

Appeal Form – Foundation (Prep) for 2026 school year

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-placement or non-enrolment 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 placement or enrolment committee and/or Principal.
4. The placement or enrolment committee and/or Principal may contact your child's current school or kindergarten/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/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 Parenting Orders, Intervention Orders, Child Protection Orders and/or an Informal Carer Statutory Declaration.
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 placement or enrolment committee and/or Principal may be unable to properly assess your Appeal.
7. If you are currently enrolled in a Victorian government school, when a different Victorian government school has made a placement or enrolment offer, which you have accepted, 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 that 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 **department's Privacy Policies**. Only staff involved with the processing of the Appeal will have access to the information provided as part of this process. Refer to:
<https://www.vic.gov.au/departments-of-education-privacy-policy>
9. If you have queries regarding the Appeal Form or the Appeal process, or wish to update any information you have provided, please speak with the primary school. You may also contact the Department of Education by phone at 1800 338 663 or email us at enquiries@education.vic.gov.au

Appeals information for parents and carers – Foundation for 2026 school year

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

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

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

Grounds for appeal

You may appeal a school's decision 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 residence** – you believe that the school has not followed the correct process for determining your child's permanent address
- **Compassionate** – you require compassionate consideration of your child's exceptional circumstances, which make an enrolment at their designated neighbourhood school unsuitable.

Appeals on compliance with the priority order of placement

Victorian government 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 students who reside within their zone.
- Schools should also offer places to students applying from outside the zone if they have sufficient accommodation.

Where schools cannot offer a place to all students who live outside of 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 of their home 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 residence

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 residence. 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 request that parents and carers provide supporting documentation, such as copies of rental agreements or exchanged contracts of sale, to assist them in verifying a student's permanent residence.

The following example does not necessarily meet the requirements under permanent residence:

- **Anticipated move** – Planning to move to a new address 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 residence.

If you are unable to provide sufficient proof of your permanent residence, schools may not accept your enrolment. For further information, please see:

<https://www2.education.vic.gov.au/pal/enrolment/guidance/determining-permanent-residence>

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 designated neighbourhood school unsuitable for their child. This may include:

- family violence
- wellbeing and safety concerns
- physical and/or mental health 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 and regional offices 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, that is not your local 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 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. Refer to this webpage for further information:
<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 primary schools deliver school-based curriculum programs that align with the Victorian Curriculum F-10 provided by Victorian Curriculum and Assessment Authority.

For further information, please see:

<https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy>.

Appeal timelines

Date	Description
Monday 28 July 2025 to Friday 22 August 2025	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 primary school using the Appeal Form.
Friday 22 August 2025	Closing date for written appeal to be lodged with the <u>primary</u> school.
Friday 5 September 2025	Your child's appeal will be considered by the school's placement or enrolment committee and/or Principal and you will receive written notification of the outcome by this date.
Friday 5 September to Friday 19 September 2025	<p>If your appeal to the primary school is unsuccessful and you believe your appeal has not been adequately considered, you may lodge a further written appeal to the relevant Department of Education Regional Director.</p> <p>Appeals to the Regional Director will not be considered if you have not appealed to the primary school in the first instance.</p>
Friday 19 September 2025	<p>Closing date for parents and carers to lodge a written appeal with the applicable Regional Director, where they have been unsuccessful with their school appeal.</p> <p>Appeals are considered by a panel of senior regional staff that assess the appeal against the Placement Policy. This panel provides a recommendation to the relevant Regional Director who makes the final decision.</p> <p>Parents are not required to meet with the panel. The panel will make a recommendation to the Regional Director based on evidence outlined in the appeal and Department of Education's Placement Policy.</p>
Any appeals received after this date will only be considered if the relevant Regional Director considers there to be exceptional circumstances. If you wish to lodge an appeal after the closing date, you should contact your regional office for advice.	
By Friday 31 October 2025	<p>Regions will notify all parents and carers in writing of the outcome of Regional Director appeals by this date.</p> <p>This only applies to appeals received by the closing date of Friday 19 September 2025.</p>