

# Enrolling in school for 2024

Starting school is an exciting time for children, parents and carers. We want to help make the enrolment process as easy as possible for you.

In Victoria, your child has the right to attend their designated neighbourhood school (your 'local school') under the *Education and Training Reform Act 2006*.

You can also apply for a place at a school that is not your local school. The school will consider your application in line with the [Placement Policy](#).



## New statewide timeline for Foundation (Prep)

The first year of primary school is called Foundation or Prep. We have released a new Foundation (Prep) enrolment timeline for all Victorian government primary schools to follow (see page 3). The timeline aims to help you understand when and how to enrol your child into Foundation for the 2024 school year.

## How do I enrol my child in their first year of primary school?

Take these steps to enrol your child in their first year of primary school.

1. Find your local school on the Find my School website (see below). **Note:** 2024 school zones will be available at the end of Term 1, 2023
2. Contact a government primary school to book a school tour or to learn more about the school and the enrolment application process
3. Download the Foundation (Prep) enrolment information pack from [Enrolling in Foundation \(Prep\) Starting School page](#) (available from 24 April 2023)
4. Submit an enrolment application for Foundation **by Friday 28 July 2023**
5. You will be notified of the outcome of your application **by Friday 11 August 2023**. If you receive an offer of placement, you should accept the offer **by Friday 25 August 2023**
6. Take part in enrolment information and transition sessions **during Term 4 2023**
7. Your child will start Foundation **from Tuesday 30 January 2024**

## How do I find my local school?

Find your local school on the Find my School website by following the steps below:

1. Enter [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au) into your browser
2. Enter your permanent residential address under 'Enter your address to get started'
3. Select 2024 under 'Enrolment year'. **Note:** 2024 school zones will be available at the end of Term 1, 2023
4. Select Primary under 'School type'

The map will then show your address, your local school, and on the left the contact details for the school. If you scroll down, it will also show you the five closest schools to your address.

You can also search by school name under 'Search for school'.

## Can my child apply to a government primary school that is not our local school?

Yes, you can apply to schools other than your local school. The school will consider your application in line with the Placement Policy and available space. You can find information on how applications are prioritised on the [Enrolling in school](#) page.

## What happens if I receive a letter saying my enrolment application was unsuccessful?

You should apply to enrol your child in another school. Your child is guaranteed a place at their local school. Your child's local school is determined on the basis of their permanent residential address. Visit [Find my School](#) to locate your child's local school. The [Enrolling in school](#) page can also help you to confirm your child's address for enrolment.

You can also appeal the decision. The [Enrolling in Foundation \(Prep\)](#) page has information on the process to appeal an enrolment application outcome.

## What happens if I miss the enrolment timeframes?

You can apply to enrol your child into Foundation for the 2024 school year at any time from Term 2, 2023.

While you are asked to submit an enrolment application by Friday 28 July 2023, applications after this date will still be accepted from those families who miss enrolment timelines, move permanent residence or newly arrive to Victoria.

Enrolment applications submitted after 28 July 2023 will be processed by the school as they are received, in accordance with the Department's Placement Policy.

## Where can I find further information on enrolling in primary school?

You can ask your local primary school for further information on the Foundation enrolment process.

At the start of Term 2, 2023 you can also find an information pack on the Foundation enrolment process on the [Enrolling in Foundation \(Prep\)](#) page of the Starting School webpage.

If you require help translating the information pack, please talk to your local primary school for assistance.

## Who do I contact for help?

The Transition Coordinator, Enrolment Officer or Principal of the primary school you want to apply to can help you with any questions you may have about the enrolment process.

## Useful Links

Please find some useful links below that may be helpful for you as your child starts primary school in 2024:

Find my School – [findmyschool.vic.gov.au](https://findmyschool.vic.gov.au)

Information on school zones – [vic.gov.au/school-zones](https://vic.gov.au/school-zones)

Enrolling in Foundation (Prep) – [vic.gov.au/enrolling-foundation-prep](https://vic.gov.au/enrolling-foundation-prep)

Enrolling in school - [vic.gov.au/how-choose-school-and-enrol](https://vic.gov.au/how-choose-school-and-enrol)

Disability and inclusive education – [vic.gov.au/disability-and-inclusive-education](https://vic.gov.au/disability-and-inclusive-education)

Regional office contacts – [vic.gov.au/office-locations-department-education-and-training](https://vic.gov.au/office-locations-department-education-and-training)

# Timeline for 2023-24

2023 Dates	Activity
<b>Term 2: Monday 24 April 2023 – Friday 23 June 2023</b>	
<b>Terms 1 and 2, 2023</b>	Primary schools conduct tours, information sessions and other activities for families seeking Foundation (Prep) enrolment for their child for 2024.
<b>By the start of Term 2, 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> Parents/carers should go to <a href="http://www.findmyschool.vic.gov.au">www.findmyschool.vic.gov.au</a> to locate their designated neighbourhood school for 2024. The Enrolment Information Pack for Parents/Carers is available to download from <a href="#">Enrolling in Foundation (Prep)</a> .
<b>From Week 1, Term 2 2023</b>	Primary schools may distribute the Enrolment Information Packs to prospective families and their school community.
<b>From Week 1, Term 2, 2023</b>	<b>Enrolment applications open</b> – parents/carers may submit their completed enrolment application to a government primary school from this date.
<b>Term 3: Monday 10 July 2023 – Friday 15 September 2023</b>	
<b>By Friday 28 July 2023</b>	<b>Enrolment applications due</b> – parents/carers submit their completed enrolment application to a government primary school by this date.
<b>By Friday 11 August 2023</b>	Primary schools notify parents/carers in writing of Foundation (Prep) enrolment outcomes, as per the 'Priority Order of Placement' under the Department's Placement Policy. This may include a letter confirming enrolment, a letter of offer, or an unsuccessful application letter. Parents/carers sent an unsuccessful application letter may start submitting written non-placement appeals to their preferred primary school.
<b>By Friday 25 August 2023</b>	Parents/carers sent a letter of offer indicate acceptance of their child's place by this date.
<b>By Friday 25 August 2023</b>	<b>Closing date</b> for parents/carers to submit a written non-placement appeal with their preferred primary school.
<b>By Friday 15 September 2023</b>	Primary schools notify all parents/carers, in writing, of the outcome of their non-placement appeal by this date.
<b>Term 4: Monday 2 October 2023 – Wednesday 20 December 2023</b>	
<b>During Term 4, 2023</b>	Primary schools host transition sessions.
<b>By Friday 20 October 2023</b>	<b>Closing date</b> for parents/carers to submit a written non-placement appeal with the relevant Regional Director, where they have been unsuccessful with their appeal to their preferred primary school.
<b>By Friday 17 November 2023</b>	Regions notify all parents/carers in writing of the outcome of Regional Director non-placement appeals by this date. This only applies to appeals received by the closing date of Friday 20 October 2023.