

# website content for schools: 2025 Foundation (Prep) enrolment

Please include the below template content (using either option 1 or option 2) about the statewide Foundation (Prep) enrolment timeline on your school's website. You may include further information as needed for your school community.

## Our school zone

Our school zone is available on [findmyschool.vic.gov.au](https://findmyschool.vic.gov.au) which hosts the most up-to-date information on school zones in Victoria.

Students residing within our school zone are guaranteed a place at our school, which is determined based on your permanent residential address.

Our school manages enrolments using the [Placement Policy](#) to ensure that students have access to their designated neighbourhood school and may enrol at another school, if there are available places.

For more information, you can:

- visit [School zones](#) for answers to frequently asked questions
- call the Victorian School Building Authority (VSBA) on [1800 896 950](tel:1800896950)
- email the VSBA at [vsba@education.vic.gov.au](mailto:vsba@education.vic.gov.au)

## 2025 Foundation (Prep) enrolments

The Department of Education has released an updated statewide Foundation (Prep) enrolment timeline for the 2025 school year.

The timeline advises families when and how to enrol their child into Foundation (Prep) at a Victorian government primary school, including Sandringham East Primary School.

All government primary schools will follow the timeline in 2024 to support Foundation (Prep) enrolments for the 2025 school year.

You can find information and resources about the timeline, including factsheets and a poster at: [Enrolling in Foundation \(Prep\)](#). You can also download the '*Foundation (Prep) Enrolment Information Pack for Parents and Carers*' from [Enrolling in Foundation \(Prep\)](#) (available from 15 April 2024).

You will be able to apply to enrol your child in Foundation (Prep) 2025 at Sandringham East Primary School **from 15 April 2024**.

## What you need to do:

1. Contact our school Sandringham East PS to book a school tour or to learn more about our school and the enrolment application process.

2. Download the Foundation (Prep) enrolment information pack from [Enrolling in Foundation \(Prep\)](#) (available **from 15 April 2024**). This pack includes an application form, which you can also request from our school.
3. Submit an enrolment application for Foundation (Prep) **by Friday 26 July 2024**.
4. You will be notified of the outcome of your application **between Monday 29 July and Friday 9 August 2024**. If you receive an enrolment offer, you should contact our school to accept the offer by **Friday 23 August 2024**.
5. Take part in enrolment information and transition sessions during Term 4, 2024.
6. Prepare your child to start Foundation (Prep) from **Wednesday 29 January 2025**.

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