**FOUNDATION (PREP) ENROLMENT TIMELINE 2024-25 – FOR ENROLMENT IN THE 2025 SCHOOL YEAR**

Statewide timeline to support enrolment in Foundation in government primary schools

| 2024 dates | Activity and notes | Responsible party |
| --- | --- | --- |
| **Term 2: Monday 15 April 2024 – Friday 28 June 2024** | | |
| **From Week 1, Term 2, 2024**  (from Monday 15 April 2024) | Schools **distribute** **the pack for parents and carers**to prospective families and their school community. The pack for parents and carers contains the application form.  Schools should refer parents and carers to [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au) to locate their designated neighbourhood school for 2025. | Primary |
| **Enrolment applications open** – parents and carers submit their completed enrolment application to a government primary school **from** this date. | Parents and Carers |
| 29 June to 14 July 2024 | School holidays |  |
| **Term 3: Monday 15 July 2024 – Friday 20 September 2024** | | |
| **By Friday 26 July 2024** | **Enrolment applications due** – parents and carers submit their completed enrolment application to a government primary school **by** this date. | Parents and Carers |
| **Between Monday 29 July and Friday 9 August 2024** | Primary schools **provideparents and carerswith written notification of Foundation enrolment outcomes** as per the department’s [Placement Policy](https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy).  The *‘Form to enrol in a Victorian Government School’* (enrolment form) must be included with the letter of offer.  The ‘*Foundation (Prep) Appeal Form*’ (appeal form) must be included with unsuccessful application letters.  ***\*\* Note: schools must not send outcome letters before the enrolment application due date (Friday 26 July 2024). \*\**** | Primary |
| **By Friday 23 August 2024** | Parents and carers sent a letter of offer return the completed **enrolment form** by this date, to indicate acceptance of their child’s enrolment offer. | Parents and Carers |
| **By Friday 23 August 2024** | Closing date for parents and carers to lodge a written appealwith primary school.  ***\*\* Note: parents and carers have the option of using the appeal form to lodge this appeal. Primary schools must provide parents and carers with a copy of this form, which can be found in the pack for schools. \*\**** | Parents and Carers |
| **By Friday 6 September 2024** | Primary schools notify all parents and carers, in writing, of the **outcome of appeals** by this date. | Primary |
| **By Friday 20 September 2024** | Closing date for parents and carers to lodge a written appeal with the applicable Regional Director, where they have been unsuccessful with their appeal to the primary school. | Parents and Carers |
| 21 September to 6 October 2024 | School holidays |  |
| **Term 4: Monday 7 October 2024 – Friday 20 December 2024** | | |
| **Term 4, 2024** | Primary schools host **transition** sessions. | Primary |
| **By Friday 1 November 2024** | Regions notify parents and 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 September 2024). | DE - Regions |
| **Ongoing** | Primary schools continue to **manage late enrolment applications**, including those from families that missed the enrolment timeframes and/or moved permanent residence. Primary schools must consider **all** late enrolment applications in line with the Placement Policy.  **\*\* *Note: children of school age are entitled to be enrolled in their designated neighbourhood school, regardless of when their enrolment application is submitted.*** ***Out-of-zone children should be offered a place if there is sufficient accommodation at the school and the request for enrolment aligns with the school’s EMIP (where applicable). \*\**** | Primary |
| **Friday 20 December 2024** | Final day of Term 4 |  |