

# Foundation (Prep) enrolment into the 2024 school year

Information sessions for SWVR schools  
*Wednesday 26 April 2023*



Department of Education





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**WURUNDJERI**  
COUNTRY

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## Acknowledgement of Country

I acknowledge the Wurundjeri people as the Traditional Custodians of the land on which I am presenting from today and pay my respects to their Elders past and present.

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COUNTRY

# Housekeeping

- ✓ Post questions in the chat
- ✓ Please keep your microphone muted
- ✓ **The ppt slides will be sent via email to all staff who registered for today's webinar**

# Enrolment Management Update 2024

## Enrolment resources available for schools and parents and carers

### Support for schools

As part of the annual process to support schools to manage enrolments, the following is being updated for 2024 enrolments:

- **School zones**
- **Placement Policy**
- **Year 6 to 7 placement information packs**

New information is also being made available this year to support 2024 enrolments:

- **Foundation (Prep) enrolment information packs**
- **New application form and revised enrolment form**

The release of these enrolment resources is scheduled to be communicated to schools via the School Update in **late Term 1, 2023**.

### Support for parents and carers

In addition to the information packs, parents and carers will be supported by:

- A factsheet on the Foundation enrolment timeline in English, Simplified Chinese, Arabic, Dari and Vietnamese (available now on the new [Enrolling in Foundation \(Prep\)](#) webpage)
- A factsheet on the Year 6 to 7 placement process in the same languages
- The [Find my School](#) website
- Updated webpages (available at [Starting school](#))
- Enrolment and school zone FAQs (available at [School zones](#))



# School Update Newsletter – Tuesday 4 April 2023

[School Update 4 April \(sharepoint.com\)](#)

[Trouble reading this email? View it in your browser](#)



## School Update

Tuesday 4 April 2023 | Week 10, Term 1

A weekly email for school leaders outlining actions, operational updates and more.

### In focus

Dear colleagues

This week brings to a close a term in which much has been achieved, while also presenting challenges.



**David Howes**  
Deputy Secretary

[Continue reading](#)

### For action

#### School zones and enrolment information for 2024

Access school zones, implement the new Enrolment policy guidance and forms, and update information on your website by 28 April 2023.

[View action list](#)



#### Foundation enrolment information packs

Access and share information to help your school with Foundation enrolments for 2024.



#### Grade 6 to Year 7 placement information for 2023–24

Access information packs and share them with families in the first week of Term 2, 2023, to help 2023 Grade 6 students transition to Year 7 in 2024.



# Understanding school capacity

## Site capacity, built capacity and additional capacity

**This advice describes site capacity, built capacity and additional capacity considerations for Victorian government schools.**

To ensure equity across schools, the School Facilities Schedules (the Schedules) indicate the spaces required for a school to deliver its curriculum to a certain number of students (edugate login required).

**Site capacity** is the maximum number of teaching spaces that can be accommodated on a school site.

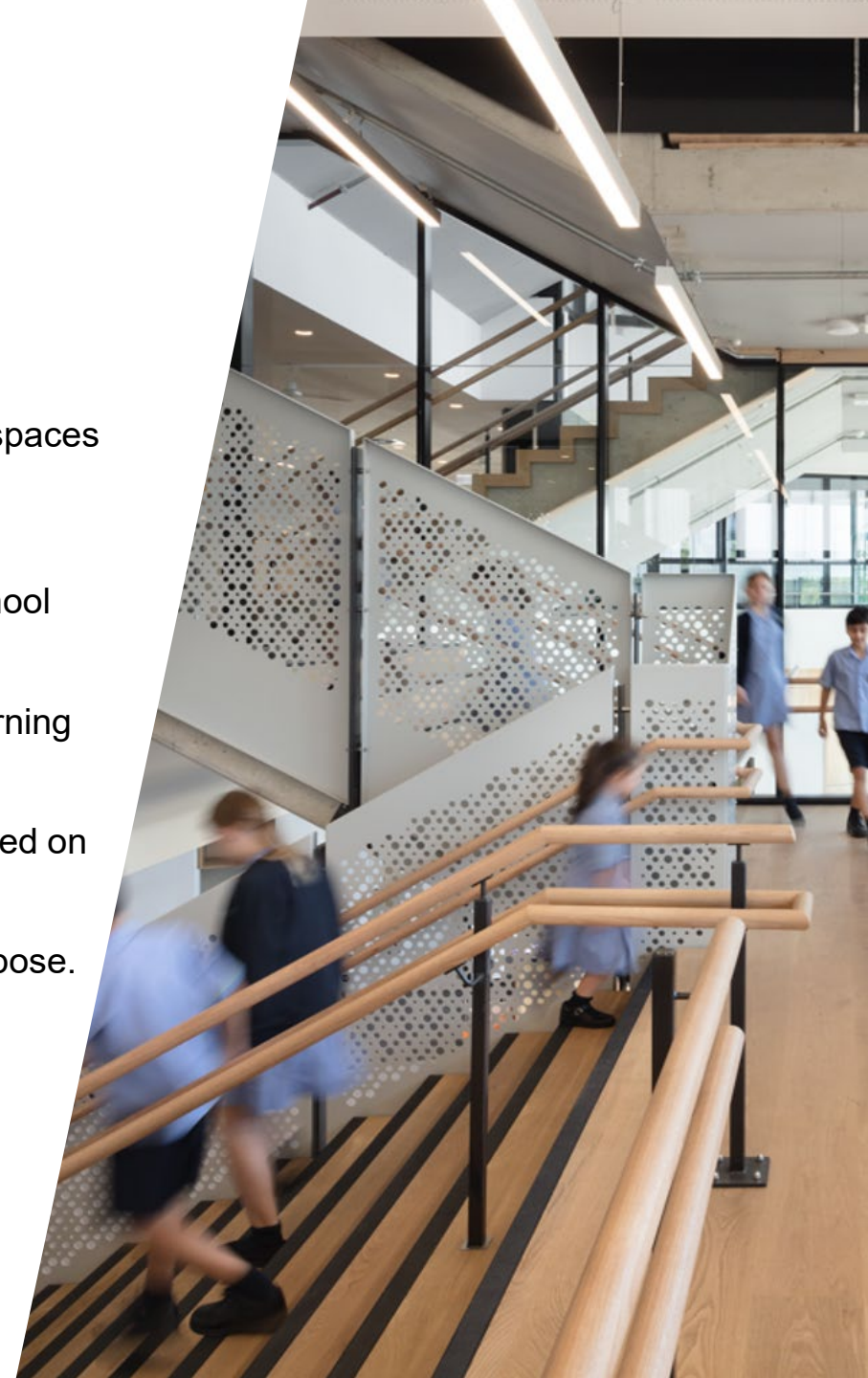
**Built capacity** indicates the number of students that can be accommodated in the school's learning spaces.

The Victorian School Building Authority (VSBA) calculates the built capacity of each school based on information in its asset information system.

This advice falls within all stages of the School Asset Lifecycle — Plan, Build, Manage and Dispose.

### Important

Schools can find out their built capacity on [PRISM](#). **The Provision and Planning Officer** in your school's relevant DE Area office will be able to assist with any further enquiries regarding school capacity.



# Understanding school capacity

## Sufficient accommodation

Whether a school has sufficient accommodation to enrol additional students depends on a number of **factors and considerations including:**

- built capacity and/or target-built capacity
- current enrolments and forecast enrolments
- staffing levels
- industrial agreements
- subject/curriculum demands on the school
- where practical, planning for an even distribution of students across all year levels while maintaining class size targets.

### Important points

- **Schools must have sufficient accommodation to meet current and future in-zone demand before enrolling students from outside the school zone.**
- In some instances, schools may not have sufficient accommodation to offer placement to all students. This includes instances where schools are forecast to come under significant enrolment pressure from within the school zone. Sufficient accommodation is determined by the principal in consultation with their regional office, and it should reflect current and future in-zone demand.
- Schools under enrolment pressure may be supported with an enrolment management plan (EMP). EMPs provide current and projected data and, where required, support schools to implement enrolment restrictions approved by regional directors. Regional offices work in partnership with schools to develop and implement EMPs and schools may also request an EMP.

# Foundation (Prep) enrolment timeline

## Key aims

The new statewide Foundation (Prep) enrolment timeline provides government primary schools with clear timeframes for enrolling students who will commence Foundation in the 2024 school year.

The new timeline aims to support:



Schools

- ✓ Plan and manage Foundation enrolments in accordance with the Placement Policy
- ✓ Improve access to timely enrolment information and support workforce planning
- ✓ Use standardised templates to support the enrolment process, consistent with Year 6 to 7 placement



Families

- ✓ Standardised processes and key dates for Foundation enrolment and appeals, making the processes easier, clearer and fairer for families



Early Childhood  
Sector

- ✓ Share information about the Foundation enrolment timeline with their staff and families through their own communication channels

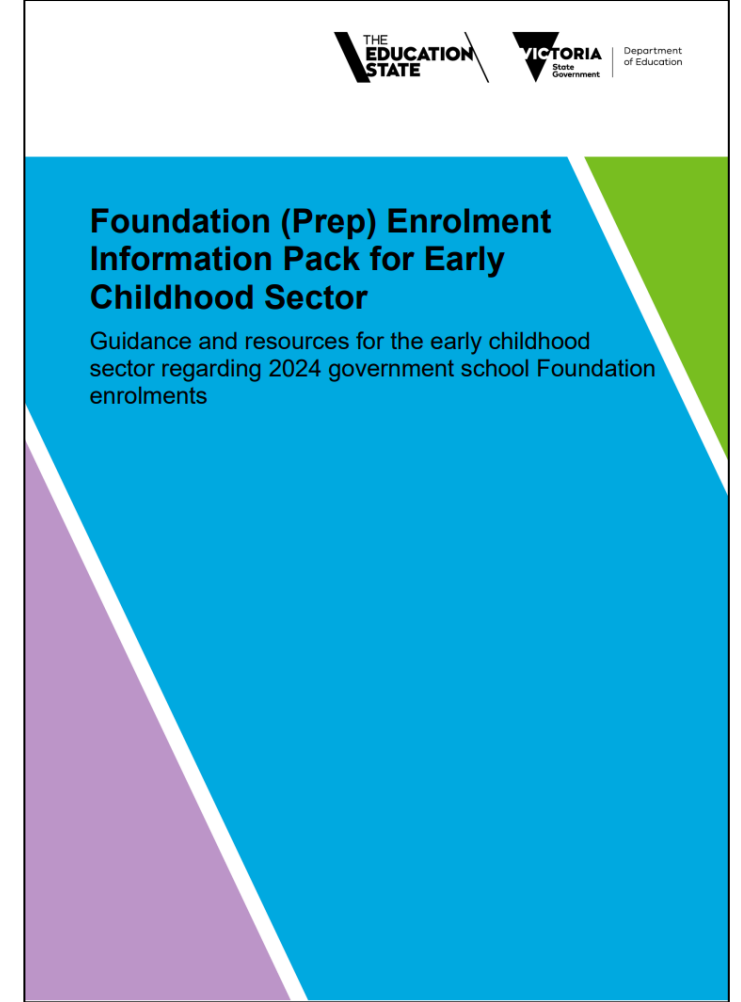
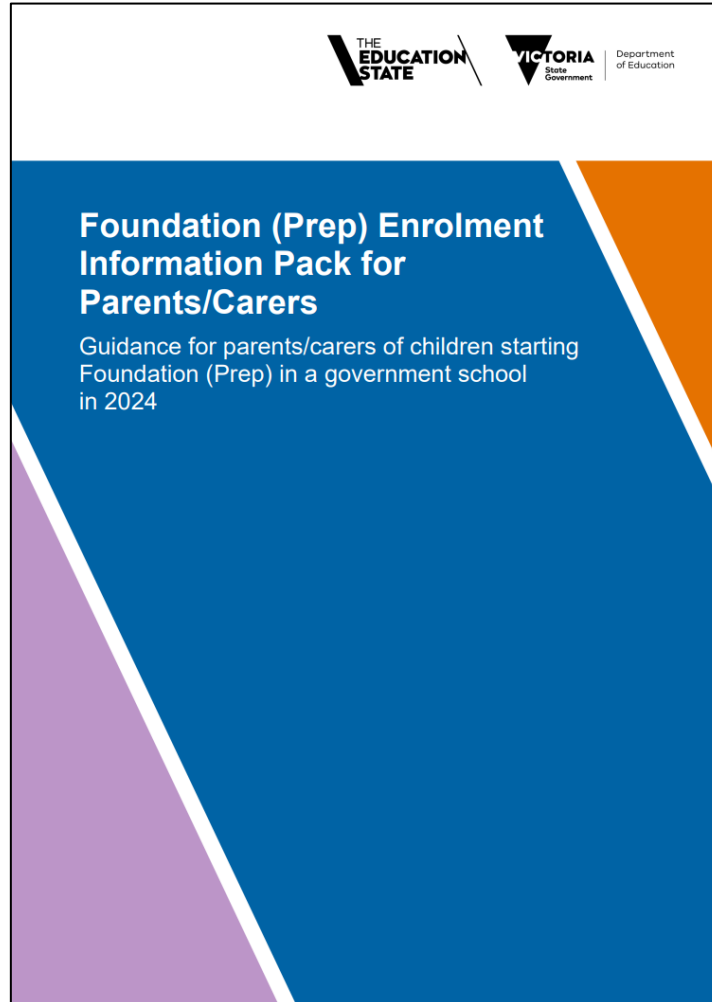
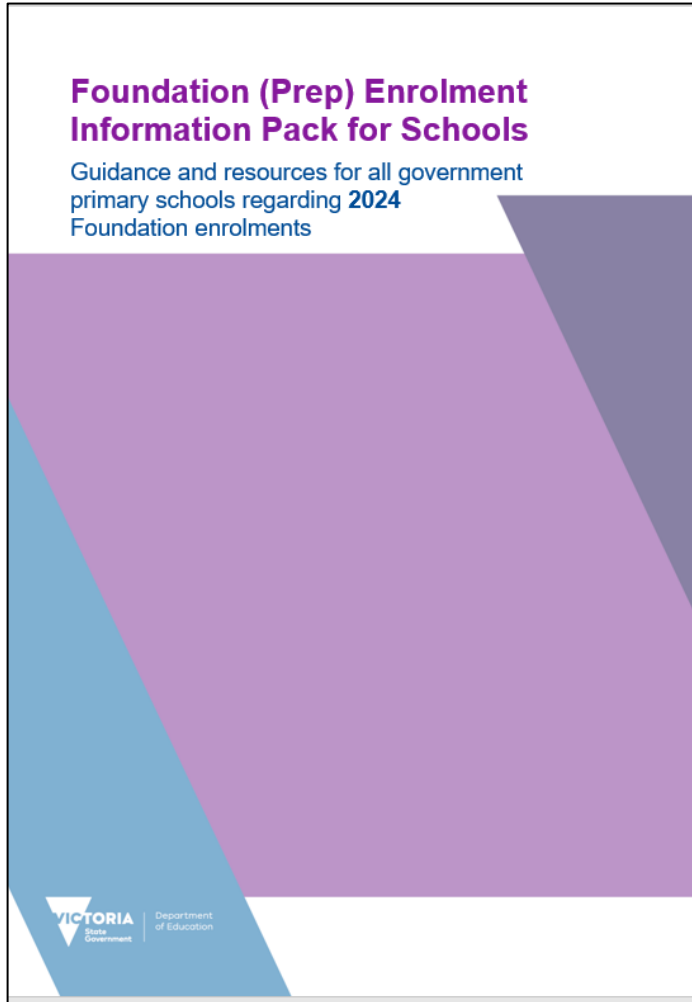
**All** mainstream Victorian government primary schools are required to implement the timeline this year to support Foundation enrolments for the 2024 school year. *The timeline is not applicable to those primary schools exempt from the Placement Policy, such as **specialist schools***



# Resources

**Foundation (Prep) Enrolment Information Packs** – released Tuesday 4 April 2023

Available on PAL ([Enrolment: Resources](#)) and the [Enrolling in Foundation \(Prep\) | Victorian Government](#) page



# Foundation (Prep) Enrolment Information Packs

## Pack for Gov Schools: Enrolment: Foundation (Prep) enrolment

- Foundation (Prep) enrolment timeline
- Guidance and information
- Key contacts
- Useful links
- **Appendix 1.** Frequently Asked Questions (FAQs)
- **Appendix 2.** Templates:
  - ❑ Page 19 - Template email sending enrolment application to prospective families – *optional*
  - ❑ Page 20 - Template newsletter article – *optional*
  - ❑ Pages 21-25 - Template letters to notify families of the outcome of their enrolment application – *required*
  - ❑ Pages 26-28 - Template letters to notify families of outcome of appeals – *required as necessary*
  - ❑ Pages 29-36 - **Non-Placement** Appeal form – *required as necessary*

## Pack for Parents/Carers: Enrolling in Foundation (Prep) | Victorian Government

- Message from the Department of Education
- Foundation (Prep) enrolment timeline
- FAQs
- Useful links

## Pack for the Early Childhood Sector: Enrolling in Foundation (Prep) | Victorian Government

- Introduction message and how to support families
- Useful links
- Social media content: posts and tiles
- Suggested newsletter content
- Poster
- Factsheet



# Foundation (Prep) enrolment timeline

## Summary of statewide timeline

Activities	Term 1, 2023 30 Jan – 6 Apr	Term 2, 2023 24 Apr – 23 Jun	Term 3, 2023 10 Jul – 15 Sep	Term 4, 2023 2 Oct – 20 Dec
<b>Schools</b> conduct tours and open nights and provide information about the enrolment timeline to prospective families and school community	From Term 1	To Term 2		
<b>DE</b> publishes Enrolment Information Pack resources	Late Term 1			
<b>DE</b> invites <b>early childhood service providers</b> to distribute information and resources to their families	Late Term 1			
<b>Schools</b> support families to complete 2024 enrolment applications		From 24 April	By 28 July ('last Friday of July')*	
<b>Schools</b> notify families of the outcome of enrolment applications			By 11 August**	
<b>Families</b> sent a letter of offer return the completed enrolment form to indicate acceptance of their child's enrolment offer			By 25 August	
<b>Families</b> may lodge a written appeal to the school			By 25 August	
<b>Schools</b> notify families in writing of the outcome of school-level appeals			By 15 September	
<b>Families</b> may lodge a written appeal with the Regional Director (RD)				By 20 October
<b>DE region</b> notifies families in writing of the outcome of the RD appeal				By 17 November
<b>Schools</b> manage late enrolment applications in accordance with the Placement Policy				Term 4 – ongoing

\*Families are asked to submit applications by 28 July. Schools are expected to process applications submitted after Friday 28 July as they are received, in accordance with the Placement Policy.

= Key steps for schools

\*\*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.



# Managing late enrolments

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.



# Summary: changes to enrolment policies and processes

## Placement Policy



### New policy in effect from the beginning of Term 2, 2023

- The priority order of placement has been **simplified**
- Students can *no longer be prioritised* for enrolment based on **curriculum grounds**
- Placement Policy applies continues to apply across all year levels from **Prep to Year 12**

## Standardised forms to support enrolment



### New application form and revised enrolment form for school use from beginning of Term 2, 2023

- The **enrolment form** has been updated to improve usability, reflect current department policies, and be inclusive of diverse families
- A **standardised application form** is available for schools to seek expressions of interest from new students (*not applicable for Year 6-7 placement*).
- The purpose of the form is to provide a **consistent, state-wide resource** that schools can use to prioritise applications under the Placement Policy before making offers of enrolment

# Placement Policy

## Updates to the Placement Policy applicable to all year levels from F-12

The Placement Policy has been updated to provide greater clarity for schools and parents/carers and support consistent and fair decision-making. The changes will come into effect from the beginning of Term 2, 2023 and will apply **to all mid-year transfers and 2024 enrolments across Prep to Year 12.**

Changes to the Placement Policy's priority order of placement include:

- Elevating and reframing **priority 1 ('students who reside in zone')** as guaranteed entry
- Removing **priority 3 ('Regional Director restrictions')**
- Removing **priority 4 ('curriculum grounds')**

### Previous

1. students for whom the school is the designated neighbourhood school
2. students with a sibling at the same permanent address attending school at the same time
3. where the Regional Director has restricted the enrolment, students who reside nearest the school
4. students seeking enrolment on specific curriculum grounds
5. all other students in order of closeness of their home to the school

### Updated (in effect from Term 2, 2023)

#### Guaranteed entry:

**Students for whom the school is the designated neighbourhood school**

#### Priority order (subject to sufficient accommodation):

1. students with a sibling at the same permanent address attending school at the same time
2. all other students in order of closeness from their home to the school



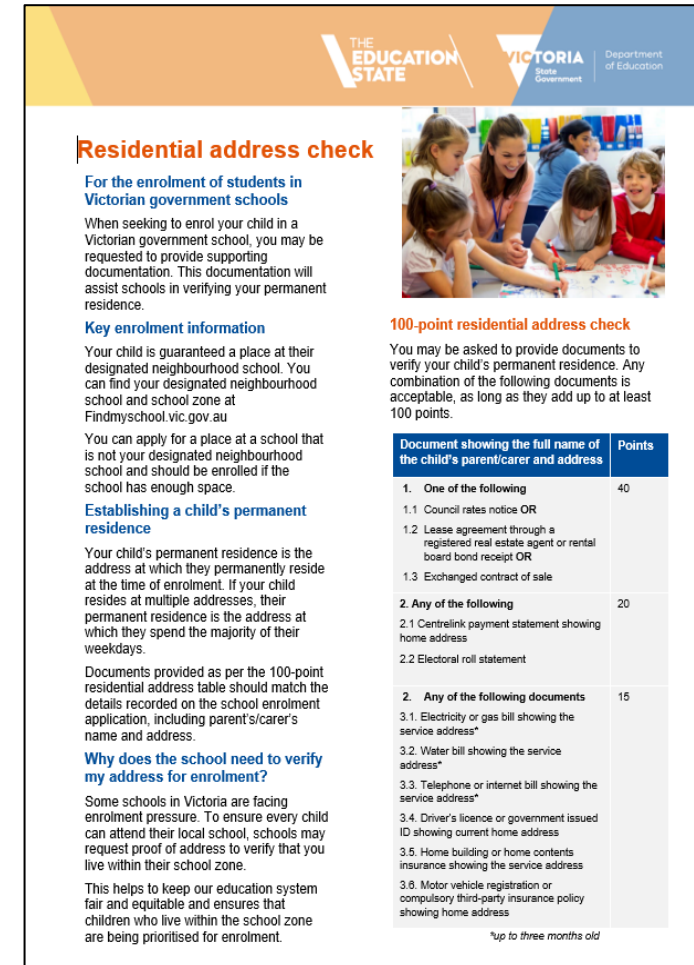
There have been **no changes made to compassionate grounds** in the policy, which states that in exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. Compassionate grounds is an overarching consideration and does not form part of the priority order of placement.



# Determining permanent residence

## Only relevant if your school is at capacity

- A student's permanent residence is the address at which they permanently reside **at the time of seeking enrolment**.
- The 100-point Residential Address Check is **intended as guidance only**. If a school is satisfied with less or different information, it is within the school's discretion to enrol the student.
- Schools should ensure they do not unfairly disadvantage students who are unable to provide proof of permanent address because of their individual circumstances (**e.g., 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.*
- If parents/carers are unable to provide documents that add up to 100 points, **schools may ask parents/carers to complete a statutory declaration** confirming they are living at the address and that the arrangement is genuine and intended to be permanent.
  - *Schools should seek advice from the regional office if they receive a statutory declaration and are unsure about its validity.*



**Residential address check**

**For the enrolment of students in Victorian government schools**

When seeking to enrol your child in a Victorian government school, you may be requested to provide supporting documentation. This documentation will assist schools in verifying your permanent residence.

**Key enrolment information**

Your child is guaranteed a place at their designated neighbourhood school. You can find your designated neighbourhood school and school zone at [Findmyschool.vic.gov.au](http://Findmyschool.vic.gov.au)

You can apply for a place at a school that is not your designated neighbourhood school and should be enrolled if the school has enough space.

**Establishing a child's permanent residence**

Your child's permanent residence is the address at which they permanently reside at the time of enrolment. If your child resides at multiple addresses, their permanent residence is the address at which they spend the majority of their weekdays.

Documents provided as per the 100-point residential address table should match the details recorded on the school enrolment application, including parent's/carer's name and address.

**Why does the school need to verify my address for enrolment?**

Some schools in Victoria are facing enrolment pressure. To ensure every child can attend their local school, schools may request proof of address to verify that you live within their school zone.

This helps to keep our education system fair and equitable and ensures that children who live within the school zone are being prioritised for enrolment.

**100-point residential address check**

You may be asked to provide documents to verify your child's permanent residence. Any combination of the following documents is acceptable, as long as they add up to at least 100 points:

Document showing the full name of the child's parent/carer and address	Points
<b>1. One of the following</b>	40
1.1 Council rates notice OR	
1.2 Lease agreement through a registered real estate agent or rental board bond receipt OR	
1.3 Exchanged contract of sale	
<b>2. Any of the following</b>	20
2.1 Centrelink payment statement showing home address	
2.2 Electoral roll statement	
<b>2. Any of the following documents</b>	15
3.1. Electricity or gas bill showing the service address*	
3.2. Water bill showing the service address*	
3.3. Telephone or internet bill showing the service address*	
3.4. Driver's licence or government issued ID showing current home address	
3.5. Home building or home contents insurance showing the service address	
3.6. Motor vehicle registration or compulsory third-party insurance policy showing home address	

\*up to three months old

# New forms to support enrolment

The following resources were released at the end of Term 1, 2023:

- A revised Enrolment Form
- A new Application Form



## Revised Enrolment Form – found on [PAL](#)

- The enrolment form has been updated to **improve usability**, **reflect current department policies** and be **inclusive of diverse families**.
- Key updates to the enrolment form include:
  - **Supporting diverse family structures** within the one form
  - **Capturing student's additional learning and support needs**
  - **Removing unnecessary questions**, e.g., Medicare card details
  - **Amending outdated references**, such as 'silent number' and 'alternative family'

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

- Changes are being made to CASES21 for mid-2023 to support the updated enrolment form.

**Schools are to hold off on entering data into CASES21 until July 2023.**

- Resources will be provided to help schools input information from the revised enrolment form into CASES21.

## [New Application Form](#) – available on [PAL](#)

- A new state-wide application form was released to support schools to seek expressions of interest from new students, prior to completing the enrolment form.
- The application form only captures the information necessary for schools to make an enrolment offer in line with the Placement Policy.
- The application form can be used for new enrolments and for transfer requests (**excluding 6 to 7 placement**).
- The application form complements the new state-wide Foundation enrolment timeline.

**Use of the application form is optional, but recommended – particularly where schools already have an EOI process.**

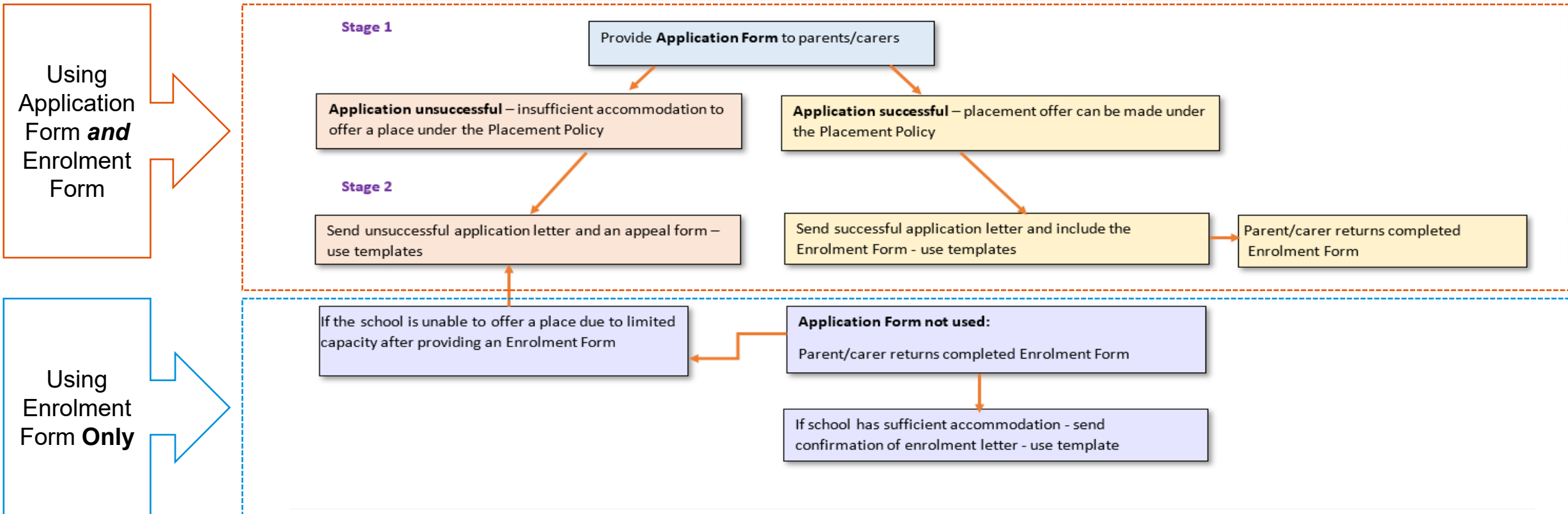
**Schools must replace any existing EOI/application form with department's approved Application Form.**

# New forms to support enrolment

## Foundation -Year 6 and Years 8 - 12

### Schools can choose how to provide enrolment application forms to parents/carers:

1. On your school website, direct families to the Enrolling in Foundation (Prep) website to read the information pack and request they contact the school to obtain an application or enrolment form
2. On your school website, provide more detailed information about the application and enrolment process and instruction on how to obtain a form
3. Send a copy of the parent/carer information pack/or link to the Enrolling in Foundation (Prep) website and an application or enrolment form via email to families in your school community
4. Schools can also keep hard copies of the information pack and forms at the school office to meet the needs of diverse families.





# New forms to support enrolment

## Foundation -Year 6 and Years 8 - 12

The screenshot shows the top of a web page for 'Application to Enrol in a Victorian Government School'. It features the logos for 'THE EDUCATION STATE' and 'VICTORIA State Government Department of Education'. Below the logos is a search bar with the placeholder text 'Enter school name here'. The main content area contains several paragraphs of text explaining the application process, including sections on 'Your child's right to enrolment', 'Going to a school outside your zone', 'Student tests and interviews', 'Students with disability', and 'International students'. At the bottom, there is a 'STUDENT DETAILS' section with a form containing fields for 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), and a dropdown menu for 'Which year are you seeking to enrol this student?' with options from Foundation(Prep) to 12 and Ungraded.

**Important:** while use of the Application Form is *optional*, running an application process is *mandatory*.

**Every school**, regardless of capacity must **accept applications** (either via the Application Form or Enrolment Form) from **all** interested families, regardless if they are in or out of zone.

If your school cannot accept all out of zone (non-sibling) children who apply for Prep 2024, you must use the 'Unsuccessful application letter' to respond to families who have applied for a spot and attach the appeal form.

# Non-Placement Appeals

## Two stage process: School level and RD level

### Appealing at the school level

- In the first instance, parents/carers must lodge a written appeal with the **preferred primary school**. This is the school at which the child has been unsuccessful in gaining enrolment in Foundation (Prep).
- Written appeals should be lodged with the preferred primary school by **Friday 25 August 2023**. Parents/carers may choose to use the *Foundation (Prep) Placement Appeal Form*.
- All appeals are to be considered by the school's placement committee and/or Principal, in accordance with the Placement Policy, priority order of placement and in the context of the school's capacity.
- Primary schools must notify all parents/carers in writing, of the outcome of non-placement appeal by **Friday 15 September 2023**.
- In some cases, primary schools may receive late non-placement appeals – **primary schools are required to consider late appeals** and provide a written outcome to the parent/carer as soon as possible.

### Appealing to the Regional Director

- If the appeal at the school level is unsuccessful and parents/carers are not satisfied that their appeal has been adequately considered, they are able to escalate the appeal to the regional director, by lodging a second written appeal.
- Written appeals should be lodged with the Regional Director by **Friday 20 October 2023**.
- Appeals are considered by a panel of senior regional staff that assess the appeal against the Placement Policy, priority order of placement and in the context of the school's capacity. This panel provides a recommendation to the Regional Director who makes the final decision.
- Regions must notify all parents/carers in writing of the outcome of Regional Director non-placement appeal by **Friday 17 November 2023**.
- Late non-placement appeals will be considered by the Regional Director and a written outcome provided to the parent/carers as soon as possible.



- Compassionate grounds is an overarching consideration and does not form part of the priority order of placement.
- Appeals on compassionate grounds must be considered on a case-by-case basis.
- Ease of transport, friendship groups, individual needs or an anticipated move into the school zone do not generally meet grounds for compassionate appeal.

# Foundation out of zone enrolments



- Parents/carers do not always understand that the allocation of secondary school places is *not* linked to the primary school their child attends (e.g., *families believe their primary school is an 'automatic feeder' into a secondary school*).
- Many Year 7 non-placement appeals on compassionate grounds are linked to the impact of Year 7 placements on friendship groups and networks.
- Primary schools with capacity to accept out of zone enrolments are welcome to do so, however these schools should provide guidance to out of zone families to help them understand the longer-term implications of not attending their local school.



# What do schools need to do?

- 1 Ensure **all staff involved in enrolment process** are aware of new statewide timeline
- 2 Update current **enrolment form** to department's revised form
- 3 *If applicable, replace* existing EOI/enquiry form with department's **application form** (*this applies to enrolments from Foundation to Year 6*)
- 4 Ensure information on your **school website** is accurate and up to date, including information on:
  - School zones
  - Enrolment process
  - Foundation timeline (as applicable)
- 5 Manage enrolment applications using the updated **Placement Policy**, in accordance with the **Foundation enrolment timeline** (as applicable)
- 6 Wait to input 2024 enrolment information into **CASES21** until after the system is updated in July 2023 (please continue to input enrolment information for late 2023 enrolments/transfers)

## Please note:

- Schools with entry criteria approved by the Minister (e.g., specialist schools) can continue applying the processes outlined in their school-specific Enrolment Policy.
- All other schools are subject to the Department of Education's Enrolment Policy and must complete these actions.

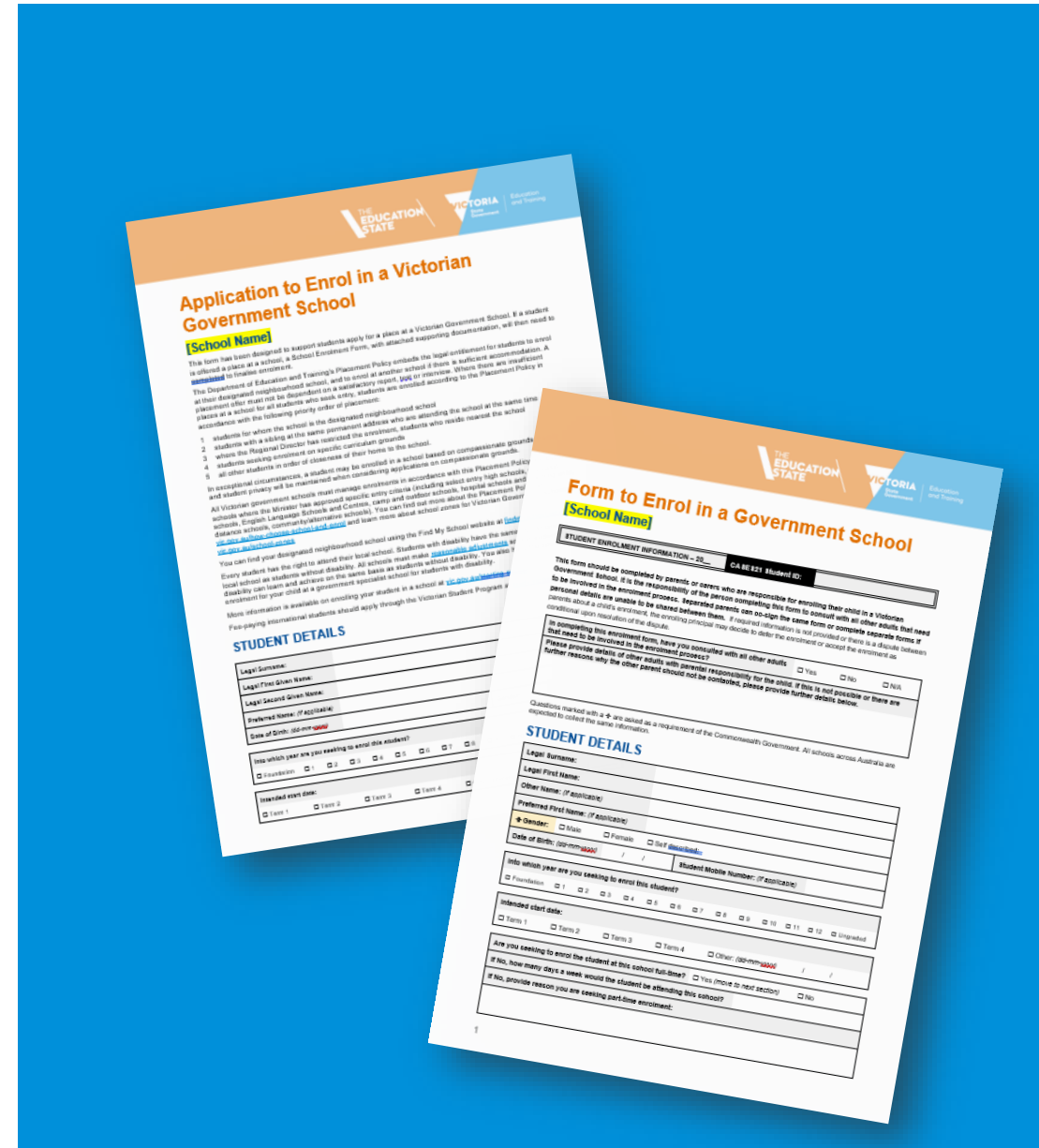
# Where can schools find more information online?

## PAL – Enrolment Policy Guidance:

- Placement Policy
- Determining permanent residence
- Application and enrolment forms
- Processing enrolment forms and supporting documentation
- Foundation (Prep) enrolment

## PAL – Enrolment Policy Resources:

- Foundation enrolment information pack for schools
- **Application** form (optional)
- **Enrolment** form (compulsory)
- Fact sheet on changes to the enrolment form
- Sample wording for school websites and template emails to parents/carers



# Who can school staff contact in the SWV Region?

Name	Role	Email
Karina Howard	Manager, Youth Pathways and Transitions (MYPAT)	Karina.Howard@education.vic.gov.au
Rashmita Samrai	Senior Transition Officer (STO) for <b>Central Highlands</b> and <b>Wimmera South West Areas</b>	Rashmita.Samrai@education.vic.gov.au
Shivaun Scerri	STO for <b>Brimbank Melton</b> and <b>Western Melbourne Areas</b>	Shivaun.Scerri@education.vic.gov.au
Dave Moar	Service Support Branch Manager for <b>Barwon Area</b>	David.Moar@education.vic.gov.au



Parents/carers can contact the SWV Region by phone:  
1300 333 232 or email: [swvr@education.vic.gov.au](mailto:swvr@education.vic.gov.au)

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