

# Enrolling in primary school for 2025

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

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

You can also apply for a place at a school that is not your local school. The school will consider your application in line with the Placement Policy. For more information on the Placement Policy, visit the [Enrolling in school](#) page.



## New statewide timeline for Foundation (Prep)

The first year of primary school is called Foundation or Prep. We have released the Foundation enrolment timeline for all Victorian government primary schools to follow (see page 3). The timeline aims to help you understand when and how to enrol your child into Foundation for the 2025 school year.

## When should I enrol my child in their first year of primary school?

Your child must be 5 years old by 30 April in the year that they start school.

Schooling is compulsory for children who have turned 6 years old.

To enrol your child in a Victorian government primary school for the 2025 school year, submit an enrolment application to the school by 26 July 2024.

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

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

1. Find your local school on the Find my School website (see below).
2. Contact a government primary school to book a school tour or to learn more about the school and the enrolment application process.
3. Download the Foundation (Prep) enrolment information pack from [Enrolling in Foundation \(Prep\)](#). The pack will be available from Monday 15 April 2024 and will include an application form. The school may also provide you with a copy of the form to complete.
4. Submit an enrolment application for Foundation **by Friday 26 July 2024**.
5. You will be notified of the outcome of your application **between Monday 29 July and Friday 9 August 2024**. If you receive an offer, you should accept the offer **by Friday 23 August 2024**.
6. Take part in enrolment information and transition sessions **during Term 4 2024**.
7. Your child will start Foundation **from Wednesday 29 January 2025**.

## How do I find my local school?

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

1. Enter [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au) into your browser.
2. Enter your permanent residential address under 'Enter your address to get started'.
3. Select 2025 under 'Enrolment year'. **Note:** 2025 school zones will be available late Term 1, 2024.
4. Select Primary under 'School type'.

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

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

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

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

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

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

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

## What happens if I miss the enrolment timeframes?

You can apply to enrol your child into Foundation for the 2025 school year at any time from Term 2, 2024.

While you are asked to submit an enrolment application by Friday 26 July 2024, applications after this date will still be accepted from those families who miss enrolment timelines, move permanent residence or newly arrive to Victoria.

Enrolment applications submitted after 26 July 2024 will be processed by the school as they are received, in accordance with the department's Placement Policy.

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

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

At the start of Term 2, 2024 you can also find an information pack on the Foundation enrolment process on the [Enrolling in Foundation \(Prep\)](#) page.

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

## Who do I contact for help?

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

## Useful links

Please find some useful links below that may be helpful for you as your child starts primary school in 2025:

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

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

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

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

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

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

# Timeline for 2024-25

2024 Dates	Activity
<b>Term 2: Monday 15 April 2024 – Friday 28 June 2024</b>	
<b>Terms 1 and 2, 2024</b>	Primary schools conduct tours, information sessions and other activities for families seeking Foundation (Prep) enrolment for their child for 2025.
<b>By the start of Term 2, 2024</b>	School zones for the 2025 school year go live on <a href="https://findmyschool.vic.gov.au">findmyschool.vic.gov.au</a> Parents and carers should go to <a href="https://findmyschool.vic.gov.au">findmyschool.vic.gov.au</a> to locate their designated neighbourhood school (local school) for 2025. The Enrolment Information Pack for Parents and Carers is available to download from <a href="#">Enrolling in Foundation (Prep)</a> .
<b>From Week 1, Term 2 2024</b>	Primary schools may distribute the Enrolment Information Packs to prospective families and their local community.
<b>From Week 1, Term 2, 2024</b>	<b>Enrolment applications open</b> – parents and carers submit their completed enrolment application to a government primary school from this date.
<b>Term 3: Monday 15 July 2024 – Friday 20 September 2024</b>	
<b>By Friday 26 July 2024</b>	<b>Enrolment applications due</b> – parents and carers submit their completed enrolment application to a government primary school by this date.
<b>Between Monday 29 July and Friday 9 August 2024</b>	Primary schools notify parents and carers in writing of Foundation (Prep) enrolment outcomes, as per the department's Placement Policy. This may include a letter of offer, a letter confirming enrolment, or an unsuccessful application letter. Parents and carers sent an unsuccessful application letter may start submitting a written appeal to the primary school.
<b>By Friday 23 August 2024</b>	Parents and carers sent a letter of offer indicate acceptance of their child's place by this date.
<b>By Friday 23 August 2024</b>	<b>Closing date</b> for parents and carers to submit a written appeal to a primary school.
<b>By Friday 6 September 2024</b>	Primary schools notify all parents and carers, in writing, of the outcome of their appeal by this date.
<b>By Friday 20 September 2024</b>	<b>Closing date</b> for parents and carers to submit a written appeal with the relevant Regional Director, where they have been unsuccessful with their appeal to the primary school.
<b>Term 4: Monday 7 October 2024 – Friday 20 December 2024</b>	
<b>During Term 4, 2024</b>	Primary schools host transition sessions.
<b>By Friday 1 November 2024</b>	Regions notify all parents and carers in writing of the outcome of Regional Director appeals by this date. This only applies to appeals received by the closing date of Friday 20 September 2024.