



Fawkner Primary School  
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Dear Families,

The Department of Education has introduced a state-wide timeline for enrolling in Foundation (Prep). The timeline advises families when and how to enrol their child into Foundation at a Victorian government school, including Fawkner Primary School.

**To apply to enrol your child in Foundation at our school, you should:**

1. Read about how to enrol your child in Foundation at [www.vic.gov.au/enrolling-foundation-prep](http://www.vic.gov.au/enrolling-foundation-prep). This webpage has information and resources for families, including an enrolment information pack for parents/carers.
2. Complete the enclosed enrolment form and additional information form and return both documents together with your child's birth certificate, immunisation certificate, and if applicable, their passport and visa documentation to our school Administration Office **by Friday 28 July 2023.**
3. **We will notify you of the outcome of your enrolment application by Friday 11 August 2023 in accordance with the state-wide enrolment timeline.**

**It is important to submit your enrolment application to us on time as it will ensure your child is included in all transition activities if offered enrolment at our school.**

**We ask that you review the enclosed Department of Education Schools' Privacy Collection Notice.** This notice explains how the department, including Victorian government schools, handles personal and health information.

**Department of Education Enrolment Policy**

**Enrolment at our school is subject to the Department of Education's Enrolment Policy, <https://www2.education.vic.gov.au/pal/enrolment/policy>. Students who live within our school zone must be offered a place. Our school zone is available on [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au). All other applications will be considered in accordance with the Placement Policy.**

Please contact our school office on 9357 3579 or email [fawkner.ps@education.vic.gov.au](mailto:fawkner.ps@education.vic.gov.au) should you need any further information or help to complete your child's enrolment application.

Yours faithfully

Fawkner Primary School