The Education State

Foundation (Prep) Enrolment Information Pack for **Parents and Carers**

Guidance for parents/carers of children starting primary school in 2027

VICTORIA State Government | Department of Education

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How to enrol your child in Foundation (Prep)

Starting primary school is an exciting time for you and your child.

If your child is turning **5 years old by 30 April 2027,** they are eligible to start school in 2027. Schooling is **compulsory** once your child turns 6 years old.

In Victoria, every child has the right to attend their designated neighbourhood government school (your 'local school'), as set out in the Education and Training Reform Act 2006.

The Victorian government supports school choice. This means that you can apply to schools other than your local school. Schools will consider your application in line with the department's Placement Policy and offer enrolment if there are available places. The department's Placement Policy does not apply to schools with specific entry criteria, including specialist schools and English language schools.

This information pack outlines **when and how to enrol** your child in Foundation at a government primary school for the 2027 school year and guides you through the process.

If you wish for your child to attend a non-government school (Catholic or independent), please contact the schools directly for their enrolment processes. For information about enrolling in a government specialist school, please visit: vic.gov.au/how-choose-school-and-enrol.

What you need to do

1. **Find your local school**

   Visit www.findmyschool.vic.gov.au to find your local government primary school or nearby schools.

2. **Contact the school**

   Contact the primary school to book an optional school tour. Confirm whether the school will be using the online enrolment (VicStudents) or paper-based enrolment process. This information will be available through the school's website.

3. **Submit your enrolment application**

   Submit an enrolment application **by Friday 31 July 2026**, either online via VicStudents or using the paper-based application form, depending on the school's process. For schools using the paper-based process, the application form is available at the end of this pack.

4. **Receive and choose to accept an outcome**

   You will be notified of the outcome of your application via email **between Monday 3 August and Friday 14 August 2026**. If you receive an offer, you should accept the offer **by Friday 28 August 2026**.

5. **Prepare for your child's transition to school**

   Take part in student **transition sessions during Term 4, 2026**, which will be organised by the school. Your child will start Foundation on **Thursday 28 January 2027**. For further information, visit: http://www.vic.gov.au/transition-school-resources-families.

More information

Contact a government primary school if you need further information or support. Below are some useful links:

- Find my School - findmyschool.vic.gov.au
- Information on school zones - vic.gov.au/school-zones
- Enrolling in Foundation (Prep) – vic.gov.au/enrolling-foundation-prep
- Enrolling in school – vic.gov.au/how-choose-school-and-enrol
- Disability and inclusive education – vic.gov.au/disability-and-inclusive-education
- Department of Education contact – Call 1800 338 663 or email: enquiries@education.vic.gov.au

Foundation (Prep) enrolment timeline 2026-27

All Victorian government primary schools (including P-12 schools) follow a statewide Foundation (Prep) enrolment timeline. The timeline provides key dates to apply and enrol your child into Foundation for the 2027 school year.

2026 Dates	What do parents/carers need to do?
Term 1: Tuesday 27 January (students start 28 January) – Thursday 2 April 2026	
Terms 1 and 2, 2026	• **Attend school tours** organised by primary schools *(optional).*
By Thursday 2 April 2026	• School zones for the 2027 school year are available. You can **find your local school at** www.findmyschool.vic.gov.au.
Term 2: Monday 20 April – Friday 26 June 2026	
From Monday 20 April 2026	• From the start of Term 2, **complete and submit your child's application** – either online (VicStudents portal) or using the Application Form, which is available in this pack (below),
Term 3: Monday 13 July – Friday 18 September 2026	
By Friday 31 July 2026	• **Submit your completed application** to the government primary school by Friday 31 July 2026.
Between Monday 3 August and Friday 14 August 2026	• Primary schools will notify you in writing of **enrolment outcomes** during this period. • If your enrolment application is not successful, and you believe you have appropriate grounds to appeal the decision, you may lodge a written appeal with the school using the Appeal Form, found in the Appeals information pack for parents and carers (DOCX and PDF), available on the Enrolling in school webpage.
By Friday 28 August 2026	• **Confirm acceptance of your child's place** by completing the required steps included in the enrolment offer. • If you intend to appeal, submit a written appeal to the primary school by Friday 28 August.
By Friday 11 September 2026	• Primary schools will notify you in writing of **appeal outcomes**. • **If your appeal is successful,** you must complete an enrolment form to confirm acceptance.
By Friday 18 September 2026	• If your appeal to the school is unsuccessful, and you believe your appeal has not been adequately considered, you may lodge a written appeal to the relevant Department of Education Regional Director. For regional office details, email enquiries@education.vic.gov.au. • A written appeal to the Regional Director must be submitted by Friday 18 September.
Term 4: Monday 5 October – Friday 18 December 2026	
Term 4, 2026	• Attend transition sessions hosted by primary schools.
By Friday 6 November 2026	• If you have lodged an appeal with the Regional Director, the region will notify you in writing of the outcome by this date. This only applies to appeals received by the closing date of Friday 18 September.

Frequently Asked Questions (FAQs)

Online Enrolment (VicStudents)

- Some government primary schools will use the VicStudents portal, the department's new online enrolment system, for Foundation (Prep) enrolments in 2026.
- Before applying, please check the school's website or contact the school directly to confirm how you should submit your application.

Applying to a government primary school

1. When should my child start primary school?

Your child must be 5 years old by 30 April in the year that they start school. Schooling is *compulsory* for children who have turned 6 years old.

2. What happens if I miss the application due date?

We encourage families to follow the statewide enrolment timeline (see page 4), as this helps schools plan classes, staffing and transition activities to support a smooth start to school for all children.

While you are asked to submit an enrolment application **by Friday 31 July 2026**, late applications will still be accepted from families who may have missed the enrolment timeframe, moved to a new permanent residence or have newly arrived in Victoria. Applications submitted after this date will be managed by the primary school as they are received, in accordance with the department's Enrolment Policy.

3. Who can I contact for help with enrolment?

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

4. What if I want to apply to a non-government (Catholic or Independent) school?

If you wish to enrol at a Catholic or independent (non-government) primary school, you must follow a different enrolment process. You can find more information on the following websites:

- Catholic schools: vcea.catholic.edu.au/choosing-a-catholic-school/
- Independent schools: is.vic.edu.au/independent-schools/

Forms, documents and special circumstances

5. Do I need to complete both an application form and an enrolment form?

In most cases, yes – you will complete an application form first, and an enrolment form later if your child is offered a place and you accept it.

The **application form** is used to apply for a place at a school. It allows the school to check whether your child is eligible to enrol. You may be asked to provide proof of your address when you apply, and you can submit application forms to more than one school.

If your child is offered a place and you choose to accept it, the school will then ask you to complete an **enrolment form**. This form confirms your acceptance of the offer for the 2027 school year and collects the personal and health information needed to finalise your child's enrolment for Foundation at this school. You should only complete an enrolment form for the school your child will attend.

In some cases, a school may ask you to complete an enrolment form instead of an application form. The school will let you know what form you need to complete.

6. What documents do I need to enrol my child?

Schools may ask for different documents at different stages of the enrolment process.

When you apply for a place, the school may ask for documents to confirm:

- your child's home address, and/or
- your child's Australian residency status.

If your child is offered a place and you accept it, the school will ask for additional documents to finalise enrolment.

These may include:

- evidence of your child's name and date of birth (for example, a birth certificate or passport),
- an Immunisation History Statement, and
- any relevant supporting documents, such as medical plans, court orders or care arrangements.

Schools will let you know exactly which documents are required and when to provide them. You do not need to provide original documents; copies can be provided in person or digitally. For more information, you may refer to the: Enrolment documentation checklist for parents and carers (DOCX)

7. Who can sign the application and enrolment forms?

Where practical, all parents/carers with legal responsibility for a child should sign the application form and/or enrolment form.

For the purposes of these forms, a parent or carer may include:

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

Where it is not possible for parents/carers to sign the same form, please let the school know. The school can arrange for separate forms to be completed if needed.

8. How do I register my child for home schooling in 2027?

For information on home schooling, visit the Victorian Registration and Qualifications Authority website at https://www2.vrqa.vic.gov.au/register-home-educate.

9. Where can I find information about enrolment for international students?

If you are a parent/carer of a child holding a fee-liable visa (for example, a dependant, temporary or bridging visa) you should apply for enrolment in a government school through the International Student Program (ISP) at study.vic.gov.au or apply directly to non-government (Catholic or Independent) schools. International students holding fee-exempt visas should submit their application to a government school directly.

If you have any further questions regarding international student enrolments, or wish to confirm whether your child's visa is fee-liable or fee-exempt, you can find further information at study.vic.gov.au, or you can contact the Department of Education's International Education and Partnerships Division directly at international@education.vic.gov.au.

10. My child has a disability. How can I ensure their primary school will support them?

Every Victorian government school has established programs and practices to support a wide variety of student needs, including students with disability and additional needs. Schools must make reasonable adjustments to ensure students with disability have the same learning opportunities as children without disability.

We encourage you to contact the school early to discuss your child's needs and the supports that may be available. This can help the school plan for a smooth transition and ensure the right supports are in place from the start. You also have the option to seek enrolment for your child at a government specialist school for students with disability (see question below).

More information about disability support, inclusive education and your child's rights is available at: vic.gov.au/disability-and-inclusive-education.

Local schools and school zones

11. What is a designated neighbourhood school (local school)?

Your local school is generally the government school closest to your child's permanent residential address.

For children living in metropolitan Melbourne, Ballarat, Bendigo or Geelong, their local school is usually the nearest government school in a straight line from their permanent address. If you live in another area, it is usually the nearest school by the shortest practical route by road.

For more information, please visit: vic.gov.au/school-zones

12. Is my child guaranteed a place at their local school?

Yes, the Education and Training Reform Act 2006 guarantees your child a place at their local school. This means, if your child lives within the school zone, they must be offered a place when seeking enrolment.

13. How can I find my local primary school and other schools nearby?

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

1. Enter findmyschool.vic.gov.au into your browser.
2. Enter your permanent address under 'Enter your address to get started'.
3. Select 2027 under 'Enrolment year'. **School zones for 2027** will be available by 2 April 2026.
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'.

14. My property sits across two or more school zones. Which is my local school?

If your property sits across multiple zones or is intersected by a school zone boundary, then your child has the right to attend any of these schools.

15. If my child has multiple addresses, how is their local school decided?

If your child lives at more than one address, their permanent address is the place at which they spend most of their weekdays.

If your child spends an equal amount of time at multiple addresses, you can choose any of these addresses as their permanent address when applying to a primary school. However, this does not mean that your child can be enrolled at and attending multiple schools, rather you are entitled to enrol in one local school of your chosen address.

For more information and help to determine your address for enrolment, visit: vic.gov.au/how-choose-school-and-enrol.

16. What address do I use if I am moving, or intend to move to a different address?

You should complete the application form using your child's **current** permanent address. If you intend to move to a new address with your child, you must only use that address for enrolment once they are living at the new address permanently. You may only enrol at another local school using the new permanent address when your child is living there, subject to verification of your child's permanent address.

For more information, please see: vic.gov.au/how-choose-school-and-enrol.

How enrolment decisions are made

17. How do schools decide which applications are accepted?

All government primary schools use the Placement Policy to manage enrolments by:

- setting out the legal right for students to enrol at their local school
- providing schools guidance on how to prioritise students outside their school zone, when they have limited places available (the priority order of placement).

The priority order of placement only applies where parents/carers are seeking enrolment in a school other than their child's local school, and where that school does not have sufficient accommodation to offer places to all who apply for entry. The priority order of placement is set out in question 18.

The department's Placement Policy does not apply to schools with specific entry criteria, including specialist schools, English language schools, select entry schools or community schools.

In exceptional circumstances, a child may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement.

18. How are applications from outside the school zone prioritised?

Where schools cannot offer a place to all children who live outside their school zone, schools will prioritise out-of-zone applications using 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 of their home to the school.

In exceptional circumstances, a child may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. For further information on compassionate grounds, refer to question 24 below.

Supported inclusion schools have local enrolment policies that enable them to offer priority enrolment to out-of-zone students who meet specialist enrolment criteria. To find your nearest Specialist or Supported Inclusion School, go to the Find my School website and follow the steps set out in question 13 (above) and select 'Specialist' under school type.

19. I can see that siblings are prioritised for enrolment. How is a sibling defined?

The definition of a sibling reflects modern family living arrangements. It includes, but is not limited to:

- both younger and older siblings
- step-siblings living together at the same permanent address
- students living together at the same permanent address as part of statutory out-of-home care arrangements, including foster care, kinship care, residential care and permanent care
- students permanently living together in one residence as part of multiple family cohabitation.

Application outcomes and appeals

20. How do I accept my child's Foundation enrolment offer?

Schools will send offers **between Monday 3 August and Friday 14 August 2026**. You will receive a notification from each school you have applied to, indicating whether the school is able to offer your child a place or not. The offer will include instructions on how to accept the offer.

If you receive multiple offers, you must only accept one. You will then need to contact the schools your child will not be attending to let them know you are declining their offer.

If you have applied online through the VicStudents portal, you will be notified of the outcomes of your application through the portal. You will have to accept one offer for your preferred school and decline any other offer(s) accordingly.

21. What happens if I receive a letter saying my application was unsuccessful?

Your unsuccessful letter will include the next steps, including contacting your local school or nearby government schools to submit another application if required.

If your application was unsuccessful, you can lodge an appeal (see question 23).

22. What happens if our address changes after my child's application has been accepted?

You must contact the primary school that offered your child a place as soon as possible to inform them of your updated address. If your new address is out of zone, the offer may be withdrawn. In this instance, you will need to contact your new local school or other government schools to seek enrolment.

If your child has been offered a place on sibling grounds the offer will remain unchanged, so long as both siblings continue to share a permanent address and will attend the school at the same time.

23. Can I appeal the decision if my application is unsuccessful?

If a government school decides not to offer your child a place, and you believe you have appropriate grounds to appeal the decision, you can submit an appeal to the school.

You may appeal a school's decision not to enrol your child on the following grounds:

- compliance with the priority order of placement
- permanent address
- compassionate grounds

For more information about the appeal process, refer to the Appeals information pack for parents and carers (DOCX and PDF), available on the Enrolling in school webpage.

Application to Enrol in a Victorian Government School

Enter school name here

This form supports students to apply for a place at a Victorian Government School. If a student is offered a place at a school, a School Enrolment Form, with attached supporting documentation, may need to be completed to finalise enrolment.

Your child's right to enrolment

Your child is guaranteed a place at the school they are zoned for, as shown on the Find My School website.

This means that if your child lives within the school zone, they must be offered a place when seeking enrolment. To find the school you are zoned for (referred to as your local school) visit www.findmyschool.vic.gov.au

Going to a school outside your zone

You have the choice to seek enrolment at a school that is not your local school. Your child should be offered a place if the school has sufficient accommodation.

If the school has limited accommodation, applications are considered using the priority order of placement. The priority order of placement prioritises out-of-zone siblings and then students in order of closeness of their home to the school.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. Family and student privacy will be maintained when considering applications on compassionate grounds.

To find out more, visit www.vic.gov.au/how-choose-school-and-enrol

Student tests and interviews

Enrolment offers are not dependent on a satisfactory report or interview. Student tests or interviews may only occur after an enrolment offer has been accepted.

Students with disability

Every student has the right to attend their local school. Students with disability have the same right to enrol in their local school as students without disability.

All schools must make reasonable adjustments so that students with disability can learn and achieve on the same basis as students without disability.

You also have the option to seek enrolment for your child at a government specialist school for students with disability.

International students

Fee-liable international students should apply through the International Student Program at www.study.vic.gov.au

STUDENT DETAILS

Surname:	
First Given Name:	
Second Given Name: *(if applicable)*	
Preferred First Name: *(if applicable)*	
Date of Birth: *(dd-mm-yyyy)*	**Gender:** ☐ Male ☐ Female ☐ Self described:_____

Which year are you seeking to enrol this student?

☐ Foundation(Prep) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ Ungraded

Intended start date:	
☐ Day 1, Term 1	☐ Other (dd-mm-yyyy): _____ / _____ / _____

Are you seeking to enrol the student at this school full-time?	☐ Yes (move to next section)	☐ No	
If No, how many days a week would the student be attending this school?			
If No, provide reason you are seeking part-time enrolment:			
Other school name:		***Days / week:***	***Has enrolment been accepted?*** ☐ Yes ☐ No
Other school name:		***Days / week:***	***Has enrolment been accepted?*** ☐ Yes ☐ No

Do you live in the school's zone? *Go to www.findmyschool.vic.gov.au to find your local school*	☐ Yes	☐ No
If this school has multiple campuses, what campus is the student applying for?		

Student's Permanent Residence

Your child's permanent residence is the address where they spend the majority of their days during the school week. If they spend an equal amount of time at two addresses, both are considered their permanent address and your child will be entitled to enrol in the designated neighbourhood school for either address. **Proof of permanent address should only be provided to the school upon request, after your application has been submitted. The school will let you know if and what evidence is required**. For more information, please refer to the Residential Address Check, available at: www.vic.gov.au/how-choose-school-and-enrol. When assessing your application, the school may make enquiries to verify the information provided, such as checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office; checking with a real estate agent; or checking whether there are any regulations/codes limiting the number of people living at one residence, for example if a rental property is a studio or one bedroom unit.

No. & Street Address:	
Suburb:	
State:	**Postcode:**
How often does this student live at this address?	
☐ Always ☐ Mostly ☐ Balanced (50%)	
If the student lives at another address during the school week, please provide further details including the address, who they reside with, and how many days a week the student lives there:	

Siblings

A sibling is defined broadly and can include step-siblings and students living together as part of a multiple family cohabitation or out-of-home-care arrangements, including foster care, kinship care, residential care and permanent care.

Does the student have any siblings at this school?		☐ Yes	☐ No *(move to next section)*	
Name		**Current Year Level**	**Reside at same residential address as the student**	
1			☐ Yes ☐ No	☐ Sometimes
2			☐ Yes ☐ No	☐ Sometimes
3			☐ Yes ☐ No	☐ Sometimes
4			☐ Yes ☐ No	☐ Sometimes

PARENT/CARER DETAILS

This form should be completed by parents or carers who are responsible for enrolling their child in school. It is the responsibility of the person completing this form to consult with all other adults that need to be involved in the enrolment process. If required information is not provided or there is a dispute between parents or carers about a child's enrolment, the enrolling principal is required to consider the student's education and wellbeing when deciding whether to defer or accept the enrolment.

Enrolling Adult 1

Surname:				
First Given Name:				
Contact Mobile Number:				
Contact Home Phone:				
Contact Email Address:				
Correspondence Address:				
Student lives with Adult 1:	☐ Always	☐ Mostly	☐ Balanced (50%)	☐ Occasionally
Adult 1 Relationship to Student:	☐ Parent ☐ Relative	☐ Step Parent ☐ Friend	☐ Foster Parent ☐ Self	☐ Host Family ☐ Other: _____

Enrolling Adult 2

Surname:					
First Given Name:					
Contact Mobile Number:					
Contact Home Phone:					
Contact Email Address:					
Correspondence Address:					
Student lives with Adult 2:	☐ Always	☐ Mostly	☐ Balanced (50%)	☐ Occasionally	☐ Never
Adult 2 Relationship to Student:	☐ Parent ☐ Relative	☐ Step Parent ☐ Friend	☐ Foster Parent ☐ Self	☐ Host Family ☐ Other: _____	

Declaration

Information is collected and handled in accordance with the Schools' Privacy Policy, available here: www.vic.gov.au/schools-privacy-policy

Please also refer to the Victorian Government School Privacy Collection Notice for details on handling of personal and health information in schools: www.vic.gov.au/schools-privacy-collection-notice

I/We confirm that:

- **I am/We are the person/people named as completing this form.**
- **The information in this form is true and correct.**
- **I/We agree to authorise this form by electronic means with an electronic signature.**

Signature of Enrolling Adult: Type name here _____ Date: _____ / _____ / _____

Signature of Enrolling Adult (if applicable): Type name here _____ Date: _____ / _____ / _____