

## What you need to do

### 1. Find your local school

Visit [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au) to find your local government primary school or nearby schools.

### 2. Contact the school

Contact the primary school to book an optional school tour. Confirm whether the school will be using the online enrolment ([VicStudents](#)) or paper-based enrolment process. This information will be available through the school's website.

### 3. Submit your enrolment application

Submit an enrolment application **by Friday 31 July 2026**, either online via VicStudents or using the paper-based application form, depending on the school's process. For schools using the paper-based process, the application form is available at the end of this pack.

### 4. Receive and choose to accept an outcome

You will be notified of the outcome of your application via email **between Monday 3 August and Friday 14 August 2026**. If you receive an offer, you should accept the offer **by Friday 28 August 2026**.

### 5. Prepare for your child's transition to school

Take part in student **transition sessions during Term 4, 2026**, which will be organised by the school. Your child will start Foundation on **Thursday 28 January 2027**. For further information, visit: <http://www.vic.gov.au/transition-school-resources-families>.

## Foundation (Prep) enrolment timeline 2026-27

All Victorian government primary schools (including P-12 schools) follow a statewide Foundation (Prep) enrolment timeline. The timeline provides key dates to apply and enrol your child into Foundation for the 2027 school year.

2026 Dates	What do parents/carers need to do?
<b>Term 1: Tuesday 27 January (students start 28 January) – Thursday 2 April 2026</b>	
<b>Terms 1 and 2, 2026</b>	<ul style="list-style-type: none"> <li>Attend school tours organised by primary schools (<i>optional</i>).</li> </ul>
<b>By Thursday 2 April 2026</b>	<ul style="list-style-type: none"> <li>School zones for the 2027 school year are available. You can <b>find your local school</b> at <a href="http://www.findmyschool.vic.gov.au">www.findmyschool.vic.gov.au</a>.</li> </ul>
<b>Term 2: Monday 20 April – Friday 26 June 2026</b>	
<b>From Monday 20 April 2026</b>	<ul style="list-style-type: none"> <li>From the start of Term 2, <b>complete and submit your child's application</b> – either online (<a href="#">VicStudents portal</a>) or using the Application Form, which is available in this pack (below),</li> </ul>
<b>Term 3: Monday 13 July – Friday 18 September 2026</b>	
<b>By Friday 31 July 2026</b>	<ul style="list-style-type: none"> <li><b>Submit your completed application</b> to the government primary school <u>by Friday 31 July 2026</u>.</li> </ul>
<b>Between Monday 3 August and Friday 14 August 2026</b>	<ul style="list-style-type: none"> <li>Primary schools will notify you in writing of <b>enrolment outcomes</b> during this period.</li> <li>If your enrolment application is not successful, and you believe you have appropriate grounds to appeal the decision, you may lodge a written appeal with the school using the Appeal Form, found in the Appeals information pack for parents and carers (<a href="#">DOCX</a> and <a href="#">PDF</a>), available on the <a href="#">Enrolling in school webpage</a>.</li> </ul>
<b>By Friday 28 August 2026</b>	<ul style="list-style-type: none"> <li><b>Confirm acceptance of your child's place</b> by completing the required steps included in the enrolment offer.</li> <li>If you intend to appeal, submit a written appeal to the primary school <u>by Friday 28 August</u>.</li> </ul>
<b>By Friday 11 September 2026</b>	<ul style="list-style-type: none"> <li>Primary schools will notify you in writing of <b>appeal outcomes</b>.</li> <li><b>If your appeal is successful</b>, you must complete an enrolment form to confirm acceptance.</li> </ul>
<b>By Friday 18 September 2026</b>	<ul style="list-style-type: none"> <li>If your appeal to the school is unsuccessful, and you believe your appeal has not been adequately considered, you may lodge a written appeal to the relevant Department of Education Regional Director. For regional office details, email <a href="mailto:enquiries@education.vic.gov.au">enquiries@education.vic.gov.au</a>.</li> <li>A written appeal to the Regional Director must be submitted <u>by Friday 18 September</u>.</li> </ul>
<b>Term 4: Monday 5 October – Friday 18 December 2026</b>	
<b>Term 4, 2026</b>	<ul style="list-style-type: none"> <li>Attend transition sessions hosted by primary schools.</li> </ul>
<b>By Friday 6 November 2026</b>	<ul style="list-style-type: none"> <li>If you have lodged an appeal with the Regional Director, the region will notify you in writing of the outcome by this date. This only applies to appeals received by the closing date of Friday 18 September.</li> </ul>

# Application to Enrol in a Victorian Government School

Torquay P-6 College

This form supports students to apply for a place at a Victorian Government School. If a student is offered a place at a school, a School Enrolment Form, with attached supporting documentation, may need to be completed to finalise enrolment.

## Your child's right to enrolment

Your child is guaranteed a place at the school they are zoned for, as shown on the Find My School website.

This means that if your child lives within the school zone, they must be offered a place when seeking enrolment. To find the school you are zoned for (referred to as your local school) visit [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)

## Going to a school outside your zone

You have the choice to seek enrolment at a school that is not your local school. Your child should be offered a place if the school has sufficient accommodation.

If the school has limited accommodation, applications are considered using the priority order of placement. The priority order of placement prioritises out-of-zone siblings and then students in order of closeness of their home to the school.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. Family and student privacy will be maintained when considering applications on compassionate grounds.

To find out more, visit [www.vic.gov.au/how-choose-school-and-enrol](http://www.vic.gov.au/how-choose-school-and-enrol)

## Student tests and interviews

Enrolment offers are not dependent on a satisfactory report or interview. Student tests or interviews may only occur after an enrolment offer has been accepted.

## Students with disability

Every student has the right to attend their local school. Students with disability have the same right to enrol in their local school as students without disability.

All schools must make [reasonable adjustments](#) so that students with disability can learn and achieve on the same basis as students without disability.

You also have the option to seek enrolment for your child at a government specialist school for students with disability.

## International students

Fee-liable international students should apply through the International Student Program at [www.study.vic.gov.au](http://www.study.vic.gov.au)

# STUDENT DETAILS

Surname:	
First Given Name:	
Second Given Name: <i>(if applicable)</i>	
Preferred First Name: <i>(if applicable)</i>	
Date of Birth: <i>(dd-mm-yyyy)</i>	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Self described: _____

Which year are you seeking to enrol this student?													
<input type="checkbox"/> Foundation(Prep)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> Ungraded

<b>Intended start date:</b>	
<input type="checkbox"/> Day 1, Term 1	<input type="checkbox"/> Other (dd-mm-yyyy): _____ / _____ / _____

<b>Are you seeking to enrol the student at this school full-time?</b>	<input type="checkbox"/> Yes (move to next section)	<input type="checkbox"/> No
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<b>If No, how many days a week would the student be attending this school?</b>
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<b>If No, provide reason you are seeking part-time enrolment:</b>
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<b>Other school name:</b>	<b>Days / week:</b>	<b>Has enrolment been accepted?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Other school name:</b>	<b>Days / week:</b>	<b>Has enrolment been accepted?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Do you live in the school's zone?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Go to <a href="http://www.findmyschool.vic.gov.au">www.findmyschool.vic.gov.au</a> to find your local school		

<b>If this school has multiple campuses, what campus is the student applying for?</b>
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## Student's Permanent Residence

Your child's permanent residence is the address where they spend the majority of their days during the school week. If they spend an equal amount of time at two addresses, both are considered their permanent address and your child will be entitled to enrol in the designated neighbourhood school for either address. **Proof of permanent address should only be provided to the school upon request, after your application has been submitted. The school will let you know if and what evidence is required.** For more information, please refer to the [Residential Address Check](#), available at: [www.vic.gov.au/how-choose-school-and-enrol](http://www.vic.gov.au/how-choose-school-and-enrol). When assessing your application, the school may make enquiries to verify the information provided, such as checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office; checking with a real estate agent; or checking whether there are any regulations/codes limiting the number of people living at one residence, for example if a rental property is a studio or one bedroom unit.

<b>No. &amp; Street Address:</b>	
<b>Suburb:</b>	
<b>State:</b>	<b>Postcode:</b>
<b>How often does this student live at this address?</b>	
<input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Balanced (50%)	
<b>If the student lives at another address during the school week, please provide further details including the address, who they reside with, and how many days a week the student lives there:</b>	

## Siblings

A sibling is defined broadly and can include step-siblings and students living together as part of a multiple family cohabitation or out-of-home-care arrangements, including foster care, kinship care, residential care and permanent care.

<b>Does the student have any siblings at this school?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No (move to next section)
Name	Current Year Level	Reside at same residential address as the student	
1		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Sometimes
2		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Sometimes
3		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Sometimes
4		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Sometimes

# PARENT/CARER DETAILS

This form should be completed by parents or carers who are responsible for enrolling their child in school. It is the responsibility of the person completing this form to consult with all other adults that need to be involved in the enrolment process. If required information is not provided or there is a dispute between parents or carers about a child's enrolment, the enrolling principal is required to consider the student's education and wellbeing when deciding whether to defer or accept the enrolment.

## Enrolling Adult 1

Surname:				
First Given Name:				
Contact Mobile Number:				
Contact Home Phone:				
Contact Email Address:				
Correspondence Address:				
Student lives with Adult 1:	<input type="checkbox"/> Always	<input type="checkbox"/> Mostly	<input type="checkbox"/> Balanced (50%)	<input type="checkbox"/> Occasionally
Adult 1 Relationship to Student:	<input type="checkbox"/> Parent	<input type="checkbox"/> Step Parent	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Host Family
	<input type="checkbox"/> Relative	<input type="checkbox"/> Friend	<input type="checkbox"/> Self	<input type="checkbox"/> Other: _____

## Enrolling Adult 2

Surname:					
First Given Name:					
Contact Mobile Number:					
Contact Home Phone:					
Contact Email Address:					
Correspondence Address:					
Student lives with Adult 2:	<input type="checkbox"/> Always	<input type="checkbox"/> Mostly	<input type="checkbox"/> Balanced (50%)	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Never
Adult 2 Relationship to Student:	<input type="checkbox"/> Parent	<input type="checkbox"/> Step Parent	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Host Family	
	<input type="checkbox"/> Relative	<input type="checkbox"/> Friend	<input type="checkbox"/> Self	<input type="checkbox"/> Other: _____	

## Declaration

Information is collected and handled in accordance with the Schools' Privacy Policy, available here: [www.vic.gov.au/schools-privacy-policy](http://www.vic.gov.au/schools-privacy-policy)

Please also refer to the Victorian Government School Privacy Collection Notice for details on handling of personal and health information in schools: [www.vic.gov.au/schools-privacy-collection-notice](http://www.vic.gov.au/schools-privacy-collection-notice)

### I/We confirm that:

- I am/We are the person/people named as completing this form.
- The information in this form is true and correct.
- I/We agree to authorise this form by electronic means with an electronic signature.

Signature of Enrolling Adult: \_\_\_\_\_ Type name here \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Enrolling Adult (if applicable): \_\_\_\_\_ Type name here \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_