2024 transition for website information

**Enrolments**

Welcome to Tooradin Primary School. We pride ourselves on providing a safe, caring school which strives towards educational excellence. As educators we have the responsibility to deliver a rich and inclusive curriculum that allows our students to become lifelong learners equipped with the knowledge, skills and behaviours they require to become capable and confident citizens in this rapidly changing global community.

**Our School Zone**

Our school zone is available on [https://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 on the basis of your permanent residential address. You will be able to fill out the enrolment form without an application process.

If you currently live outside this zone you will need to fill out an application to enrol.

**Enrolment Information 2024**

**Prep 2024 Enrolment Information**

The Department of Education and Training (DET) has released a new state-wide Foundation (Prep) enrolment timeline.

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

The new timeline will apply for children starting Foundation (Prep) in 2024. All government Primary Schools will follow the new timeline in support of Foundation (Prep) enrolments for the 2024 school year.

You can find information and resources about the new timeline, including factsheets, at: [Enrolling in Foundation (Prep)](https://www.vic.gov.au/enrolling-foundation-prep). You can also download the ‘Foundation (Prep) Enrolment Information Pack for Parents/Carers for the 2024 school year’ from the Starting School webpage (available from 24 April 2023).

You will be able to apply to enrol your child in Foundation (Prep) 2024 at Tooradin Primary School from **24 April 2023.**

**Steps for Parents and Carers:**

1. **SCHOOL TOUR**
	* Contact our school office to book a school tour with our Principal, Zania Cope.
	* We offer a Parent Information Sessions in Term Two on the 18th of May from 6:30 till 7:30 in the library.
	* Any questions about the new enrolment process will be discussed on tour and as a part of the Information Session.
2. **DOWNLOAD**
	* Download the Foundation (Prep) enrolment information pack from our website or collect one from the office from **24 April 2023**
	* This booklet will help answer and clarify parent and carer questions about the timeline of the process.
	* Our school can also help parents and carers and supply this information pack on request.
3. **SUBMIT ENROLMENT APPLICATION TO OUR SCHOOL – FROM TERM 2**
	* Submit your enrolment form if you are in our Tooradin Primary Zone or your application for Foundation (Prep) if you are out of zone to our school office by **Friday 28 July 2023.**
	* Families residing in our school zone will automatically be given a full school enrolment form, or children of siblings already enrolled at Tooradin Primary School.
	* You must supply your child’s birth certificate and immunisation certificate with the enrolment form in order to complete the enrolment process.
4. **OUTCOME OF ENROLMENT APPLICATION**
	* For our Parents and carers outside our Zone, you will be notified of the outcome of your application by our school by **Friday 11 August 2023**.
5. **SUCCESSFUL APPLICATION NOTIFICATION**
	* If you receive an offer of placement from our school, parent and carers should contact our school to accept the offer by **Friday 25 August 2023**.
6. **PREP TRANSITION AND ORIENTATION PROGRAM**
	* Our Prep Story Time commences in Term 3 to support future students and their families to share a positive, relaxed experience of our school environment.
	* Our Learning Links Transition and Orientation Program commences Term 4
	* You will need to enrol in this program when you enrol your child at Tooradin Primary School.
	* If you parents and carers have any questions about the transition and orientation program, please do not hesitate to contact our school office.
7. **COMMENCEMENT OF THE PREP 2024 SCHOOL YEAR**
	* Our school enrolment pack includes all school start dates and relevant dates – you will receive this on enrolment confirmation.
8. **LATE ENROLMENTS**
	* All Prep enrolment applications submitted after 28 July 2023 will be processed by our school as they are received, in accordance with the department’s Placement Policy.
	* Please do not hesitate to contact our school office to enquire about a late enrolment – we look forward to hearing from you.

**Required documents**

**Department of Education and Training required documentation includes:**

* Completed enrolment
* Evidence of identity and date of birth (for example, a birth certificate or passport)
* [Immunisation Status Certificate](https://www.betterhealth.vic.gov.au/health/healthyliving/immunisation-status-certificates)

**You will also be required to provide information about:**

* your contact details
* emergency contact details
* health information and or medical management plans about your child (such as allergies or illnesses they need to manage)
* other legal orders relating to your child and their welfare (if any)

For forward planning, when enrolling your children, could you please be aware the following documents are required:

* Birth Certificate
* Immunisation Certificate
* Copy of student’s previous School reports if transferring from another school

**Grades 1 – 6 Enrolment Process**

Enrolments are taken throughout the year for year levels 1 – 6.
We are pleased to conduct personal tours of our school for Year 1 – 6 enrolments – please contact the school office for further information and to schedule an appointment for a school tour.