

KINDERGARTEN TO SCHOOL PLACEMENT TIMELINE 2022-23 – FOR PLACEMENT IN FOUNDATION (PREP) IN 2023 SCHOOL YEAR

Recommended timeline to support enrolment in Foundation (Prep) in government primary schools in the Inner and Outer East.

2022 – 2023 dates	Activity and Notes	Responsible party
Term 1: Friday 28 January 2022 (students commence 31 January) – Friday 08 April 2022		
Terms 1 and 2, 2022	Primary schools conduct tours for families and other activities. (Tours to be completed by end Term 2.)	Primary
In Week 8, Term 1 2022 (from Monday 14 th March 2022)	The <i>Kindergarten to School Transition: Parent Information Pack</i> resource is distributed by kindergartens.	Kindergartens
Term 2: Tuesday 26 April 2022 – Friday 24 June 2022		
From Week 2, Term 2, 2022 (from Monday 2 May 2022)	Primary schools host Open Nights, Education Week celebrations and Information Sessions for families seeking Foundation (Prep) enrolment for their school-age child in 2023. Schools should refer parents/carers to www.findmyschool.vic.gov.au to locate their designated neighbourhood school for 2023.	Primary
During Term 2	Kindergartens commence enhanced transition pre-planning for vulnerable children with diverse learning needs.	Kindergartens
25 June to 10 July 2022	School holidays	
Term 3: Monday 11 July 2022 – Friday 16 September 2022		
Early Term 3, 2022	Kindergarten services discuss transition to school with families and introduce them to the Transition Learning and Development Statements (TLDS) – using the <i>Introduction to the transition information sheet</i> , and <i>Family letter to accompany information sheet</i> , on the Transition to school resources for families (education.vic.gov.au) page.	Kindergartens
During Term 3	Primary schools commence transition planning for confirmed enrolments of children with diverse learning needs, including children from an English as an Additional Language (EAL) background, in out-of-home care (OOHC), children who identify from Aboriginal and Torres Strait Islander backgrounds, and children with a disability or additional learning needs. This includes working with the child's kindergarten and/or other early years' service to organise a Program Support Group, and developing a transition plan which may include additional visits to the primary school. Primary schools explore whether the child meets the criteria for additional supports or if further assessment is required (check Programs and supports for further information) and make a referral to Student Support Services (SSS) if the criteria are met.	Primary
By Friday 12 August 2022	Enrolment applications due – families submit enrolment applications for a Foundation (Prep) placement in the 2023 school year to government primary school by this date.	Parents/Carers
By Friday 26 August 2022	Primary schools provide families with written notification of Foundation (Prep) enrolments for all children as per the 'Priority Order of Placement' under the Department's Placement Policy .	Primary
From Monday 29 August 2022	Primary schools host enrolment information sessions for families of all enrolled children, including information about activities the children will participate in during transition sessions in preparation for starting school.	Primary
17 September to 2 October 2022	School holidays	
Term 4: Monday 3 October 2022 – Tuesday 20 December 2022		
From the start of Term 4	Kindergarten teachers begin completing TLDSs, including collaborating with parents, carers and children to complete their sections – using the <i>Guidelines to help families complete Transition Learning and Development Statements</i> , and the template letter to help families complete Transition Learning and Development Statements, on the Transition to school resources for families (education.vic.gov.au) page.	Kindergartens
During Term 4, 2022	Primary schools host transition sessions for enrolled children only. It is recommended that schools limit the number of transition sessions to four, to minimise the impact on early childhood services. Possible dates for transition sessions are: <ul style="list-style-type: none"> • Week 3 - beginning 17 October 2022 • Week 5 - beginning 31 October 2022 • Week 7 - beginning 14 November 2022 • Week 10 - beginning 5 December 2022 Primary schools provide more visits or transition activities for children with diverse learning needs.	Primary
During Term 4, 2022	As they are received, primary schools review information in submitted TLDSs, and use it to inform, resource, and support curriculum planning, and to plan for a warm and welcoming environment at the start of the 2023 primary school year. For children with diverse learning needs, including children in OOHC, children who identify from Aboriginal and Torres Strait Islander backgrounds, and children with a disability or additional learning needs, primary schools arrange to meet with families and/or early childhood educators, and other relevant professionals supporting the child, to discuss the TLDS and gather details to inform learning and support plans. This includes an Individual Education Plan , and where applicable, an Educational Needs Analysis , Disability Inclusion Profile (Disability Inclusion: increased support for students with disabilities), or Student Health Support Plan .	Primary
By Wednesday 30 November 2022	Early childhood services complete the second year of funded kindergarten declaration for eligible children.	Kindergarten
Tuesday 20 December 2022	Final day of Term 4	

2022 – 2023 dates	Activity and Notes	Responsible party
Term 1: Tuesday 27 January 2023 (students commence 30 January) – Thursday 6 April 2023		
Start of 2023 school year	Foundation teachers use TLDSs as a conversation starter with new children and families. Primary schools link TLDS to a student's profile on the Insight Assessment Platform, using steps provided in Policy Advisory Library Guidance .	Primary
Start of 2023 school year	Foundation teachers commence additional Foundation (Prep) assessments of learning.	Primary
Start of 2023 school year	Primary schools consolidate transition support for children who need extra assistance to succeed at school: <ul style="list-style-type: none"> • Professionals' meeting to coordinate health, wellbeing, and education support for students with complex needs • Student Support Group meeting for children with diverse learning needs, including children in OOHC, children who identify from Aboriginal and Torres Strait Islander backgrounds, and children with a disability or additional learning needs • Implement Individual Education Plans (IEPs) for children with disabilities, Koorie students, children in OOHC, and other children who are considered vulnerable • Access DET Supporting students resources, materials, and programs to help address student needs. 	Primary
Throughout the school year	Encourage parents to complete the School Entrant Health Questionnaire to identify health and wellbeing concerns and provide school nurses with a tool to assess the health and wellbeing of each Foundation child.	Primary

Note: This Placement Timeline is based on minimum key activities identified in the *Transition: Positive Start to School Resource Kit*, page 73 Section 5, and enrolment and student support policies in the Policy and Advisory Library (PAL). [Transition-to-School-Resource-Kit.pdf \(education.vic.gov.au\)](#)