2027-28 STATEWIDE FOUNDATION (PREP) ENROLMENT TIMELINE – FOR ENROLMENT IN 2028

In 2027, all Victorian designated neighbourhood primary schools will use Student Insight to manage Foundation enrolment applications online. Families submit and track their applications through VicStudents, the parent/carer portal, which they access through Services Victoria.

Dates	Activity and notes	Responsible party
Term 1: Wednesday 27 January 2027 (students commence 28 January) – Thursday 25 March 2027		
By Wednesday 27 January	Schools update their website using the 'Template website content' available on the Enrolment: Foundation (Prep) enrolment page in the Policy and Advisory Library (PAL).	Primary schools
Terms 1 and 2	**Schools conduct tours from Term 1**. It is recommended that tours are completed by the end of Term 2. During tours, schools can provide families with factsheets, available in multiple languages on the Enrolling in Foundation (Prep) webpage.	
By Thursday 25 March	**School zones for the 2028 school year go live** on www.findmyschool.vic.gov.au. **Information packs for 2027-28** are released: • 'Foundation (Prep) Information Pack for Parents and Carers' (**parent/carer pack**) is available from the Enrolling in Foundation (Prep) webpage. • 'Foundation (Prep) Information Pack for Schools' (**school pack**) is available in PAL on the Enrolment: Foundation (Prep) enrolment page. • 'Foundation (Prep) Information Pack for the Early Childhood Sector' (**EC sector pack**) is available from the Transition to school resources for families webpage.	DE - Central
	Schools upload their school logo and principal details to Student Insight and provide access to relevant staff.	Primary schools
	The early childhood (EC) sector is invited to distribute the resources in the EC sector pack with families.	EC sector
Term 2: Monday 12 April 2027 – Friday 25 June 2027		
From Monday 12 April	**Enrolment applications open** – parents/carers can start submitting their applications in VicStudents. Parents/carers will automatically receive a confirmation email once their application has been submitted.	Parents/Carers
	Schools must: • **distribute the parent/carer pack** to prospective families. • **use the template email and newsletter article in the school pack** to share information about the Foundation (Prep) enrolment timeline to prospective families and the local community, including EC services in the area. • **refer parents/carers** to www.findmyschool.vic.gov.au to locate their designated neighbourhood school (zoned school) for 2028 and the Enrolling in Foundation (Prep) webpage for more information.	Primary schools
	Round 1 – Early enrolment offers in Student Insight. Schools can: • **begin assessing** all applications, as they are submitted in Student Insight and **move applications** from 'Submitted' to 'In review' • choose to make early offers in Student Insight to in-zone and sibling applicants who have nominated the school as their first preference. Once an offer has been made in Student Insight, an automated email will notify parents/carers.	
By Friday 18 June	The Department of Education notifies primary schools if they are going to receive a new or updated **Enrolment Management Implementation Plan (EMIP)** for the 2028 school year. Current EMIPs remain in place until the school is advised otherwise. Schools with an EMIP must include information about their enrolment restriction on their website. Refer to the Enrolment: Restricting enrolments page in PAL for sample wording.	DE - Regions
Term 3: Monday 12 July 2027 – Friday 17 September 2027		
Friday 30 July	**Enrolment applications due. Last day for parents/carers to submit enrolment applications** in VicStudents to receive an outcome by 13 August.	Parents/Carers
Between Monday 2 August and Friday 13 August	**Round 2 – Standard enrolment offers:** Schools must make enrolment decisions for all applications that did not receive an early offer using Student Insight. Schools can either offer a place or decline the application. Student Insight automatically emails parents/carers with the outcome. Schools must not hold a waiting list for enrolments.	Primary schools
By Friday 27 August	Parents/carers who have received an enrolment offer should respond to the offer and complete the enrolment form in VicStudents. Parents/carers will receive a system-generated email reminding them to respond to their offer one week before this date and following the due date.	Parents/Carers
	Appeals to schools due – parents/carers who receive an unsuccessful outcome from their preferred school can lodge an appeal with the school. Parents/carers must refer to the Appeal information pack, provided with their outcome notification.	
By Friday 10 September	Schools **notify parents/carers of the outcome of appeals** using the template letters in the school pack. If the appeal is successful, parents/carers must reapply to the school. The school can then accept the application.	Primary schools
By end Term 3	Schools distribute transition information to parents/carers of students who have a Foundation (Prep) offer for 2028.	
By Friday 17 September	**Appeals to Regional Directors due** – parents/carers may submit an appeal to the Regional Director using the same school-level appeal form and a copy of the correspondence from the school declining their appeal.	Parents/Carers
Term 4: Monday 4 October 2027 – Friday 17 December 2027		
Term 4	Schools host **transition sessions**.	Primary schools
By Friday 5 November	Regions notify parents/carers in writing of the **outcome of Regional Director appeals** by this date (only applies to appeals received by the due date of Friday 17 September). This concludes the appeal process.	DE - Regions
Ongoing	Schools must continue to process **late enrolment applications** in Student Insight, in line with the Placement Policy. In-zone students and out-of-zone siblings must be offered a place, regardless of when they apply. Other out-of-zone students should also be offered enrolment if your school has sufficient accommodation and the request aligns with the school's EMIP (where applicable).	Primary schools

FURTHER INFORMATION

Student Insight (Online Enrolment)

In 2027, all Victorian designated neighbourhood primary schools will use Student Insight, the Department's new online enrolment system, for Foundation enrolments. Student Insight replaces the paper-based process, allowing families to submit Foundation enrolment applications online and schools to manage them digitally. VicStudents is the parent/carer portal of Student Insight. Parents/carers log in to VicStudents through Services Victoria.

The Department will provide training, information sessions and resources for schools who are using Student Insight. Information sessions will commence in Term 4, 2026. More information about the online enrolment process will also be included in the school pack in Term 1, 2027.

Schools must:

- offer a place to students who live in their school zone and out-of-zone siblings.
- offer a place to out-of-zone students if the school has sufficient accommodation. If schools have limited places, they must prioritise students who live nearest the school in accordance with the department's priority order of placement.

Schools must **not**:

- communicate with parents/carers regarding the outcome of out-of-zone, non-sibling applications or unsuccessful applications prior to 2 August 2027.

Early offers

From 2027, schools can make early offers for Foundation (Prep) enrolment. Early offers must be made through Student Insight and are limited to applicants who have nominated the school as their first preference, and the child:

- lives in the school zone, or
- has a sibling who lives at the same permanent address and will be attending the school at the same time.

Early offers are **optional.** Schools can decide whether to make early offers based on their local circumstances. Schools can use the Key lines and email template (released in March 2027) to respond to parent/carer enquiries regarding early offers.

Determining permanent residence

Schools with high enrolment demand that have an Enrolment Management Implementation Plan (EMIP) are strongly advised to undertake proof of address checks. Schools that do not have an enrolment restriction, and have sufficient accommodation to accept all applicants, do not need to request proof of address. Schools must follow the department's guidance on Enrolment: Determining permanent residence when verifying a student's address.

Enrolment Management Implementation Plans (EMIPs)

Schools with an EMIP must include information about the enrolment restriction on their website. Sample wording for use on school websites can be found on the Enrolment: Restricting enrolments page in PAL. New or updated EMIP advice for the 2028 school year will be released in Term 2, 2027. Current EMIPs remain in place unless the school is advised otherwise.

Student Insight emails

Student Insight automatically emails parents/carers at key points of the enrolment process. This includes to remind parents/carers to finalise an application or confirm an application has been submitted and notify of an application outcome. These will be available to view from February 2027 on the Student Insight Support Room.

Enrolment offers

Schools should take reasonable steps to contact parents/carers if they have not accepted or declined an offer in Student Insight by 27 August 2027. If parents/carers do not respond and there is a risk the child will not be enrolled in school the following year, schools must contact their regional office.

Compassionate grounds

In exceptional circumstances, a school may enrol a student on compassionate grounds. All schools, including those with EMIPs, must review and consider appeals on compassionate grounds. For more information, refer to the Placement Policy.

Unsuccessful applications

A link to the department's 'Appeals pack for parents and carers' will be shared to parents/carers in the automated unsuccessful outcome letter, emailed from Student Insight. For guidance on the appeal process, refer to Appealing enrolment decisions and consult the statewide timeline for relevant closing dates**.** The appeal process is managed outside of Student Insight.

Late applications

Primary schools must continue to process late enrolment applications via Student Insight, including those from families who missed the enrolment timeframes and/or moved address. Primary schools must consider all late enrolment applications in line with the Placement Policy.

Kinder to school transition information

For transition information, please refer to the Transition: Early Childhood to School: Resources in PAL and the Transition: A Positive Start to School Resource Kit.

Specialist schools

This timeline does not apply to enrolments at specialist schools for students with disability. Specialist schools are encouraged to publish advice about any school-specific enrolment timelines on their school website, with reference to Enrolment in specialist schools and other specialist education settings. Student Insight will not support enrolment applications to specialist schools in 2027.

The Education State