

[Signature block of primary school principal]

## (B) Successful letter – confirmation of enrolment

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For families that completed an enrolment form (and did not complete an application form). Do not remove parts of this template as it contains legal information that will support you to withdraw an offer if conditions of enrolment are not satisfied.

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### Foundation enrolment offer at [name of primary school] for 2027

Dear [parent or carer name(s)]

I am writing to confirm [child's full name]'s offer of enrolment into Foundation for 2027 at [name of primary school]. We look forward to welcoming [child's first name] and your family to our school community.

#### Important information

This enrolment offer for [child's first name]'s has been made based on the information provided in your application and is subject to the requirements outlined in the Department of Education's Enrolment Policy.

This offer may be withdrawn if:

- your address cannot be verified, or your address changes prior to the start of the school year
- (if relevant to child) your child's sibling(s) will no longer be enrolled at our school in 2027.

#### Address verification

If we need to verify your child's home address, we will contact you to request further documentation. This ensures enrolment is fair and in line with the department's Placement Policy. For more information, visit [vic.gov.au/how-choose-school-and-enrol](http://vic.gov.au/how-choose-school-and-enrol).

Please contact our school office on [school phone number] should you need any further information about your child's primary school enrolment for 2027. If any of your circumstances change between now and your child's start at our school, please notify us as early as possible.

We look forward to welcoming [child's first name] and your family to our school community.

Yours sincerely

[Personalised school sign off]

[Signature block of primary school principal]

## (C) Unsuccessful application letter

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For families that completed an application form.

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### Unsuccessful application at [name of primary school] for 2027

Dear [parent or carer name(s)]

I am writing to advise you of the outcome of your application for a Foundation enrolment at [name of primary school].

Your application for [child's full name] was unsuccessful as our school does not have sufficient accommodation to offer them an enrolment from outside our school zone.

#### **IF THE SCHOOL HAS AN ENROLMENT MANAGEMENT IMPLEMENTATION PLAN, ADD BELOW PARAGRAPH**

The Department of Education has implemented an Enrolment Management Implementation Plan at our school. This means our school does not currently have sufficient accommodation to accept all enrolment applications. As a result, enrolment numbers at our school are restricted, and we can only offer places to children for whom [name of primary school] is their designated neighbourhood school, siblings of current students at the school and, in exceptional circumstances, compassionate ground enrolments. [or add other enrolment restriction conditions as applicable]

#### **Next step for your child's enrolment**

Every Victorian child has a legislated right to enrol at their designated neighbourhood (local) school. Your child's local school is determined by their permanent residential address. Visit Find my School at [findmyschool.vic.gov.au](https://findmyschool.vic.gov.au) to locate your child's local school. The Enrolling in school page at [vic.gov.au/how-choose-school-and-enrol](https://vic.gov.au/how-choose-school-and-enrol) can also help you to confirm your child's address for enrolment.

If you have not received an offer from another school, you may wish to contact your local school, where your child is guaranteed a place.

Children may also be enrolled at another school if there is sufficient accommodation. You can read more about how applications are prioritised using the department's Placement Policy at [vic.gov.au/how-choose-school-and-enrol](https://vic.gov.au/how-choose-school-and-enrol).

#### **Appeals**

If you are not satisfied [name of primary school] has applied the Placement Policy correctly, or you have exceptional circumstances for an enrolment on compassionate grounds, you can submit a written appeal to [Principal contact name and details]. Refer to the [Appeals information pack for parents and carers](#) available on the [Enrolling in school | vic.gov.au](https://vic.gov.au/enrolling-in-school) webpage, for guidance on appealing an enrolment decision. Please submit an appeal using the Appeal Form in the information pack to our school by **Friday 28 August 2026**.

I wish [child's first name] all the best for a successful transition to primary school.

Yours sincerely

[Personalised school sign off]

**[Signature block of primary school principal]**

## Withdrawing an enrolment offer

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Schools may use this template to notify a family that an enrolment offer is being withdrawn. Schools should select the relevant reason for withdrawing an enrolment offer, and include additional information as necessary. Schools must not withdraw enrolment offers for students who live within the school zone. Before withdrawing an offer, schools **must** consult with the regional office. For further information, refer to FAQs 11 and 12.

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### Withdrawal of Foundation enrolment offer at [name of primary school] for 2027

Dear [parent or carer name(s)]

I am writing to you regarding the enrolment offer made to your child, [child's full name], for Foundation (Prep) at [school name] in 2027. This letter provides formal notice that the **enrolment offer has been withdrawn** and your child no longer has a place at our school.

#### Reason for withdrawal of offer

An enrolment offer was made to [child's full name] on [offer date].

*[Select and include the relevant option below]*

#### Option 1a – Change of address

This offer was made based on the address provided in your enrolment application. The school has since become aware that this is no longer (or not) your child's permanent home address. As the school cannot confirm that your child lives within the school zone, and we do not have sufficient accommodation to accept all who apply, the school cannot offer your child a place. As a result, the enrolment offer has been withdrawn.

#### Option 1b – Address not verified

This offer was made based on the address provided in your enrolment application. We have not been able to confirm that the address provided in the enrolment application is your child's permanent address. As the school cannot confirm that your child lives within the school zone, and we do not have sufficient accommodation to accept all who apply the school, we cannot offer your child a place. As a result, the enrolment offer has been withdrawn.

#### Option 2 – Sibling no longer attending

This offer was made on the basis that your child has a sibling who lives at the same address and would be attending [school name] at the same time. The school has since been advised that [sibling's full name] will no longer be attending [school name] in 2027. Given this is the case, and we do not have sufficient accommodation to accept all who apply, we cannot offer your child a place. As a result, the enrolment offer has been withdrawn.

#### Option 3 – No response to offer

Families are asked to accept Foundation (Prep) enrolment offers by Friday 28 August. We have tried to contact you, but have not been able to confirm that you wish to accept the place at our school. As a result, the enrolment offer has been withdrawn.

If you still wish for your child to attend [School name], please contact the school within the next week.

#### Next steps

Parents and carers are responsible for ensuring their child is enrolled at school for the start of Term 1, 2027 if their child is of compulsory school age.

Every Victorian child has a legislated right to enrol at their local school. Your child's local school is determined by their permanent residential address. You can use [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au) to enter their address and identify their local school. If you have not received an enrolment offer from another school, you should contact your local school to enrol. Your local school is required to offer your child a place.

If you need help to identify other government school options, you can contact the Department of Education on 1800 338 663.

## Appeals

If you are not satisfied [name of primary school] has applied the Placement Policy correctly, or you have exceptional circumstances for an enrolment on compassionate grounds, you can submit a written appeal to [Principal contact name and details]. Refer to the [Appeals information pack for parents and carers](#) available on the [Enrolling in school | vic.gov.au](#) webpage, for guidance on appealing an enrolment decision. Please submit an appeal using the Appeal Form in the information pack to our school by **Friday 28 August 2026**.

If you have questions about this decision or require further information, please contact [school contact details].

Yours sincerely

[Personalised school sign off]

**[Signature block of primary school principal]**