# New Statewide Foundation (Prep) Enrolment Timeline: Frequently Asked Questions (FAQs)

This FAQs for Schools document provides information to prepare schools to implement the enrolment timeline in 2023 to manage 2024 Foundation enrolments. These FAQs are for use by government schools and departmental staff, and are not to be shared externally.

## General FAQs

### What is the new Foundation (Prep) enrolment timeline?

The new statewide Foundation enrolment timeline will provide government primary schools with clear timeframes for enrolling students who will commence Foundation in the 2024 school year. It will include key dates, activity descriptions and an overview of responsibilities to assist primary schools to plan for their Foundation enrolments.

**All government primary schools are expected to implement the new Foundation enrolment timeline in 2023 to manage 2024 enrolments.**

The timeline will have standard timeframes for placement and enrolment activities, such as when schools can begin to receive enrolment applications and when schools need to communicate application outcomes to families.

This is the first time that the department is releasing a statewide timeline to support enrolments in the Foundation year. The timeline draws on the well-established Year 6 to 7 placement process and Foundation pilots undertaken in the North-Eastern Victoria Region and South-Western Victoria Region.

### When will the timeline be released?

The department will release the detailed statewide enrolment timeline in late Term 4, 2022. The timeline will be available for schools to download from the Policy and Advisory Library (PAL) within the [Enrolment Policy Guidelines](https://www2.education.vic.gov.au/pal/enrolment/guidance/). Schools will be notified via the School Update when the timeline is available to download; this is expected in late November / early December 2022.

### How can I help prepare my school to implement the timeline in 2023?

To help prepare your school to implement the timeline in 2023, please read and share initial information about the timeline, including this FAQs document, with relevant staff at your school.

You should also ensure that you access and share the detailed enrolment timeline when it is released later this term. Schools should consider waiting until after the timeline is released before updating school handbooks or websites with information about 2024 Foundation enrolments.

### Which schools are required to implement the timeline?

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

The timeline is not applicable to those primary schools exempt from the department’s [Placement Policy](https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy), such as specialist schools or those with special entry criteria.

### Will the timeline impact 2023 Foundation students?

No, the new timeline will apply for children commencing Foundation in 2024. The enrolment process for children commencing Foundation in 2023 remains unchanged.

### Why is a statewide Foundation enrolment timeline needed?

The timeline will support schools and families by making the Foundation enrolment process clearer, more transparent, and equitable.

Schools will use the timeline to plan and manage current and future enrolments in accordance with the [Placement Policy](https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy). Furthermore, it will improve schools’ access to timely enrolment information and support the planning of class sizes and staffing. By releasing the timeline, the department also aims to reduce the administrative burden on schools by providing standardised templates to support the enrolment process.

The timeline will advise families 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.

The new enrolment timeline is an initial step that the department is taking to improve supports for schools and families navigating the Foundation enrolment process. The timeline provides further opportunities to streamline the process for schools and families in future years.

### Will the Foundation enrolment timeline include transition to school activities?

The Foundation enrolment timeline will include key dates and activities related to placement and enrolment. It is based on the [Enrolment Policy](https://www2.education.vic.gov.au/pal/enrolment/policy) in PAL.

While the Foundation enrolment timeline will complement the *Transition: A positive start to school* initiative, it will not include dates for transition to school activities. For transition timelines, please refer to the minimum key activities identified in the [*Transition: A positive start to school* *resource kit*](https://www.education.vic.gov.au/childhood/professionals/learning/Pages/transkit.aspx).

## Enrolment application timeframes and forms

### When can families submit enrolment applications?

The timeline will specify that schools cannot accept any Foundation enrolment applications in Term 1, 2023. Parents/carers can submit enrolment applications for the 2024 school year from Term 2, 2023.

This timing ensures that families have access to enrolment information packs and can view school zones for 2024 on [Find my School](https://www.findmyschool.vic.gov.au/) before submitting an enrolment application. These resources will be published by the end of Term 1, 2023. For more information on these resources, refer to question 12 below.

### Can my school run tours and information sessions in Term 1, 2023?

Yes, your school may run tours and information sessions in Term 1, 2023. When the enrolment information pack for parents/carers becomes available at the end of Term 1, 2023, your school can distribute the pack to families that have attended the information sessions.

### What will the Foundation enrolment timeline look like?

The new Foundation enrolment timeline draws on the well-established Year 6 to 7 placement process and timeline. Both timelines will share a similar ‘look and feel’ and include key dates, activity descriptions and an overview of responsibilities in the placement process.

However, the actions in the Foundation enrolment timeline will differ to the Year 6 to 7 placement timeline to reduce the burden on primary schools from managing both the Foundation and Year 6 to 7 placement processes at the same time.

### What happens if families miss enrolment timeframes?

Families can apply to enrol their child into Foundation for the 2024 school year at any time from Term 2, 2023.

While families will be asked to submit an Application to Enrol in a Victorian Government School Form by a particular date, late applications will still be accepted from those families who miss enrolment timelines, move permanent residence or newly arrive to Victoria.

Schools will be required to manage late enrolment applications in line with the [Placement Policy](https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy).

## Resources

### What resources will be available to support schools to implement the timeline?

The detailed enrolment timeline will be available for download from PAL in late Term 4, 2022.

The Victorian Government’s [Starting School page](https://www.vic.gov.au/starting-school) will be updated to contain information about the timeline, including a factsheet. This will enable schools to direct families to the website and distribute the factsheet in Term 1, 2023 during school tours or in response to enrolment enquiries. Schools may also include links to publicly available resources on their school website.

Enrolment information packs will be released in late Term 1, 2023 with tailored versions available for government schools, the early childhood sector, and parents/carers. Schools will be able to download the packs from PAL.

The packs for parents/carers and the early childhood sector will also be publicly available via the [Starting School page](https://www.vic.gov.au/starting-school).

The department will publish the new Foundation enrolment information packs alongside other resources to support schools to manage their enrolments, as part of the annual Term 1 release of enrolment information. This includes updates to the school zones for 2024 on [Find my School](https://www.findmyschool.vic.gov.au/), updates to the [Placement Policy](https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy) (where relevant) and information on the 2023-24 Year 6 to 7 placement process.

### What resources will be included in the enrolment information packs?

The enrolment information pack for schools will include standard templates to support schools during the enrolment process. Examples of the resources that will be included are:

* FAQs;
* the application form;
* template letters for schools to notify families of the outcome of their enrolment application; and
* resources to support schools to communicate about the new enrolment timeline, such as a template newsletter article.

The parent/carer information pack will include a high-level timeline, FAQs and the application form.

Early childhood service providers will be invited to distribute resources to families in 2023. The early childhood sector information pack will include resources to support early childhood service providers to share information about the timeline.

1. **Will staff at my school be able to attend a briefing session in 2023 about the new timeline?**

Each region will host a webinar about the new enrolment timeline in late Term 1, 2023. School staff involved in the enrolment process will be invited to attend. The webinars will take place prior to applications for 2024 Foundation enrolments opening from Term 2, 2023. Schools will receive information about the webinars in early 2023.

## Key contacts for more information

1. **Who can I contact for more information about the new Foundation enrolment timeline?**

The department will release the detailed statewide enrolment timeline in late Term 4, 2022. More information to support schools to implement the timeline will be made available at that time.

For any queries prior to the release of the timeline, contact your regional Manager, Youth Pathways and Transitions by email:

* North-east region: pathways.transitions.nev@education.vic.gov.au
* North-west region: pathways.transitions.nwv@education.vic.gov.au
* South-east region: pathways.transitions.sev@education.vic.gov.au
* South-west region: pathways.transitions.swv@education.vic.gov.au