

Foundation (Prep) Enrolment Information Pack for Schools

Guidance and resources for all government
primary schools regarding **2024**
Foundation enrolments

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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 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 The 'Foundation (Prep) Enrolment Information Pack for Parents/Carers' resource is available to download from the Enrolling in Foundation (Prep) webpage within the Starting school page 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 on the Policy and Advisory Library.	DE
	Early childhood education and care service providers and services invited to distribute the 'Foundation (Prep) Enrolment Information Pack for Parents/Carers' and other resources to families.	Early childhood education and care service providers and services
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 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

2023 dates	Activity and notes	Responsible party
By Friday 11 August 2023	<p>Primary schools provide parents/carers with written notification of Foundation (Prep) enrolment outcomes as per the department's Placement Policy. Schools should follow their enrolment management plan (if they have one).</p> <p>Template letters are included in the 'Foundation (Prep) Enrolment Information Pack for Schools' resource. Templates include:</p> <ul style="list-style-type: none"> • 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. <p>The enrolment form should be included with <u>letters of offer</u>.</p> <p>The Foundation (Prep) Appeal Form should be included with <u>unsuccessful application letters</u>.</p> <p>** Note: schools must <u>not</u> send letters of offer to out-of-zone applicants before the enrolment application due date (28 July 2023) has passed. **</p>	Primary
By Friday 25 August 2023	Parents/carers sent a <u>letter of offer</u> return the completed enrolment form by this date, to indicate acceptance of their child's enrolment offer.	Parents/Carers
By Friday 25 August 2023	<p>Closing date for parents/carers to lodge a written appeal with primary school.</p> <p>** 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. **</p>	Parents/Carers
By Friday 15 September 2023	<p>Primary schools notify all parents/carers, in writing, of the outcome of appeals by this date.</p> <p>Template letters that schools may use to communicate appeal outcomes are included in the 'Foundation (Prep) Enrolment Information Pack for Schools' resource.</p>	Primary
16 September to 1 October 2023	School holidays	
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	<p>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.</p> <p>** 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. **</p>	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	<p>Primary schools manage late enrolments and adjust timelines and information as relevant.</p> <p>** Note: children of school age are entitled to be enrolled in their designated neighbourhood school, <u>regardless</u> of when their enrolment application is submitted. **</p>	Primary
Wednesday 20 December 2023	Final day of Term 4	

Note: This Enrolment Timeline is based on the [Enrolment Policy](#) in the Policy and Advisory Library (PAL). For transition information, please refer to the [Transition – Early Childhood to School: Resources](#) page on PAL and the [Transition: Positive Start to School Resource Kit](#).

Guidance and information about the Foundation (Prep) enrolment process

Overview

The new statewide enrolment timeline includes key dates, activity descriptions and an overview of responsibilities to help schools to plan for their 2024 Foundation enrolments.

The below table captures the key steps for schools in the process. This section of the pack provides guidance on the resources and templates available to support schools to implement these key steps.

Key steps	School action	Dates
1. Communicating with prospective families and school community	Schools provide information about the Foundation (Prep) enrolment timeline to prospective families and school community.	Terms 1 and 2, 2023
2. Enrolment applications	Schools support parents/carers to complete enrolment applications by Friday 28 July 2023.	24 April – 28 July 2023*
3. Enrolment outcome letters	Schools notify parents/carers of the outcome of enrolment applications by Friday 11 August 2023.	31 July – 11 August 2023*
4. Appeals	Schools notify parents/carers in writing of the outcome of school-level appeals by Friday 15 September 2023.	28 August – 15 September 2023*

* Schools are expected to process late applications for enrolment submitted after Friday 28 July 2023 as they are received, in accordance with the department's Placement Policy. For late enrolments, schools should adjust timelines and information as relevant.

1. Communicating with prospective families and school community – Terms 1 and 2, 2023

Appendix 2 of this pack provides templates that primary schools may use to provide information about the Foundation (Prep) enrolment timeline to prospective families and the school community.

Template	Description	Guidance on use
Template email sending enrolment application and information pack to prospective families (see page 19)	Schools may use this template when sending the application form and information pack to prospective families.	Optional, schools may adapt the email wording as required
Template newsletter article (see page 20)	Schools may use this template to raise awareness of the timeline through a school newsletter or bulletin.	Optional, schools may adapt wording as required

Other resources have also been developed to support schools and other stakeholders to communicate about the timeline. Information and links to these resources is contained below.

Resource and link	Description	Guidance on use
Template website content (available in the Policy and Advisory Library (PAL) - Foundation (Prep) enrolment)	Schools should update their website using the template content. Schools must remove any outdated information regarding enrolment dates and activities for enrolment into Foundation for the 2024 school year.	Required
Factsheet for parents/carers (available here: Enrolling in Foundation (Prep))	The factsheet provides a summary of the Foundation enrolment process, key dates and Frequently Asked Questions (FAQs). Translated factsheets are available in Arabic, Chinese (Simplified), Dari and Vietnamese.	Optional
Parent/carer enrolment information pack (available here: Enrolling in Foundation (Prep))	This pack includes more detailed FAQs for parents/carers compared to the factsheet.	Optional
Early childhood sector enrolment information pack (available here: Enrolling in Foundation (Prep))	This pack includes resources to support kindergartens and early childhood education and care (ECEC) services to share information about the timeline (including a poster, social media tile and post, newsletter content and factsheet). The pack will be distributed by the department to the early childhood sector through the Early Childhood Update newsletter. Schools with existing connections with kindergartens and ECEC services are encouraged to share this resource directly.	Optional

2. Enrolment applications – 24 April to 28 July 2023

Foundation enrolment applications for the 2024 school year open at the start of Term 2 on Monday, 24 April 2023. Parents/carers are encouraged to apply by Friday 28 July 2023.

Schools have the option to process applications for enrolment in two stages:

- i. **Stage 1:** Application form ('Application to Enrol in a Victorian Government School') – *optional*
- ii. **Stage 2:** Enrolment form ('Form to Enrol in a Victorian Government School') – *required*

Schools are required to provide parents/carers with the appropriate form for each step of the process. Schools can choose the enrolment process that works best for their school and community.

If selecting a two-stage process, schools should use the department's application form.

Providing all parents/carers with the application form allows you to check in-zone or sibling status before offering a place and providing the enrolment form. It may also limit the instances of parents/carers enrolling at multiple schools.

Please note while parents/carers may choose to apply to multiple schools using the application form, it is recommended that they only complete an enrolment form for the school their child will attend.

Template	Description	Guidance on use
Application form (PDF)	<p>Captures information needed for schools to make an enrolment offer in line with the Placement Policy.</p> <p>The application form is available as a fillable PDF. Schools can make the application form available on their school website.</p>	Optional, recommended for all enrolment enquiries
Enrolment form (PDF)	<p>Collects personal information that should only be sought from parents/carers of children who will be attending your school. The form is mandatory for children new to the Victorian government school system and is therefore required for all Foundation enrolments. The form is available as a fillable PDF.</p> <p>An updated enrolment form was released in April 2023. Refer to the Enrolment Form Factsheet for Schools (PDF) for information on key changes.</p>	Required to progress accepted enrolments

3. Enrolment outcome letters – 31 July to 11 August 2023

Foundation enrolment applications are due to schools on Friday, 28 July 2023. Schools must provide written notification of enrolment outcomes (to all applicants that applied by the due date) between Monday, 31 July 2023 and Friday, 11 August 2023.

Enrolment outcomes must be made in accordance with the department's Placement Policy. Schools are required to follow their Enrolment Management Plan (EMP), if applicable. FAQs about the Placement Policy and EMPs are in Appendix 1.

Template letters are available in Appendix 2. Schools are required to use these to notify parents/carers of enrolment application outcomes. **These templates contain legal information that will support you to withdraw an offer if conditions of enrolment are not satisfied.**

The below table outlines when to use the templates. Select the most appropriate template for each child. You should only send one of these letters.

Template	Description	Guidance on use
Letter confirming enrolment (see page 21)	This letter should be used to notify parents/carers who submitted an enrolment form of their confirmed enrolment.	Required if applicable
Letter of offer (see page 23)	This letter should be used to advise all parents/carers who submitted an application form that their enrolment application is successful .	Required if applicable

	The enrolment form should be included with this letter.	
Unsuccessful application letter (see page 25)	This letter should be used to notify parents/carers who submitted an application form that their enrolment application is unsuccessful. The Appeal Form (see pages 29-36 of this document) should be included with this letter.	Required if applicable

4. Appeals – 28 August to 15 September 2023

Where a family wishes to appeal an enrolment decision, parents/carers must lodge a written appeal with the school in the first instance by Friday 25 August 2023.

Schools must notify all parents/carers, in writing, of the outcome of appeals by Friday 15 September 2023. This information pack includes templates to be used by schools to support the appeals process.

Template	Description	Guidance on use
Appeal Form (see pages 29-36)	Parents/carers can use the Appeal Form to lodge an appeal to the school. Primary schools should include this form with the unsuccessful application letter provided to parents/carers.	Schools required to provide where appropriate.
Successful appeal letter (see page 26)	This letter must be used to notify parents/carers that their appeal for enrolment has been successful. The enrolment form should be included with this letter.	Required if applicable
Unsuccessful appeal letter (see page 27)	This letter must be used to notify parents/carers that their appeal for enrolment has been unsuccessful.	Required if applicable

Key contacts

Question	Regional contact details
<p>For questions from schools, early childhood and care service providers and services, or parents/carers relating to:</p> <ul style="list-style-type: none"> • Timeline • Foundation enrolment policy and process • Application and enrolment forms • Enrolment outcome letters • Frequently asked questions • Appeals process 	<p>North-Eastern Victoria Region nevr@education.vic.gov.au Ph: 1300 333 231</p> <p>North-Western Victoria Region nwvr@education.vic.gov.au Ph: 1300 338 691</p> <p>South-Eastern Victoria Region sevr@education.vic.gov.au Ph: 1300 338 738</p> <p>South-Western Victoria Region swvr@education.vic.gov.au Ph: 1300 333 232</p>

Useful links

Topic	Link
Identifying school zones	Visit www.findmyschool.vic.gov.au
Enrolment policy and guidance for schools	<p>Visit the following key pages in the Policy and Advisory Library:</p> <ul style="list-style-type: none"> • Enrolment: Foundation (Prep) enrolment • Enrolment: Placement Policy • Enrolment: Designated neighbourhood schools – school zones • Enrolment: Determining permanent residence
Enrolment information for parents/carers	<p>Refer parents/carers to the Starting school webpage on the Victorian Government website. Key pages within the Starting school webpage include:</p> <ul style="list-style-type: none"> • Enrolling in Foundation (Prep) – <i>note: the parent/carer enrolment information pack can be downloaded from this page</i> • Enrolling in school • School zones

Appendix 1. Frequently Asked Questions (FAQs)

Government school FAQs

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

IMPORTANT

The Department of Education's [Placement Policy](#) has been updated. Please refer to questions 15-16 for important information that impacts all new enrolments and transfers.

Foundation enrolment timeline and resources

1. What is the new statewide Foundation (Prep) enrolment timeline and process?

The new statewide process provides government primary schools with clear timeframes for enrolling students who will commence Foundation in the 2024 school year.

Schools will use the process and timeline to plan and manage enrolments in accordance with the [Placement Policy](#). The timeline seeks to improve schools' access to timely enrolment information and support workforce planning. It also aims to support schools by providing standardised templates to support the enrolment process.

The process also helps families to understand when and how to enrol their child into Foundation at a Victorian government school. It standardises the key processes and dates across government schools for enrolment applications and the communication of enrolment outcomes.

This will improve support for schools and families navigating the Foundation enrolment process. The timeline provides opportunities to streamline the process for schools and families in future years.

2. Which schools are required to implement the process and timeline?

All Victorian government primary schools, including P-9 and P-12 schools, are required to implement the process and timeline in 2023 to support Foundation enrolments for the 2024 school year.

The process and timeline are not applicable to those primary schools exempt from the department's [Placement Policy](#), such as specialist schools. It will also not apply to non-government schools (Independent or Catholic).

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

Yes, the department has produced a factsheet in four languages other than English (Arabic, Chinese (Simplified), Dari and Vietnamese). The factsheet provides a summary of the Foundation enrolment process and the key dates for 2023-24.

4. When can parents/carers submit enrolment applications?

Schools should not accept any Foundation enrolment applications in Term 1 of the school year. Parents/carers can submit Foundation enrolment applications for the 2024 school year from Term 2, 2023.

This timing ensures that parents/carers have access to the enrolment information pack and can view school zones for 2024 on [Find my School](#) before submitting an enrolment application.

5. What happens if parents/carers miss key enrolment dates?

Children of school age are entitled to enrol in their designated neighbourhood school, regardless of when their enrolment application is submitted.

While parents/carers are encouraged to submit an enrolment application by Friday 28 July 2023, late applications are still to be accepted from those who miss enrolment timelines, move permanent residence, or newly arrive to Victoria.

As this is a new process, it is expected that some parents/carers may miss key enrolment dates. Schools will be required to manage late enrolment applications in line with the [Placement Policy](#). If an application for Foundation (Prep) enrolment misses the deadline, it should be considered after applications received on time (if the child does not live in the school zone or does not have a sibling attending the school at the same time).

6. When can schools run tours for prospective families?

Schools may conduct tours and other activities for prospective families in Terms 1 and 2. As enrolment applications are due in early Term 3, it is recommended that the majority of scheduled tours are completed by the end of Term 2. However, schools can continue to arrange school visits for prospective families after the due date as necessary to support families that have missed enrolment timeframes.

7. Does the Foundation enrolment timeline complement transition to school activities?

The Foundation enrolment timeline includes key dates and activities related to enrolment, and is based on the [Enrolment Policy](#) in the Policy and Advisory Library (PAL).

The Foundation enrolment timeline complements the *Transition: A positive start to school* initiative, however it does not include specific dates or recommendations for transition to school activities.

For transition information and timelines, please refer to the [Transition – Early Childhood to School: Resources](#) page on PAL and the minimum key activities identified in the [Transition: A Positive Start to School Resource Kit](#).

8. How is the department engaging with the early childhood sector to raise awareness of the Foundation enrolment timeline?

The department has developed an enrolment information pack for the early childhood sector. The pack is published online and is publicly available for download from the [Enrolling in Foundation \(Prep\)](#) webpage. The pack includes resources to support kindergartens and early childhood education and care (ECEC) services to share information about the timeline with their families and includes a poster, social media tile and post, newsletter content and factsheet.

The department will also publish the pack in the Early Childhood Update inviting ECEC services to use the resources to provide clear and accurate information to their families. Schools with existing connections to kindergartens and ECEC services are also encouraged to share this resource directly.

Managing enrolment applications

9. What if I have an Enrolment Management Plan (EMP)?

Schools will be notified if they have an EMP for the 2024 school year before the application due date of Friday 28 July 2023. If you receive an EMP for the 2024 school year, this can be communicated to parents/carers as they submit an enrolment application.

Where your school has already received enrolment applications, you can contact applicants (if relevant) to advise that your school has received an EMP.

Please note, written notification of enrolment outcomes to all applicants that applied by the due date should still occur between Monday 31 July 2023 and Friday 11 August 2023.

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

As this is a new process, it is acknowledged that some families may miss the enrolment timeframes. Schools will be required to manage late enrolment applications in line with the [Placement Policy](#).

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

11. How do I notify parents/carers of their successful or unsuccessful enrolment application?

Schools must provide written notification of enrolment outcomes to all applicants who applied by the due date between Monday 31 July 2023 and Friday 11 August 2023.

There are template letters that schools must use to notify parents/carers of the outcome of their enrolment application. These template letters can be found in Appendix 2 of this pack.

The 'Guidance and information about the Foundation (Prep) enrolment process' section on page 7 of this pack outlines when and how to use each template. You should only use one template for each child, depending on the enrolment outcome and whether the parent/carer filled out the enrolment or application form.

Schools using the application form, only need to send the letter of offer if the application is successful. There is no need to send the letter confirming enrolment once the parent/carer has completed and returned the enrolment form.

It is important to use these template letters as they contain legal information outlining conditions of enrolment.

12. What if a parent/carer does not respond to the enrolment offer or does not wish to accept their child's Foundation enrolment offer?

Parents/carers that submitted an application form and were sent an enrolment offer are asked to indicate their acceptance of the offer by returning a completed enrolment form by Friday 25 August 2023. Primary schools can take reasonable steps to follow up on outstanding enrolment offers. This includes contacting the parent/carer via email, phone, or post.

If the delay is due to time constraints when completing the enrolment form, please ensure you provide extra time and offer additional support for parents/carers to complete documentation.

If parents/carers are unresponsive and there is a risk that the child will not be enrolled in school for the following year, please contact your regional office for further support.

13. Can schools keep a waiting list for families that have received unsuccessful applications?

Primary schools should not hold a waiting list for enrolments. Waiting lists makes it difficult for other schools to plan their enrolment numbers for the following year.

Schools should manage their enrolments within the statewide timeline.

14. What happens if a child's address changes between the enrolment offer being made and the first day of Foundation in 2024?

A parent/carer must notify the primary school that offered the child a place as soon as is practicable.

If an enrolment offer has been made and the child's permanent residence has changed or it comes to light that the address provided on the application form was not the child's genuine permanent residence, a school may *only* withdraw an enrolment offer in the following circumstances:

- the new address is not within the designated neighbourhood area for the school; **and**

- where, after the priority order of placement is applied to the correct address, a place is not available for the child; **and**
- the enrolment offer and any subsequent material provided to the parent/carer expressly states that the offer may be withdrawn prior to the first day of attendance if the child's permanent place of residence changes or the school becomes aware that the address provided on the application or enrolment form was not the genuine permanent residence for the child.

The enrolment outcome letter templates provided on pages 21-25 includes this wording and should be used when making enrolment offers.

If these circumstances occur, prior to withdrawing an enrolment offer, school staff should consider any safety or wellbeing issues that may affect the child as a result of the offer being rescinded. Furthermore, school staff **must** consult with the relevant regional office or the department's Legal Division.

If such situations occur, school staff must notify the child's parent/carer in writing and Bcc: the relevant regional office. Regional staff will then work with the family's new designated neighbourhood primary school, or preferred primary school, to ensure the child has a confirmed enrolment for Foundation in 2024.

The department's Placement Policy

15. What changes have been made to the department's Placement Policy?

The Placement Policy has been updated to provide greater clarity for schools and parents/carers and support consistent decision-making.

Changes include simplifying the priority order of placement. Applications received from families who reside **outside of the school zone** will now be reviewed based on 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.

Out-of-zone enrolments cannot be prioritised based on curriculum grounds (see question 16).

There have been no changes made to compassionate grounds in the policy, which states that 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 question 17).

School staff should familiarise themselves with the **updated Placement Policy**, which is available in the Policy and Advisory Library (PAL): [Placement Policy](#).

To help support families better understand the Placement Policy, including recent changes, please refer them to the [Enrolment FAQ for parents and carers](#) on the [School zones](#) webpage.

16. Can a child be enrolled on 'curriculum grounds'?

No, children cannot be prioritised for enrolment on curriculum grounds.

However, schools continue to have the flexibility to focus on particular learning areas depending on the needs and interests of their community. This change to the priority order only impacts how out-of-zone children should be prioritised for enrolment, not a school's curriculum or program offerings.

This guidance does not apply to schools with specific entry criteria approved by the Minister or delegate (Regional Director) that enables the school to prioritise enrolments on curriculum grounds.

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.

Parents/carers must clearly demonstrate the exceptional circumstances which they believe make an enrolment at the designated neighbourhood school unsuitable for their child (for example, family violence or specific wellbeing, safety, physical health and/or mental health concerns).

Schools should consider each application 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, see: [Placement Policy](#) and [Privacy Policy](#).

18. What are not generally considered compassionate grounds?

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

- **Ease of transportation** – ease of access to a school via car, foot, public transport or carpool, or that it is closer to the parents'/carers' workplace, family member's house (that is not the child's permanent address) and/or the school of the child's sibling/s.
- **Individual needs of a student with a 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 examples of reasonable adjustments and further guidance, refer to: [Making reasonable adjustments](#).
- **Curriculum** – preference for the school's curriculum program, 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.

19. What evidence may families be asked to provide if making an appeal on compassionate grounds?

When making an appeal on compassionate grounds, schools and regions can request that families 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 (DFFH) practitioners, Victoria Police and/or family violence service
- court orders.

Documents should be requested on a case-by case-basis, with schools using their professional judgment, particularly instances of compassionate grounds that are of a sensitive nature.

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

20. Does a school have to enrol all out-of-zone siblings?

There is an expectation that schools will enrol all out-of-zone siblings, unless otherwise approved by the Regional Director. Any agreements between schools and the Regional Director on enrolment restrictions are reviewed annually, with schools required to initiate contact in the first instance.

Principals should contact their relevant Regional Director to discuss their eligibility to restrict out-of-zone sibling enrolments.

21. Can I enrol children from outside of the school zone who do not have a sibling at my school?

All parents/carers who seek to enrol their child at your school that are from outside of the school zone should be enrolled in your school if:

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

There are many determining factors to sufficient accommodation that are outlined in the [Placement Policy](#).

Where there is insufficient accommodation at your school for all families who seek entry, children must be enrolled according to the Placement Policy's priority order of placement.

When assessing closeness to school, 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 order of closeness to school, particularly for metropolitan areas, and in Ballarat, Bendigo and Geelong. In other areas, schools should consider travel distance between the applicants address and the school when considering order of closeness.

Application and Enrolment Forms

22. Is there a new statewide application form for Foundation enrolments?

Yes, a new statewide application form has been released to capture expressions of interest. It is intended to be used before the enrolment form, and may be used for any year level apart from [Year 6 to 7 placement](#), which has its own form and process.

The new application form is available on PAL: [Application and enrolment forms](#)

23. Can schools continue to use their own EOI forms?

No. The department's application form should replace 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.

24. Has the department's enrolment form been updated?

Yes, the enrolment form has been updated. Schools must start using the revised enrolment form from Term 2, 2023 to ensure they comply with privacy law and department policy.

Schools must hold off on entering data into CASES21 for students seeking enrolment for the 2024 school year until after CASES21 is updated in July 2023.

The updated enrolment form is available on PAL: [Application and enrolment forms](#)

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

The application form is a short form that only requires information related to enrolment eligibility (e.g., student address to see if the child lives in the school zone). Use of the application form is **optional** for schools, who may select the enrolment process that works best for their school and community.

The enrolment form is **mandatory** for Foundation students and collects personal information that should only be sought from parents/carers of students who will be attending your school.

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

No, it is not recommended. However, schools may add their school's name or logo to the forms.

27. Who may sign the application and enrolment forms?

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

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 school who will allow one form to be completed by each parent/carer.

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

28. Can parents/carers apply to multiple schools for Foundation in 2024?

Yes, parents/carers may apply to multiple schools. For each school, the parent/carer may be asked to complete an application form (there is not a preferencing system like for Year 6 to 7 placement).

While parents/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.

Designated neighbourhood schools and school zones

29. What is the legislation that gives children the right to enrol in their designated neighbourhood school?

Children of compulsory school age are guaranteed the right to enrol at their designated neighbourhood school. This right is set out in the [Education and Training Reform Act 2006 \(Vic\)](#), specifically S 2.2.13 (1), which states, "A child of compulsory school age is entitled to be enrolled at his or her designated neighbourhood Government school."

Designated neighbourhood schools can be identified online on the [Find my School](#) website.

30. How does the department determine the designated neighbourhood school for a Foundation student?

A designated neighbourhood school is generally the government school within closest proximity to the child's permanent residential address.

In Melbourne metropolitan areas, Ballarat, Bendigo and Geelong, the nearest school is measured by a straight line from the child's permanent residence. In any other areas of Victoria, the nearest school is measured by the shortest practical route from the child's permanent residence. For schools with multiple campuses, it is the campus within closest proximity to the child's permanent residential address.

Designated neighbourhood schools can be identified online on the [Find my School](#) website.

Schools seeking advice about school zones are advised to contact their regional office.

31. Do school zones change?

School zones are reviewed each year and published in Term 1. Zones may be adjusted to reflect new schools, changing provision at existing schools or to address changing demand and demographics of the local population. Most zones do not change.

The [Find my School](#) website shows school zones for the current year and the following year.

Schools that have had zone changes for the 2024 school year have been notified by the department.

Determining Permanent Residence

32. If a child has two permanent addresses, which is their designated neighbourhood school?

If a child resides at multiple addresses, their 'permanent residence' is the address at which they spend most of their weekdays.

If the child spends an equal amount of time at two homes, both are considered a permanent address and they are entitled to enrol in either one of their designated neighbourhood schools.

33. What address does a parent/carer provide if they have bought or are building a property at a different address to their child's current address?

Parents/carers should complete the application form with their **current** address. Once they have moved into their new property, they are entitled to enrol at their new local school, subject to verification of permanent residence.

34. Can school staff verify address information prior to an enrolment offer being made?

Yes. For schools under enrolment pressure that need to verify information provided about a child's permanent residence, it is recommended that school staff request proof of permanent residence as part of the application process.

35. Where do I find more information on determining permanent residence? If a child has no permanent address, how is the designated neighbourhood school decided?

The [Determining permanent residence](#) page on PAL advises what information you can request from parents/carers through the 100-point residential address check, and reasonable verification standards.

The residential address check is intended as guidance only and schools have discretion to accept less than 100-points of information.

Schools should ensure enrolment practices do not unfairly disadvantage students who are unable to provide proof of permanent address because of their individual circumstances. This is particularly relevant to students experiencing homelessness, family violence or recently arrived immigrants or refugees. In these cases, school staff should seek advice from their regional office before rejecting an enrolment application on the basis that the student is unable to provide proof of permanent residence.

Appeals

36. What is the process for parents/carers appealing a Foundation enrolment decision?

Any appeal against a government primary school's decision not to provide a Foundation enrolment, must first be lodged by the parent/carer with the primary school, in writing by **Friday 25 August 2023**.

The appeal must be considered by the school's enrolment committee and/or Principal.

Primary schools must provide written notification to parents/carers of the outcome of this appeal by **Friday 15 September 2023**. Schools must use the template letters in this pack.

37. How do parents/carers obtain a copy of the Appeal Form?

The Appeal Form can be found at the end of this pack. Parents/carers **must** be provided with a copy of the Appeal Form along with their unsuccessful application letter.

38. What happens if the appeal is unsuccessful?

Schools must send the unsuccessful appeal letter to the parent/carer by Friday 15 September 2023. This letter details the next steps for the parent/carer to lodge a further written appeal against a school's decision should they wish to continue the appeals process. Appeals to the relevant Department of Education Regional Director are due on **Friday 20 October 2023**.

Parents/carers will be advised, in writing, of the outcome of the appeal by **Friday 17 November 2023**. The outcome of this appeal **concludes** the appeals process.

39. Can a parent/carer lodge an appeal to the Regional Director after the closing date of Friday 17 November 2023?

Any appeals received after this date will be considered at the discretion of the Regional Director and **may not be accepted**. Parents/carers wishing to lodge an appeal after the closing date should contact their regional office for advice.

Appendix 2. Templates

Template email sending enrolment application to prospective families

Schools should use this template when sending the application or enrolment form and parent/carer enrolment information pack to prospective families. Schools may include further information as needed.

Dear [insert name of recipient]

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

The Department of Education has a statewide timeline for enrolling in Foundation (Prep). The timeline advises families when and how to enrol their child into Foundation at a Victorian government school, including [insert name of your school].

To apply to enrol your child in Foundation at our school, you should:

1. Read about how to enrol your child in Foundation at [Enrolling in Foundation \(Prep\)](#). This webpage has information and resources for families, including an enrolment information pack for parents/carers.
2. Complete the attached [schools to attach application or enrolment form] and email to [insert school email address] **by Friday 28 July 2023**. If you require a paper copy of the form, please contact our school office.

We will notify you of the outcome of your enrolment application **by Friday 11 August 2023** in accordance with the statewide enrolment timeline.

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.

Privacy collection notice [note: this notice must be included when attaching an enrolment form]

We ask that you review the Department of Education [Schools' Privacy Collection Notice](#). This notice explains 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 must be offered a place. Our school zone is available on findmyschool.vic.gov.au. All other applications will be considered in accordance with the Placement Policy.

Please contact our school office on [school phone number and email] should you need any further information or help to complete your child's enrolment application.

Yours sincerely

[Personalised school sign off]

[Signature block of school]

Template newsletter article

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

Apply now to enrol your child in Foundation (Prep) for 2024

The Department of Education has released a new statewide timeline for enrolling in Foundation (Prep) for the 2024 school year.

If you have a child starting primary school in 2024, it's time to enrol. Make sure to submit your enrolment application by Friday 28 July 2023.

If you are enrolling the sibling of a student at our school for Foundation in 2024, and both children will be attending our school at the same time, your child is prioritised for a place at our school as per the department's Placement Policy.

It is important to follow the statewide timeline to enrol your child in Foundation. Enrolling your child in line with the timelines 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 when and how to enrol your child in Foundation at vic.gov.au/enrolling-foundation-prep.

If you are seeking to enrol your child into Foundation next year, please contact our school office on [school phone number and email] to request an [insert application form or enrolment form].

Template letters for use by primary schools to notify parents and carers of outcome of Foundation (Prep) enrolment application

Successful letter – confirmation of enrolment

FOR FAMILIES THAT COMPLETED AN ENROLMENT FORM (AND DID NOT COMPLETE AN APPLICATION FORM)

[INSERT TEMPLATE ON SCHOOL LETTERHEAD]

[Personalised parent or carer name(s)]

[Address Line 1]

[Address Line 2]

[Suburb VIC Postcode]

Dear [Personalised parent or carer name(s)]

RE: Foundation enrolment offer at [name of primary school] for 2024

I am writing to confirm [child's full name]'s offer of enrolment into Foundation for 2024 at [name of primary school]. We are looking forward to welcoming [child's first name] and your family to our school community.

Please note: [child's first name]'s enrolment offer has been made based on the information provided in your Enrolment Form.

This offer is subject to you satisfying the proof of permanent address requirements as outlined in the Department of Education's Enrolment Policy.

If the information provided does not satisfy the requirements as outlined in the Department of Education's Enrolment Policy or our school is unable to verify your permanent residence, or your address changes prior to the start of the school year, the enrolment offer may be withdrawn.

If the enrolment offer was made because your child has a sibling at our school, [child's first name]'s enrolment offer is conditional on the continued enrolment of their sibling in 2024.

If we need to verify your permanent residence, we will reach out shortly to request the required documentation. All subsequent communication of any enrolment matters is dependent on your satisfying the above requirements.

If any of your circumstances change between now and your child's start at our school, please notify us as early as possible.

Determining your permanent residence

The department's Enrolment Policy sets out the type of information a school can request as proof of permanent residence when you are completing their enrolment process, and the ways schools can verify this information.

In some cases, schools need to verify permanent residence to ensure that they are offering enrolment to students fairly and in line with the department's Placement Policy. More information about the department's Placement Policy and guidance on determining permanent residence is available online at [vic.gov.au/how-choose-school-and-enrol](https://www.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 2024.

Yours sincerely

[Personalised school sign off]

[Signature block of primary school principal]

Successful application letter – enrolment offer

FOR FAMILIES THAT COMPLETED AN APPLICATION FORM

[INSERT TEMPLATE ON SCHOOL LETTERHEAD]

[Personalised parent or carer name(s)]

[Address Line 1]

[Address Line 2]

[Suburb VIC Postcode]

Dear [Personalised parent or carer name(s)]

RE: Foundation enrolment offer at [name of primary school] for 2024

I am writing to advise you that your application for Foundation enrolment in 2024 for [child's full name] at [name of primary school] has been successful.

The next step is for you to satisfactorily complete and return the attached enrolment form **by 25 August 2023**.

You will also need to provide supporting documentation, including evidence of your child's name and date of birth and Immunisation History Statement. Additional supporting documents such as visa documentation, court orders, or medical plans may also be required.

Please note: [child's first name]'s enrolment offer has been made based on the information provided in your Application Form.

This offer is subject to you satisfying the requirements as outlined in the Department of Education's Enrolment Policy.

If the information provided does not satisfy the requirements as outlined in the Department of Education's Enrolment Policy or our school is unable to verify your permanent residence, or your address changes prior to the start of the school year, the enrolment offer may be withdrawn.

If the enrolment offer was made because your child has a sibling at our school, [child's first name]'s enrolment offer is conditional on the continued enrolment of their sibling in 2024.

If we need to verify your permanent residence, we will reach out shortly to request the required documentation. All subsequent communication of any enrolment matters is dependent on your satisfying this requirement.

If any of your circumstances change between now and your child's start at our school, please notify us as early as possible.

Determining your permanent residence

The department's Enrolment Policy sets out the type of information a school can request as proof of permanent residence when you are completing their enrolment process, and the ways schools can verify this information.

In some cases, schools need to verify permanent residence to ensure that they are offering enrolment to students fairly and in line with the department's Placement Policy. More information about the department's Placement Policy and guidance on determining permanent residence is available online at [vic.gov.au/how-choose-school-and-enrol](https://www.education.vic.gov.au/how-choose-school-and-enrol).

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 <https://www.education.vic.gov.au/Pages/privacy.aspx>.

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

If you do not wish to accept this enrolment offer, please let us know as early as possible. Notifying us that you are not going to accept a place at our school allows us to effectively plan and manage our enrolments.

We are looking 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]

Unsuccessful application letter

FOR FAMILIES THAT COMPLETED AN APPLICATION FORM

[INSERT TEMPLATE ON SCHOOL LETTERHEAD]

[Personalised parent or carer name(s)]

[Address Line 1]

[Address Line 2]

[Suburb VIC Postcode]

Dear [Personalised parent or carer name(s)]

RE: Unsuccessful application at [name of primary school] for 2024

I am writing to advise you of the outcome of your application for a Foundation enrolment in 2024 at [name of primary school].

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

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

The Department of Education has implemented an enrolment management plan at our school. This means our school does not currently have sufficient accommodation to take 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]

Every Victorian child has a legislated right to enrol at their designated neighbourhood (local) school. Your child's local school is determined on the basis of their permanent residential address. Visit Find my School at 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 can also help you to confirm your child's address for enrolment.

Children may also be enrolled at another school if there is sufficient accommodation. In exceptional circumstances, families may apply to enrol their child on compassionate grounds. You can read more about how applications are prioritised using the department's Placement Policy and compassionate grounds at vic.gov.au/how-choose-school-and-enrol.

Appeals

If you are not satisfied [name of primary school] has applied the Placement Policy correctly you can submit a written appeal to [Principal contact name and details]. The attached Appeal Form contains information and timelines on the statewide appeals process. Please use it to submit an appeal to our school by **Friday 25 August 2023**.

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]

Template letters for use by primary schools to notify parents/carers of outcome of school level appeals

Successful appeal letter

[INSERT TEMPLATE ON SCHOOL LETTERHEAD]

[Personalised parent or carer name(s)]

[Address Line 1]

[Address Line 2]

[Suburb VIC Postcode]

Dear [Title] [Surname]

Re: Successful appeal for [Child's First Name] [Child's Family Name]

Thank you for your appeal received on [date appeal received], in which you are seeking to enrol your child, [Child's First Name] [Child's Family Name], at [School Name] for Foundation in 2024.

Your appeal for enrolment at our school has been successful.

To finalise the enrolment process, please complete the attached enrolment form by [date] and [schools to dictate process here, e.g. return to x person via email]. Please contact [enrolment officer name and details] should you have any questions or require help.

If you have accepted a place at a different school, and now wish to attend our school because your appeal has been successful, you should advise the other school that your child will no longer attend the other school.

We look forward to welcoming your child and family to our school community next year.

[Personalised sign off from Principal].

Yours sincerely

[Principal Name]

[Signature block of Principal]

Date: DD/MM/YYYY

Unsuccessful appeal letter

[INSERT TEMPLATE ON SCHOOL LETTERHEAD]

[Personalised parent or carer name(s)]

[Address Line 1]

[Address Line 2]

[Suburb VIC Postcode]

Dear [Title] [Surname]

Re: Unsuccessful appeal for [Child's First Name] [Child's Family Name]

Thank you for your appeal received on [Date appeal received], in which you are seeking to enrol your child, [Child's First Name] [Child's Family Name], at [School Name] for Foundation in 2024.

Your appeal has been reviewed by [myself (principal) and/or a panel of senior staff from school name]. After careful review and consideration of your appeal, including any supporting documentation, your appeal for enrolment at our school has been unsuccessful.

I understand that you may be disappointed with this outcome. I want to reassure you that all Victorian government schools have a range of strategies in place to support students with their transition to school.

Next steps for your child's enrolment

Your local school

I encourage you to contact your local school, or another school where appropriate, to commence the enrolment process. Your local school is determined on the basis of your child's permanent residential address. You can find your local school at findmyschool.vic.gov.au

A child of compulsory school age is entitled to be enrolled at their designated neighbourhood Government school (local school) under the *Education and Training Reform Act 2006* (ETRA).

Enrolment at other schools

You also have the option of seeking enrolment at a different school. The school should accept your application if there is sufficient accommodation at the school, in line with the Placement Policy.

A copy of the Placement Policy can be found at:

<https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy>.

Escalating your appeal

If you are not satisfied that our school has correctly applied the Placement Policy or adequately considered your circumstances in the assessment of your appeal, you may lodge a further written appeal to the relevant Department of Education Regional Director by **Friday 20 October 2023**. It is still important you contact your local school, or another school that is able to accept your enrolment, during the appeals process. This will ensure your child does not miss out on any important transition activities.

Appeals to the Regional Director are considered by a panel of senior department staff. This panel provides a recommendation to the relevant Regional Director who will notify you of the final decision by **Friday 17 November 2023**.

If you would like to appeal to the Regional Director, please submit to your Regional Office: **insert from the following:**

- **North-Eastern Victoria Region. E: nevr@education.vic.gov.au. Ph: 1300 333 231**
- **North-Western Victoria Region. E: nwvr@education.vic.gov.au. Ph: 1300 338 691**
- **South-Eastern Victoria Region. E: sevr@education.vic.gov.au. Ph: 1300 338 738**
- **South-Western Victoria Region. E: swvr@education.vic.gov.au. Ph: 1300 333 232**

Wishing you and **[Child's First Name]** all the best with your educational journey.

Yours sincerely

[Principal Name]
[Signature block of Principal]

Date: DD/MM/YYYY

Appeal Form (School Level)

Privacy Notice

1. The Department of Education (the department) and Victorian government schools require the information requested for this process to appropriately assess your appeal of the non-placement or non-enrolment decision (the Appeal) and to contact you as required in relation to this process.
2. The information necessary for this process includes your child's given name, family name, date of birth, gender, permanent residential address and (when appropriate) evidence of extenuating circumstances. Providing this personal information ensures accurate and fair assessment for the Appeal process.
3. Your Appeal will be considered by the placement or enrolment committee and/or Principal.
4. The placement or enrolment committee and/or Principal may contact your child's current school or kindergarten/other early years setting, if relevant, to obtain further information that is necessary to assess your Appeal. Please ensure all personal information you have provided to the current school or kindergarten/other early years setting, if relevant, is current and up to date, including:
 - a) contact phone numbers and email addresses
 - b) permanent residential address
 - c) emergency contact details, and
 - d) copies of court orders and/or parenting plans including all Parenting Orders, Intervention Orders, Child Protection Orders and/or an Informal Carer Statutory Declaration.
5. The department may make reasonable enquiries to verify information that you have provided, for example, by contacting third parties such as any authorities or individuals that can verify the information regarding your child's circumstances.
6. If complete information is not provided in the Appeal Form, the outcome of your Appeal may be delayed or the placement or enrolment committee and/or Principal may be unable to properly assess your Appeal.
7. If you are currently enrolled in a Victorian government school, when a different Victorian government school has made a placement or enrolment offer, which you have accepted, personal and health information about your child will be sent to that school. Transferring information about a student to their next Victorian government school is in the best interests of students because it assists that next school to provide optimal education and support to each student. Refer to:
<https://www2.education.vic.gov.au/pal/enrolment/guidance/student-transfers-between-schools>
8. All information received by the department for the Appeals process will be securely stored and handled in accordance with the [department's Privacy Policies](#):
<https://www.education.vic.gov.au/Pages/privacy.aspx> Only staff involved with the processing of the Appeal will have access to the information provided as part of this process.
9. If you have queries regarding the Form or the Appeal process, or wish to update any information you have provided, please speak with the primary school or contact a Community Liaison Officer or a Senior Transition Officer in your relevant regional office. You can find the regional office contact details and locations on the department's website, here: <https://www.vic.gov.au/office-locations-department-education>

Appeals: Information for parents/carers

If a school decides not to offer your child a place, you can appeal.

There are many reasons why a school may not be able to accept enrolments from students who live outside their school zone. These include, but are not limited to:

- **Capacity constraints** – they may not have enough capacity to offer enrolment to out-of-zone students.
- **Increased local enrolments** – they might be experiencing, or forecast to experience, an increase in enrolments from within the school zone. This means they may have to leave some capacity for future students living in-zone.
- **Staffing constraints** – schools may only have enough staff to take a certain number of enrolments.

Appeals on compassionate grounds

Schools will consider appeals on compassionate grounds in exceptional circumstances. Families must be able to clearly demonstrate the exceptional circumstances which they believe make an enrolment at their designated neighbourhood school unsuitable for their child or children. This may include:

- family violence
- wellbeing and safety concerns
- physical and/or mental health concerns.

Importantly, this is not a comprehensive list of exceptional circumstances whereby a family may seek an enrolment on compassionate grounds; each application will be dealt with on a case-by-case basis.

It is important to provide schools and regional offices with supporting evidence of your claim. This may include:

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

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

- **Ease of transportation** – having a school, that is not your local school, be more convenient for you to access via car, foot, public transport or carpool, or is closer to your workplace, family member's house (that is not the child's permanent address) and/or the school of your child's sibling/s may not be appropriate grounds for appeal.
- **Individual needs of a student with a 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 student's disability where those concerns can be addressed by making reasonable adjustments. The reasonable adjustments webpage has further information:
<https://www.education.vic.gov.au/school/teachers/learningneeds/Pages/reasonable-adjustments.aspx>
- **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.

For further information, please see: <https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy>

Appeals on permanent residence

When assessing enrolment applications, schools may request that parents/carers provide supporting documentation, such as original or certified copies of rental agreements or unconditional contracts of sale, to assist them in verifying a student's permanent residence.

Please note, the following example does not necessarily meet the requirements under permanent residence:

- Anticipated move** – if you are planning to move into a different address after the beginning of the school year, this does not mean you are guaranteed entry into the local school of the new address. This includes situations where families are building/buying a new home or starting a new lease agreement. The school may not be able to offer your child a place until after you have taken possession of the property and can provide proof that it is your new permanent residence.

If you are unable to provide sufficient proof of your permanent residence, schools may not accept your enrolment. For further information, please see:

<https://www2.education.vic.gov.au/pal/enrolment/guidance/determining-permanent-residence>

Appeal timelines

Date	Description
Monday 31 July 2023 to Friday 25 August 2023	If your enrolment application was not successful, and you believe you have appropriate grounds to appeal the decision, parents/carers can lodge a written appeal with the primary school. Please use the Appeal Form to lodge an appeal with the primary school.
Friday 25 August 2023	Closing date for written appeal to be lodged with the <u>primary</u> school.
Friday 15 September 2023	Your child's appeal will be considered by the school's placement or enrolment committee and/or Principal and you will receive written notification of the outcome by this date.
Friday 15 September 2023 to Friday 20 October 2023	<p>If your appeal to the primary school is unsuccessful and you believe that your grounds have not been adequately considered by the school's placement or enrolment committee and/or Principal, you may lodge a further written appeal to the relevant Department of Education Regional Director by Friday 20 October 2023.</p> <p>Appeals to the Regional Director will not be considered if you have not appealed to the primary school in the first instance.</p>
Friday 20 October 2023	<p>Closing date for parents/carers to lodge a written appeal with the applicable Regional Director, where they have been unsuccessful with their school appeal.</p> <p>Appeals are considered by a panel of senior regional staff that assess the appeal against the Placement Policy. This panel provides a recommendation to the relevant Regional Director who makes the final decision.</p> <p>Parents are not required to meet with the panel. The panel will make a recommendation to the Regional Director based on evidence outlined in the appeal and Department of Education's Placement Policy.</p>
<p>Any appeals received after this date will only be considered if the relevant Regional Director considers there to be exceptional circumstances. If you wish to lodge an appeal after the closing date, you should contact your regional office for advice.</p>	
Friday 17 November 2023	<p>Regions will notify all parents/carers in writing of the outcome of Regional Director appeals by this date.</p> <p><i>**This only applies to appeals received by the closing date of Friday 20 October.</i></p>

Appeal Form

Section 1: Student current school details

Student's Current School (N/A if not enrolled at a school)	
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Section 2: Student Details

Family Name			
First Given Name		Date of Birth (dd-mm-yyyy)	__ / __ / ____
Second Given Name		Gender	
Name used by student (if applicable)			
Current Permanent Residential Address			
Apartment/Unit Number (if applicable)			
Street Number and Name			
Suburb		Postcode	
Current Mailing Address	<input type="checkbox"/> Same as residential <input type="checkbox"/> Different (complete below)		
Street Number and Name			
Suburb		Postcode	

Section 3: Parent / Carer Details

Adult A		Adult B	
Relationship to Child (Parent, Carer, Step-Parent, Grandparent, etc.)		Relationship to Child (Parent, Carer, Step-Parent, Grandparent, etc.)	
Title (Ms, Mrs, Mr, etc)		Title (Ms, Mrs, Mr, etc)	
Given Name		Given Name	
Family Name		Family Name	
Mobile Number		Mobile Number	
Phone Number <i>(home)</i>		Phone Number <i>(home)</i>	
Email Address		Email Address	
On <u>weekdays</u> , student lives with Adult A <i>(tick one)</i>	" Full Time or Mostly " Equal Time (equal split with Adult B) " Sometimes or never	On <u>weekdays</u> , student lives with Adult B <i>(tick one)</i>	" Full Time or Mostly " Equal Time (equal split with Adult A) " Sometimes or never
Permanent Residential Address	" Same as Section 2 " Different to Section 2, please complete:	Permanent Residential Address	" Same as Section 2 " Different to Section 2, please complete:

Section 3: Parent / Carer Details cont'd

Is the student at risk?	" Yes <i>(complete the below questions and attach a copy of any relevant orders)</i> " No	
Please describe risk		
Relevant orders attached <i>(please highlight)</i>	" Intervention Order	" Other <i>(please specify)</i>
	" Protection Order	

Section 4: Government school preference

School at which applicant has been unsuccessful <i>(include campus if applicable)</i>	
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Section 5A: Grounds for appeal

Please select **one** of the reasons below as grounds for your appeal and complete **section 5B**.

The below options align with the [Placement Policy](#).

Students for whom the school is the designated neighbourhood school - Appeal on permanent residence	<input type="checkbox"/>
Students with a sibling at the same permanent address who are attending the school at the same time	<input type="checkbox"/>
All other students in order of closeness of their home to the school	<input type="checkbox"/>
Overarching consideration - Compassionate grounds (due to exceptional circumstances)	<input type="checkbox"/>

Section 5B: Rationale for appeal

Dear placement or enrolment committee and/or Principal of preferred school

Section 6: Signature of parents or carers

Privacy Notice Summary: To assist with the consideration of your appeal, the placement or enrolment committee and/or Principal may seek information about you and your child. The full Privacy Notice is attached to this form.

- I declare that all the information provided in this appeal is, to the best of my knowledge, true and correct and I have read the attached Privacy Notice.
- If applicable:* I have attached documents in support of my appeal.

Adult A Signature		Adult B Signature	
Date	/ / 2023	Date	/ / 2023