

Appeals information pack for parents and carers

This pack is intended to support parents and carers who wish to appeal a child's enrolment or placement decision at any year level (from Foundation to Year 12). It applies to appeals for designated neighbourhood schools (referred to as local schools). The pack contains important information about the grounds for an appeal, timelines and also includes the Appeal Form. **Please read this information before completing the form and submitting your appeal.**

If a government school decides not to offer your child a place, you can submit an appeal.

There are many reasons why a local school may not be able to accept enrolments from children who live outside their school zone. These include, but are not limited to:

- **Capacity constraints** – the school may not have enough space to offer enrolment to out-of-zone children.
- **Increased local enrolments** – the school might be experiencing, or forecast to experience, an increase in enrolments from within the school zone. This means they may have to leave some space for future children living in-zone.
- **Staffing constraints** – the school may only have enough staff to take a certain number of enrolments. This may impact certain year levels and vary year-on-year.

Grounds for appeal

You may appeal a school's decision not to offer your child a place on the following grounds:

- **Compliance with the priority order of placement** – you believe the school has incorrectly applied the department's Placement Policy when prioritising applications.
- **Permanent address** – you believe that the school has not followed the correct process for determining your child's permanent address.
- **Compassionate grounds** – you require compassionate consideration of your child's exceptional circumstances, which make an enrolment at their local (zoned) school unsuitable.

Appeals on compliance with the priority order of placement

Victorian government local schools must follow the department's Placement Policy. The Placement Policy helps schools determine who to enrol if they have limited places. The [Placement Policy](#) states that:

- Schools must offer placement to all children who live within their zone.
- Schools should also offer places to children applying from outside the zone if they have sufficient accommodation.

Where schools cannot offer a place to all children who live outside the school zone, schools will prioritise applications using the priority order of placement, as follows:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. all other students in order of closeness from their permanent address to the school.

An example of an appeal under these grounds may include that your child's sibling is currently enrolled at the school and will continue to attend in the relevant school year.

Appeals on permanent address

To support each child's right to attend their local school, and to make sure the priority order of placement is followed, schools may need to verify a child's permanent address at the time of enrolment. This can occur for both in-zone and out-of-zone children, either before an offer of enrolment or placement is made, or as a condition of the offer.

When assessing enrolment applications, schools may ask parents and carers to provide supporting documentation, such as copies of rental agreements or exchanged contracts of sale, to assist them in verifying a child's permanent address. If you own more than one property, you may be asked to provide supporting evidence to verify which property is your child's permanent residential address.

The following example may not necessarily meet the requirements to be considered a permanent address:

- **Anticipated move** – planning to move to a new address at a later date, or after the school year begins, does not guarantee entry into the local school for that address. This includes situations where families are building or buying a new home or starting a new lease agreement. The school may only be able to offer your child a place after you have taken possession of the property and can provide proof that it is your new permanent address.

If you are unable to provide sufficient proof of your permanent address, schools may not accept your enrolment.

Appeals on compassionate grounds

Schools will consider appeals on compassionate grounds in exceptional circumstances on a case-by-case basis. Parents and carers must be able to clearly demonstrate the exceptional circumstances which they believe make an enrolment at their local (zoned) school unsuitable for their child. This may include:

- family violence
- wellbeing and safety concerns
- children in out-of-home care.

Importantly, this is not a comprehensive list of exceptional circumstances whereby a family may seek an enrolment on compassionate grounds; each appeal will be dealt with on a case-by-case basis.

It is important to provide schools with supporting evidence of your claim. This may include:

- legal documentation
- reports from allied health and/or medical professionals, the Department of Families, Fairness and Housing (DFFH) practitioners, Victoria Police and/or family violence services
- court orders.

The following examples do not necessarily meet exceptional circumstances on compassionate grounds:

- **Ease of transportation** – having a school be more convenient for you to access via car, foot, public transport or carpool, or is closer to your workplace, family member's house (that is not the child's permanent address) and/or closer to the school of your child's sibling/s, may not be appropriate grounds for appeal.
- **Individual needs of a student with a disability** – under the Disability Standards for Education 2005, education providers are legally required to make reasonable adjustments for students with disability. On that basis, grounds for exceptional circumstances do not include concerns related to a student's disability where those concerns can be addressed by making reasonable adjustments. For further information, please see: <https://www.vic.gov.au/reasonable-school-adjustments-disability>.
- **Curriculum** – preference for the school's curriculum program is unlikely to meet the grounds for exceptional circumstances, as Victorian government schools deliver school-based curriculum programs that align with the Victorian Curriculum F-10 provided by the Victorian Curriculum and Assessment Authority.

Appeals process

If your enrolment application was not successful, and you believe you have appropriate grounds to appeal the decision, you can lodge a written appeal with the school using the Appeal Form below. Your child's appeal will be considered by the school's enrolment or placement committee and/or Principal, and you will receive written notification of the outcome.

Timelines for appeals

There are statewide timelines for appeals at Foundation and Year 7, when seeking enrolment for the following school year:

- For Foundation appeals, refer to [Enrolling in Foundation \(Prep\)](#) for specific dates.
- For Year 7 appeals, refer to [Moving from primary to secondary school](#) for specific dates.

For further information on timelines and FAQs, refer to the relevant enrolment information pack for parents and carers available on these webpages.

For appeals at all other year levels of primary and secondary school, and transfer appeals at Foundation and Year 7, you should lodge a written appeal with the school as soon as possible. You should receive an acknowledgement within 3 working days and receive an outcome in writing within a reasonable timeframe. This timeframe is typically within 2 weeks of the school receiving a completed appeal form, and supporting documentation, if required. During school holidays, response times may be longer.

Outcome of appeals

If your appeal is **successful**, the school will provide you with information on next steps for your child's enrolment.

If your appeal to the school is **unsuccessful**, and you believe your appeal has not been adequately considered, you may lodge a subsequent written appeal to the relevant Department of Education Regional Director. Appeals to the Regional Director will not be considered if you have not appealed to the school in the first instance. If your appeal to the school is unsuccessful, the school will provide you with information on next steps. You are advised to submit the same appeal form and supporting documentation in your subsequent appeal to the Regional Director.

Appeal Form

Please complete the form below and return to the school where you are seeking enrolment for your child.

Note: Use this form when appealing an enrolment or placement decision at a designated neighbourhood school (local school) at any year level (from Foundation to Year 12), including:

- Appeals for Foundation enrolment for the following school year
- Appeals for Year 7 placement for the following school year
- Appeals at Grades 1-6 or Years 8-12, or when seeking a transfer at Foundation or Year 7.

Section 1: Child's current education details

Child's current kindergarten or early childhood service or primary school or secondary school <i>(write N/A if not enrolled)</i>	
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Section 2: Government school preference

Preferred local school at which your child has been unsuccessful <i>(include campus if applicable)</i>	Essex Heights Primary School			
Year level requested	Primary		Secondary	
	☒ Foundation (Prep) ☐ Grade 1 ☐ Grade 4 ☐ Grade 2 ☐ Grade 5 ☐ Grade 3 ☐ Grade 6		☐ Year 7 ☐ Year 10 ☐ Year 8 ☐ Year 11 ☐ Year 9 ☐ Year 12	
Year of enrolment requested	☐ 2026 ☒ 2027			
Start term requested	☒ Term 1 ☐ Term 2 ☐ Term 3 ☐ Term 4			
If you are going through the Year 6 to 7 placement process, provide the secondary school where your child has been allocated a place			N / A	
Designated neighbourhood school (local school) for your year of enrolment You can find your local school by visiting the Find my School website: findmyschool.vic.gov.au				

Section 3: Child's details

First name			
Second name			
Family name			
Date of birth (dd-mm-yyyy)	___ / ___ / ____	Gender	
Child's current permanent residential address			
Street number and name			
Suburb		Postcode	
Mailing address	☐ Same as residential ☐ Different (complete below)		
Street number and name			
Suburb		Postcode	

Section 4: Child's risk details

Is the child at risk? (this may include any court orders affecting the child)	☐ Yes (complete the below questions and attach a copy of any relevant orders) ☐ No (please go to Section 5)	
Please describe risk		
Relevant orders attached	☐ Intervention Order ☐ Protection Order	☐ Other (please specify)

Section 5: Parent or carer details

Adult A		Adult B (optional)	
Relationship to child (Parent, Carer, Step-parent, Grandparent, etc.)		Relationship to child (Parent, Carer, Step-parent, Grandparent, etc.)	
Title (Ms, Mrs, Mr etc.)		Title (Ms, Mrs, Mr etc.)	
First name		First name	
Family name		Family name	
Phone number		Phone number	
Email address		Email address	
On weekdays, child lives with Adult A <i>(tick one)</i>	☐ Full time or mostly ☐ Equal (spilt with Adult B) ☐ Sometimes or never	On weekdays, child lives with Adult B <i>(tick one)</i>	☐ Full time or mostly ☐ Equal (split with Adult A) ☐ Sometimes or never
Permanent residential address	☐ Same as Section 2 ☐ Different to Section 2, please complete:	Permanent residential address	☐ Same as Section 2 ☐ Different to Section 2, please complete:

Section 6A: Grounds for appeal

Please select **one** of the below reasons as grounds for your appeal and complete **section 6B**.

The below options align with the [Placement Policy](#) and the grounds for appeal under [Appealing enrolment decisions](#).

Grounds for appeal	Placement Policy	
Appeal on permanent address (in-zone)	Guaranteed entry – students for whom the school is the designated neighbourhood school	☐
Appeal on compliance with the priority order of placement (sibling)	Priority 1 of the priority order of placement – students with a sibling at the same permanent address who are attending the school at the same time	☐
Appeal on permanent address (out-of-zone) and/or compliance with the priority order of placement (closeness)	Priority 2 of the priority order of placement – all other students in order of closeness from their permanent address to the school	☐
Appeal on compassionate grounds (exceptional circumstances)	Overarching consideration – compassionate grounds in exceptional circumstances	☐

Section 6B: Rationale for appeal

If appealing on compassionate grounds, please ensure you:

- explain the exceptional circumstances which you believe make an enrolment at your local school unsuitable for your child
- attach supporting evidence of your claim.

Dear enrolment or placement committee and/or Principal of preferred school,

Section 7: Signature of parents or carers

Privacy notice summary: To assist with the consideration of your appeal, the enrolment or placement committee and/or Principal may seek information about you and your child. The full Privacy Notice is attached to this form.

- ☐ I declare that all the information provided in this appeal is, to the best of my knowledge, true and correct
- ☐ I have read the Privacy notice attached below
- ☐ If applicable: I have attached documents in support of my appeal.

Adult A Signature		Adult B Signature (optional)	
Date	/ / 2026	Date	/ / 2026
Please note: Only one parent or carer’s details are required to lodge an appeal. For children in out-of-home care, an authorised carer can sign this form.			

Privacy notice

1. The Department of Education (the department) and Victorian government schools require the information requested for this process to appropriately assess your appeal of the non-enrolment or non-placement decision (the Appeal) and to contact you as required in relation to this process.
2. The information necessary for this process includes your child's name, date of birth, gender, permanent residential address and (when appropriate) evidence of exceptional circumstances. Providing this personal information ensures accurate and fair assessment for the Appeal process.
3. Your Appeal will be considered by the school's enrolment or placement committee and/or Principal.
4. The enrolment or placement committee and/or Principal may contact your child's current school, or kindergarten or other early years setting, if relevant, to obtain further information that is necessary to assess your Appeal. Please ensure all personal information you have provided to the current school, or kindergarten or other early years setting, if relevant, is current and up-to-date, including:
 - a) contact phone numbers and email addresses
 - b) permanent residential address
 - c) emergency contact details, and
 - d) copies of court orders and/or parenting plans including all Intervention Orders and Child Protection Orders.
5. The department may make reasonable enquiries to verify information that you have provided, for example, by contacting third parties such as any authorities or individuals that can verify the information regarding your child's circumstances.
6. If complete information is not provided in the Appeal Form, the outcome of your Appeal may be delayed or the enrolment or placement committee and/or Principal may be unable to properly assess your Appeal.
7. If you are currently enrolled in a Victorian government school, and accept an enrolment or placement offer for a different Victorian government school, personal and health information about your child will be sent to that school. Transferring information about a student to their next Victorian government school is in the best interests of students because it assists the next school to provide optimal education and support to each student. Refer to: <https://www2.education.vic.gov.au/pal/enrolment/guidance/student-transfers-between-schools>
8. All information received by the department for the Appeal process will be securely stored and handled in accordance with the **Schools' Privacy Policy**. Only staff involved with the processing of the Appeal will have access to the information provided as part of this process and any staff that need to know in accordance with Victorian privacy legislation and the Schools' Privacy Policy. Refer to: <https://www.vic.gov.au/schools-privacy-policy>.
9. If you have questions about the form or the Appeal process, or wish to update or access any information you have provided, please speak with your current or preferred school. You may also contact the Department of Education by phone at 1800 338 663 or email us at enquiries@education.vic.gov.au.