

Enrolment Frequently Asked Questions

This document lists frequently asked questions related to enrolment, school zones and transport options for all Victorian government schools (including specialist schools and settings).

NOTE: In this document *local school* refers to your child's *designated neighbourhood government school*. Your child has the right to enrol in their local school. This right is set out in the [Education and Training Reform Act 2006](#) (Vic).

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General information

Who can I contact if I need more information about school zones?

Call the Victorian School Building Authority (VSBA) hotline on 1800 896 950 or email us at vsba@education.vic.gov.au.

Who can I contact if I need more information about enrolments?

Contact your local school. If you require further assistance, you can also contact [the Department of Education](#) on 1800 338 663 or via the [online form](#).

How can I help someone who cannot speak English find their local school?

Call 1800 338 663 to speak to the Department of Education about assistance available.

School zones

Finding your local school and school zone

What is a designated neighbourhood school (referred to as a local school)?

Your child's local school is generally the government school closest to your child's permanent address. Your child's permanent address has both a local government primary school and a local government secondary school.

All children of compulsory school age have the legislated right to be enrolled at their local school.

What is a school zone and how are they determined?

A school zone defines an area's designated neighbourhood government school (local school).

For children living in metropolitan Melbourne, Ballarat, Bendigo or Geelong, their local school is usually the nearest government school in a straight line from the child's permanent address. In any other area of Victoria, it is usually the nearest school by the shortest practical route, recognising the additional travel distances often experienced in regional settings.

Some school zones are adjusted to improve school accessibility or to manage enrolment demand. When a school zone is adjusted the zones from surrounding schools are also adjusted to ensure that all children are designated a local school.

How can I find my child's local school?

All government primary and secondary schools can be found on the [Find my School](#) website. Type in your child's permanent address and the website will find their local school.

Which schools have a school zone?

All local primary and secondary schools have a school zone. Some campuses of multi-campus schools also have their own school zone.

Schools with different enrolment criteria, including English language schools and selective entry high schools, do not have a school zone.

Specialist schools (for students with disability) do not have a school zone but can still be found on the [Find my School](#) website.

Why does Find my School show zones for the current and following school year?

School zones for both the current and following school year are shown in case they have been adjusted as part of the department's annual review of zones.

Why has my school zone changed between the current and following school year?

The department reviews school zones annually. Zones may be adjusted to reflect new schools opening, changing provision at existing schools (e.g., relocating a campus or changing year levels offered), improving school accessibility, or managing enrolment demand. The [Find my School](#) website shows the school zones for the current enrolment year and the following enrolment year.

Note: Most school zones do not change.

If my school zone is changing, can I enrol my child at either school?

You may apply to enrol at either school, but your child is only guaranteed a place at their local school for the year you are seeking enrolment.

If your child is already enrolled at a school, they do not need to move schools because the zone has changed.

Why is my local school not in my suburb?

School zones are not defined by suburban boundaries. For further information on how school zones are defined, refer to the FAQ above: '[What is a school zone and how are they determined](#)'.

Why am I in a different school zone to my neighbours?

In most instances, school zones are determined based on proximity. This means that where your child lives may be closer to a different local school compared to their neighbour.

What happens if Find my School cannot find or correctly locate my address?

In rare cases, an address may be incorrectly located and therefore matched to an incorrect school zone. You can use the [Find my School](#) website to zoom in and verify that your address has been correctly matched by referring to the property outlined on the map.

If your address has a unit number which does not appear in the address search, use only your street number to find your address.

If you are unable to locate your address, please contact vsba@education.vic.gov.au.

Why do other mapping websites, such as Google Maps, show that I'm closer to a school that is not my local school?

The location point for all government schools is taken from the department's register of school locations. These locations may be different from what is used in other web maps such as Google.

My child will have to cross a significant road to attend their local school. Why doesn't the zone stop at the main road?

The department recognises that some zones need to be aligned with natural geographical and structural barriers such as rivers and freeways, however, a main road is not usually considered to be a barrier to accessing a school.

My property sits across two or more school zones. Which is my local school?

If your property sits across multiple zones or is intersected by a school zone boundary, then your child has the right to attend any of these schools.

Other zones and school types

My address is showing multiple school zones on Find my School (e.g., a co-educational and a single-sex secondary school zone). Which one is my local school?

In the example provided, both schools are your local school, and your child has the right to attend either school.

Which campus does my child attend at a multi-campus school?

Contact the school directly and they will be able to direct you to the right campus for your child. You can see all campuses on the [Find my School](#) website. In some cases, a campus of a multi-campus school may have its own school zone.

How have school zones for bilingual schools been determined?

Bilingual schools are local schools and are zoned consistently with the standard methodology.

My child's local school is bilingual and half of the school curriculum is in a language other than English. Does my child have to attend this school?

If your child's local school is bilingual, your child is guaranteed a place at the school.

If you do not want your child to attend that school, you can request enrolment at your preferred local school. Applications are considered in line with the department's Placement Policy.

Do single-sex schools have school zones?

All local schools that are single-sex schools have a school zone.

Zones for single-sex schools are not determined in the same way as other schools, as they are not a local school for all children, just a single sex.

Do flexible learning or select entry government schools have a zone?

No, flexible learning and select entry government schools do not have school zones.

Flexible learning government schools provide an alternative offering to students and enrol in line with their own enrolment criteria.

Select entry schools do not have a zone because enrolment is open to all students across the state, subject to meeting certain requirements.

Where can I find information about the location of Catholic and independent schools?

For information about Catholic schools, you can contact the Catholic Education Office or visit: [Choosing a Catholic School](#).

For information about independent schools, you can contact Independent Schools Victoria or visit: [Independent Schools Victoria](#).

Enrolment in a government school

General enrolment queries

How do I enrol my child in school?

You should contact your local school, and any other schools you are considering enrolling your child in, before submitting an enrolment application.

Schools may offer school tours and classroom visits and can provide you with information about enrolment.

When applying to enrol at a school you may be asked to complete an application form and if successful you will be required to complete an enrolment form. You should only complete an enrolment form for the school your child will attend.

For further information about enrolling in a school, refer to: [Starting school](#).

What documents do I need to enrol my child in school?

Schools may ask for different documents at different stages of the enrolment process.

When you apply for a place, the school may ask for documents to confirm your child's permanent address. If your child is offered a place and you accept it, the school will ask for additional documents to finalise enrolment.

Schools will let you know exactly which documents are required and when to provide them. You do not need to provide original documents – copies can be provided in person or digitally. For more information, you may refer to the: [Enrolment documentation checklist for parents/carers \(DOCX\)](#)

I share custody of my child. How do I enrol them in school?

You must consult with all parents and carers when enrolling your child in school, unless it is unsafe to do so. If there are reasons why another parent or carer should not be contacted, please let the school know. Parents and carers can co-sign the same form or complete separate forms.

My child has a disability. Can I still enrol them in our local school?

Every child has the right to attend their local school and may be enrolled at another school subject to there being a place available. Children with disability have the same right to enrol in their local school as children without disability. All schools must make reasonable adjustments so that students with disability can learn and achieve on the same basis as other students. As well as local schools, there are a range of government specialist schools and education settings for students with specific disability and high needs.

For more information, see:

- [Disability rights and adjustments in school](#)
- [Starting, attending and leaving school with disability](#)
- [Disability support at school](#)
- [Enrolling in school \(See section: If your child has a disability\)](#)

What if my child is an international student?

If your child holds a fee-liable visa (for example a student or dependent student visa, visitor or tourist visa, or a bridging visa in some instances) you should apply for enrolment in a government school at study.vic.gov.au or apply directly to your school of choice if non-government (Catholic or independent). Some fee-liable international students, such as those holding most categories of dependent student visas, have the legal entitlement to a place at their local school. Students who hold a subclass 500 student visa in their own name, however, may only attend a government school that is International Student Program accredited. This means they may not be able to attend their local school.

If you have any further questions regarding international student enrolments, or wish to confirm whether your child's visa is fee-liable or fee-exempt, you can find further information at the above website, or can contact the International Education Division directly at international@education.vic.gov.au.

New schools

How do I know about new schools opening in my area?

You can refer to the [VSBA website](#) to see where new schools are opening next year. The zones for these schools are available on the [Find my School](#) website.

How do I enrol at a new school opening next year?

Visit the [VSBA website](#) to find helpful information about new schools opening next year. Information will become available progressively during the year, including principal appointments, when you can attend an information session and how to enrol.

For other questions, contact the VSBA hotline on 1800 896 950.

Placement Policy and the priority order of placement

How does a school decide who gets a place?

All children have the right to attend their designated neighbourhood school (referred to as local school).

Sometimes a school may not have enough space to enrol all students from outside their zone.

In these cases, schools must manage enrolments using the department's Placement Policy. The Placement Policy includes a priority order of placement which outlines how to prioritise out of zone applications when limited places are available.

The priority order of placement for out of zone enrolments is:

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

In exceptional circumstances, a student may be enrolled on compassionate grounds. Applications on compassionate grounds are considered on a case-by-case basis. This is an overarching consideration and does not form part of the priority order of placement.

The department's Placement Policy does not apply to schools with specific entry criteria, including specialist schools, English language schools, select entry schools, or community schools.

Does my child have to attend their local school, or can I choose a different school?

You can seek enrolment at a school that is not your local school. Applications are considered in line with the department's Placement Policy.

I can see that siblings who do not live in the school zone are prioritised for enrolment. What is considered a sibling?

A sibling is defined broadly and can include step-siblings and students living together as part of a multiple family cohabitation or out-of-home-care arrangements. This may include foster care, kinship care, residential care and permanent care.

Students seeking enrolment on sibling grounds should be living together at the same permanent address and must be attending the school at the same time. Where siblings do not live together on a full-time basis, families may still seek enrolment on sibling grounds. These applications will be considered on a case-by-case basis.

How do I know if a school has enough space to accept my child?

Your child is guaranteed a place at their local school, regardless of the school's capacity.

Schools can only enrol students who do not live in the school zone if they have sufficient accommodation. If you are seeking enrolment at a school that is not your local school, you can contact the school and ask if they are accepting out of zone students. Schools should be able to indicate if they have places available for out of zone students or if they can only enrol students who live in the school zone and their siblings.

My child attends an early childhood or kindergarten on school grounds. Are they eligible to enrol at the school?

Attending an early childhood facility or kindergarten located on school grounds does not guarantee that your child will be offered a place at that school.

Your child is only guaranteed a place at the school if they live within the school zone, or if they have a sibling living at the same permanent address who will be attending the school at the same time. If you do not live in the school zone, you may apply to enrol at the school, and your application will be considered in line with the Placement Policy.

My circumstances are challenging and my child's local school is not suitable, what should I do?

We understand that individual circumstances may impact the suitability of a local school for your child. In some instances, there are exceptional circumstances where enrolment on compassionate grounds may need to be considered.

If you believe that this is the case for your child, you should seek advice from your local school or contact the [Department of Education](#) and ask to speak with a Community Liaison Officer in the regional office.

What evidence do I need to provide if seeking enrolment on compassionate grounds?

You may be asked to provide supporting documentation to demonstrate exceptional circumstances. Supporting documentation may include (but is not limited to):

- legal documentation
- reports from allied health and/or medical professionals, Department of Families, Fairness and Housing Practitioners, Victoria Police and/or family violence service
- court orders.

Each application is considered on a case-by-case basis and individual schools will let you know what information they require.

I want my child to get into an accelerated learning program. Do they need to take an early test?

No, schools must not conduct tests or interviews before you have received an enrolment or placement offer.

Schools may only assess your child's eligibility to participate in accelerated learning programs after they have received an enrolment or placement offer.

Can I seek placement or enrolment for my child under 'curriculum grounds'?

No, students seeking enrolment from outside of a school zone cannot be prioritised on curriculum grounds.

Schools have the flexibility to focus on particular learning areas depending on the needs and interests of their community. Where a particular subject is not available, you may explore flexible learning opportunities. For example, [Virtual School Victoria](#) supports students to complete subjects they are unable to offer at their school. You may also seek enrolment at a school that offers the particular subject.

If my child is not offered a place at a school I have applied for, can I appeal the decision?

Yes, you have the right to appeal a non-placement decision with the school.

If you believe you have appropriate grounds to appeal the decision, you can lodge a written appeal with the school using the Appeal Form, found in the [Appeals information pack for parents and carers](#). 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.

If your appeal to the school is unsuccessful and you believe your appeal has not been adequately considered, you may lodge a further 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. You are advised to submit the same appeal form and supporting documentation in your subsequent appeal to the Regional Director.

Verifying your address for enrolment

What is my child's permanent address?

Your child's permanent address is the place at which they permanently live at the time of seeking enrolment. If your child lives at multiple addresses, their permanent address is the place at which they spend most of their weekdays.

How does the school verify my child's permanent address?

Schools may request supporting documentation to assist them in verifying your child's permanent address. Supporting documentation may include copies of rental agreements, exchanged contracts of sale or other official documentation that demonstrates a permanent address. Schools may also ask you to provide documentation as per the '[Residential address check](#)' on the [Enrolling in school](#) webpage.

Documents should show the same full name and address of a parent or carer as recorded on the school enrolment application form.

If unsure what you need to provide, ask your local school or refer to the '[Residential address check](#)' on the [Enrolling in school](#) webpage.

My child sometimes lives with another parent or carer. Does this mean they have multiple local schools?

A child's permanent address is the place at which they live at the time of seeking enrolment. If a child lives at multiple addresses, their permanent address is the place at which they spend most of their weekdays. If a child spends an equal amount of time at multiple addresses, any of these addresses can be used as their permanent address for enrolment.

When a child lives at multiple addresses, their family is required to choose one address for enrolment. This does not mean that a child can be enrolled at multiple local schools, rather that the child is entitled to enrol in the local school of the chosen address.

The final choice of which school they attend rests with the parents or carers (or with the student if they are an adult or mature minor for the purpose of making enrolment decisions).

Can schools reject an enrolment application because my rental agreement is shorter than 12 months?

It is not acceptable for a school to disregard a rental agreement because of its duration (for example, it is shorter than 12 months) if it accurately reflects your permanent residential address. If a rental agreement does not cover the first day of attendance, a school may seek further information closer to enrolment. If your child's permanent address changes after a placement offer is made and before they start school, the offer may be withdrawn.

I am unable to provide evidence of my child's permanent address. What should I do?

If you are unable to provide proof of permanent address because of your individual circumstances, you can seek advice from your local school in the first instance. You can also contact the [Department of Education](#) and ask to speak with a Community Liaison Officer in the regional office.

Specialist schools

What is a specialist school?

Specialist schools are education settings for students with disability and high needs. Each school has specific eligibility criteria that must be met in order to enrol in the school. Specialist schools and campuses can be co-located with local schools or operate as standalone facilities.

Do specialist schools have school zones?

No, specialist schools do not have school zones.

You may seek enrolment for your child at a government specialist school. Your child may be enrolled if they meet the eligibility requirements for the school and there is a place available.

How do I find my nearest specialist school?

Visit the [Find my School](#) website, type in your home address and click on the 'Specialist' schools tab to find your 5 nearest specialist schools (listed in order of proximity to your home address).

Find my School also provides contact details for each school and their specialisation. The school's specialisation determines their enrolment eligibility criteria.

How do I find out if my child is eligible to attend a specialist school?

Specialist schools have specific enrolment eligibility criteria. These eligibility criteria are outlined in the specialist school's enrolment policy, which can be accessed on their website. You can also contact the specialist school directly to find out what their eligibility criteria are, using the details available on the [Find my School](#) website. Alternatively, you can contact your [regional office](#) who can provide information about the eligibility criteria of specialist schools in your area.

Read more about [specialist school enrolment eligibility criteria](#).

The specialist school search results include each school's specialisation. What does this mean?

Specialist school programs are designed to meet the education and support needs of students with specific disability and high needs. They are categorised according to the type of disability they cater for. These school categories are called 'specialisations' on the [Find my School](#) website.

For more information on the specialisations (specialist school category), click on the information icon next to each specialisation on [Find my School](#). It is important to note that this is only a guide. It is recommended that you contact the school or your [regional office](#) to discuss your child's eligibility to enrol.

How do I enrol my child in a specialist school?

Read how to [choose and enrol in a specialist school](#).

Contact your chosen specialist school to find out more about their enrolment policy (including eligibility criteria) and how to apply. Regional offices work with specialist schools to support enrolment decisions.

Transport

Transport for students attending a local government school

Is there any assistance with travelling to school?

Yes, there are a range of transportation options for eligible young people, including the:

- School Bus Program
- conveyance allowance.

If your child is aged 17 and under, they can travel for free on public transport through a Youth myki card. Once they turn 18 they may be able to travel with a Victorian Student Pass or a concession ticket. See Transport Victoria's myki types for how to apply. For additional information, see: Travelling to School.

Will my child still be able to catch the bus to school if zones change, if they are already attending the school?

Yes, they will be granted an exemption to continue with their existing travel arrangements.

Any child – and their siblings – who currently catches a school bus will still be able to catch a school bus.

While school zones will continue to be reviewed annually, the department will work with schools to identify active travel opportunities.

Transport for students with disability attending a specialist school

What transport support is there for my child with disability if they attend a specialist school?

If your child attends a specialist school or setting you may get extra help with their travel. This is called the Students with Disabilities Transport Program. For more information, see: [Getting to and from school for students with a disability](#).

Students with disability who attend a specialist school may also be eligible for free transport on public transport through a youth myki card. If they are 18, they may be able to travel with a Victorian Student Pass or a concession ticket.

What is a Designated Transport Area (DTA)?

A DTA is a geographical area in which the department provides travel support to a school. Most specialist schools for students with disability have designated transport areas. If you live in these areas, you may be able to get help with transporting your child to and from the school.

DTAs are not enrolment zones. You may choose to enrol your child at any specialist school, provided they are eligible for enrolment and there is available space at the school. However, only students residing in the DTA of the specialist school they attend are eligible for transport assistance.

How are designated transport areas determined?

DTAs are designed to ensure that bus travel times do not exceed 120 minutes in either direction for any student. DTAs are established or amended by the Student Transport Unit of the Department of Education.

Which schools have designated transport areas?

Most specialist schools have DTAs. There are a small number of specialist schools that do not have DTAs, generally because they are state-wide providers. This includes deaf education specialist schools. Students attending these schools may still be eligible for transport assistance under the Students with Disabilities Transport Program. Families can contact these schools directly for information about student transport assistance.

How can I find out if my address is in the designated transport area for a specialist school?

Enter your address into the [Find my transport area](#) search function on the [Getting to and from school for students with a disability](#) webpage. Clicking on any result will show a map of the full DTA for that school.

You can also contact schools directly for information about their DTA.

Has the designated transport area for my child's specialist school changed?

DTAs are generally only changed when new specialist settings open. Where a student continues to attend the same school, transport arrangements will continue to be supported in line with the DTA when the student was first enrolled.

If the designated transport area search function says I live in the DTA for a particular school, does this mean my child can enrol at this school?

DTAs are not school zones and do not determine eligibility to enrol at a specialist school. Specialist schools have enrolment criteria that determine a student's eligibility. To learn more about a specialist school's enrolment criteria, visit the school website, contact the school directly or contact the relevant [regional office](#).

If the designated transport area search function says I live in the DTA for a particular school, does this mean my child is eligible for transport assistance?

The DTA search function allows families to find which specialist school DTAs they live in. Residing in the DTA of the specialist school is only one of the eligibility criteria for the Students with Disabilities Transport Program. For further information on what transport assistance is available, including eligibility see: [Getting to and from school for students with disability](#).

The designated transport area search function says my address is in the DTA for multiple specialist schools. What does this mean?

If your address is within the DTA for multiple specialist schools, your child may be eligible for transport assistance if you choose to enrol your child at one of these schools.

How do I apply for transport assistance to a specialist school?

When enrolling your child at a specialist school, please speak with the school regarding access to transport assistance. The school will provide the relevant information and forms and may assist in completing your application.

When do DTAs get updated?

DTAs are reviewed if:

- a new specialist school nearby is established
- an existing school is closed or re-located
- the demographics of an area change significantly.

DTAs are established or amended by the department's Student Transport Unit.