**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 |
| --- | --- | --- |
| **Term 1: Friday 27 January 2023 (students commence 30 January) – Thursday 6 April 2023** |
| **Term 1, 2023** | Primary schools update school website to include a link to the [Starting school page](https://www.vic.gov.au/starting-school) 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 |
| **Terms 1 and 2, 2023**  | Primary schools conduct tours and other activities (it is recommended that tours are completed by the end of Term 2).***\*\* 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. \*\****  | Primary |
| **Late Term 1, 2023** | School zones for the 2024 school year go live on [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)The ‘*Foundation (Prep) Enrolment Information Pack for Parents/Carers’* resource is available to download from the [Enrolling in Foundation (Prep) webpage](https://www.vic.gov.au/enrolling-foundation-prep) within the [Starting school page](https://www.vic.gov.au/starting-school) on the Vic Gov website.The ‘*Foundation (Prep) Enrolment Information Pack for Schools’* resource is available for government schools to download from the [Enrolment Policy: Foundation (Prep) enrolment page](https://www2.education.vic.gov.au/pal/enrolment/guidance/foundation-prep-enrolment) 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 otherresources to families. | Early childhood education and care service providers and services |
| **Term 2: Monday 24 April 2023 – Friday 23 June 2023** |
| **From Week 1, Term 2, 2023**(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’* 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’* resource. Schools should refer parents/carers to [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au) to locate their designated neighbourhood school for 2024. | Primary |
| **From Week 1, Term 2, 2023**(from Monday 24 April 2023) | **Enrolment applications open** – parents/carers may submit their completed ‘*Application to Enrol in a Victorian Government School*’ (application form) to a government primary school from this date.**\*\* *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.* \*\*** | Parents/Carers |
| 24 June to 9 July 2023 | School holidays |
| **Term 3: Monday 10 July 2023 – Friday 15 September 2023** |
| **By Friday 28 July 2023** | **Enrolment applications due** – parents/carers submit their completed application form to a government primary school **by** this date.**\*\* *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. \*\**** | Parents/Carers |
| **By Friday 11 August 2023** | **Primary schools provideparents/carerswith written notification of Foundation (Prep) enrolment outcomes** as per the department’s [Placement Policy](https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy). Schools should follow their enrolment management plan (if they have one).Template letters are included in the ‘*Foundation (Prep) Enrolment Information Pack for Schools’* resource. Templates include:* letter confirming enrolment – for parents/carers of in-zone children and out-of-zone siblings who submitted an enrolment form
* letter of offer – for parents/carers who submitted an application form and have been offered a place
* unsuccessful application letter – for parents/carers who submitted an application form and have not been offered a place.

The enrolment form should be included with letters of offer.The Foundation (Prep) Appeal Form should be included with unsuccessful application letters.***\*\* Note: schools must not send letters of offer to out-of-zone applicants before the enrolment application due date (28 July 2023) has passed. \*\**** | Primary |
| **By Friday 25 August 2023** | Parents/carers sent a letter of offer return the completed enrolment form by this date, to indicate acceptance of their child’s enrolment offer. | Parents/Carers |
| **By Friday 25 August 2023** | Closing date for parents/carers to lodge a written appeal with **primary school.*****\*\* 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. \*\**** | Parents/Carers |
| **By Friday 15 September 2023** | Primary schools notify all parents/carers, in writing, of the outcome of 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’* resource. | Primary |
| 16 September to 1 October 2023 | School holidays |
| **Term 4: Monday 2 October 2023 – Wednesday 20 December 2023** |
| **During Term 4, 2023** | Primary schools host transition sessions.   | Primary |
| **By Friday 20 October 2023** | 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.***\*\* 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. \*\**** | Parents/Carers |
| **By Friday 17 November 2023** | Regions notify all parents/carers in writing of the outcome of Regional Director appeal by this date (**only** applies to appeals received by the closing date of Friday 20 October 2023). | DE |
| **Ongoing** | Primary schools manage late enrolments and adjust timelines and information as relevant.**\*\* *Note: children of school age are entitled to be enrolled in their designated neighbourhood school, regardless of when their enrolment application is submitted.*** **\*\*** | Primary |
| **Wednesday 20 December 2023** | Final day of Term 4 |

**Note**: This Enrolment Timeline is based on the [Enrolment Policy](https://www2.education.vic.gov.au/pal/enrolment/policy) in the Policy and Advisory Library (PAL). For transition information, please refer to the [Transition – Early Childhood to School: Resources](https://www2.education.vic.gov.au/pal/transition-early-childhood-school/resources) page on PAL and the [*Transition: Positive Start to School Resource Kit*](https://www.education.vic.gov.au/Documents/childhood/professionals/learning/Transition-to-School-Resource-Kit.pdf).