

# MONBULK PRIMARY SCHOOL

Respect – Courage – Compassion – Co-operation

1 Main Rd, Monbulk Vic 3793

Ph (03) 9756 6481 Email [Monbulk.ps@education.vic.gov.au](mailto:Monbulk.ps@education.vic.gov.au)



## Student Insight Digital Enrolment

Thank you for your interest in enrolling your child at Monbulk Primary School.

### **Our school zone**

Our school zone is available on [findmyschool.vic.gov.au](http://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. Your school zone is determined based on your permanent residential address.

Our school manages enrolments using the [Placement Policy](#) to ensure that students have access to their local school. Students may enrol at another school if there are available places.

For more information about our school zone, please contact our school. For answers to frequently asked questions about school zones, visit [School zones](#).

### **2027 Foundation (Prep) enrolments**

All Victorian government primary schools follow the statewide Foundation (Prep) enrolment timeline. The timeline advises families when and how to enrol their child at a Victorian government primary school. You can apply to enrol your child in Foundation (Prep) in 2027 from Monday 20 April 2026.

#### **What you need to do:**

1. Contact our school on (03) 9756 6481 or [monbulk.ps@education.vic.gov.au](mailto:monbulk.ps@education.vic.gov.au) to book an optional school tour.
  2. Download the Foundation (Prep) enrolment information pack from [Enrolling in Foundation \(Prep\)](#) (available by Monday 20 April 2026). This pack includes guidance on the application process.
  3. Submit an enrolment application by Friday 31 July 2026.
- Our school uses the Department of Education's secure digital enrolment system called [VicStudents](#). This means you can submit your Foundation (Prep) application online and receive updates through the system. Paper enrolment application forms are also available on request.
4. You will be notified of the outcome of your application between Monday 3 August and Friday 14 August 2026.
  5. If you receive an enrolment offer, you should accept the offer by Friday 28 August 2026.
  6. Take part in school transition sessions during Term 4, 2026.
  7. Prepare your child to start Foundation (Prep) from Thursday 28 January 2027.

Enrolment applications submitted after 31 July 2026 will be processed by our school as they are received, in accordance with the department's Enrolment Policy.

For more information about the Foundation enrolment timeline, visit: [Enrolling in Foundation \(Prep\)](#).

### **Other year level enrolments**

We also accept enrolment applications for students in other year levels. You can submit a request at any time in the school year.

Eligible students who live within our school zone are guaranteed a place, while students outside the zone may be enrolled if there are available places.

If you are seeking enrolment at any other year levels, please contact our school for more information.

Please contact us via email at [Monbulk.ps@education.vic.gov.au](mailto:Monbulk.ps@education.vic.gov.au) or phone (03) 9756 6481. We're here to help and will get back to you quickly. We look forward to your application.

Best Regards,  
Estelle Alder  
Principal  
Monbulk Primary School

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## VicStudents Digital Enrolment Parent/Carer Guide

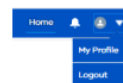
Enrolling your student is quick and easy using the device of your choice.

### Register for a VicStudents account

1. Select the following link:  
<https://students.educationapps.vic.gov.au/s/>
2. Select **Register**
3. Read the acknowledgement and select **Continue**
4. Enter your details (parent/carer details, not student details)
5. Check your inbox for verification email (check spam folder)
6. Select the link emailed to you to complete registration
7. Set a new secure password when prompted
8. Select **Change Password**
9. You will land on the VicStudents portal homepage

### Ongoing access to the VicStudents portal

1. Select the following link:  
<https://students.educationapps.vic.gov.au/s/>
2. Enter your email address and password
3. Select **Log in**
4. When logging in on a new device, you will be prompted for a verification code
  - Check your email for the code
  - Enter code and select **Verify**
5. You will land on the VicStudents portal homepage
6. Manage your **Profile** and **Logout** via the menu



## Submit an enrolment application

Before starting, have relevant digital documents ready to upload to your application eg. proof of address, proof of name and date of birth

1. Select **Enrol in a Victorian Government School** from the homepage
2. Read **Before you start** to check eligibility then select **Get Started**
3. Select **Apply** from the Enrolment homepage
4. Select **New Student** and answer the mandatory questions related to your student
5. Read the **Privacy Notice** then select **Continue**
6. Complete details for student, address, school and family sections
7. Select up to three school preferences
8. Select **I understand** to acknowledge that only one school offer can be accepted

**Note:** Use the **save** button to save a draft and return later to complete and submit the application

9. Upload relevant requested documents

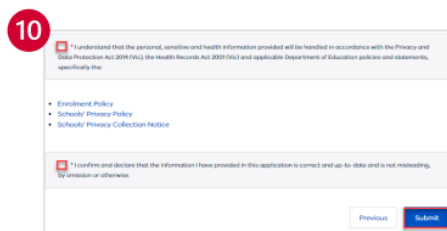
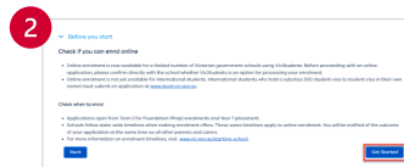
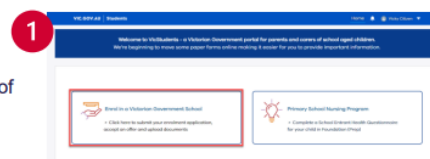
10. Read **Review and Declaration** and check all details are complete and correct, then tick the acknowledgements

**Note:** Once submitted enrolment application details cannot be changed

11. Select **Submit**

12. Read the review confirmation and select **Proceed with Submission**

13. Select **Close** in the **Application Submission** screen to return to the VicStudents homepage



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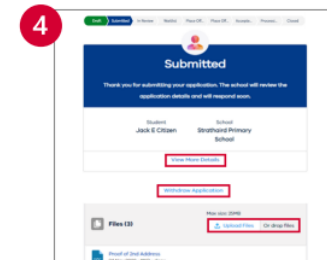
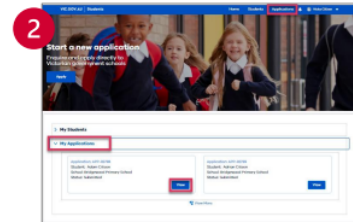
1 Main Rd, Monbulk Vic 3793

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## View an application

1. Select **Enrol in a Victorian Government School** from the homepage then select **Get Started**
2. Navigate to **My Applications** section, or click on **Applications** on top menu bar
3. Select **View** to monitor and manage the relevant application
4. Monitor the application by viewing the application details and status bar
  - Select **View More Details** to view application details
  - Select **Upload Files** or **drop files** to add files to the application
  - Select **Withdraw Application** and enter a reason, which will change the status to **Closed**



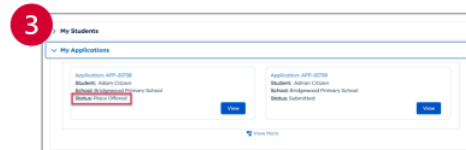
## Accept or do not accept an offer

**IMPORTANT NOTE:** All offers **must** be accepted via the portal.

When a school makes an offer, you will be notified via the portal and by email.

**Note:** Your email will include a link to the VicStudents portal.

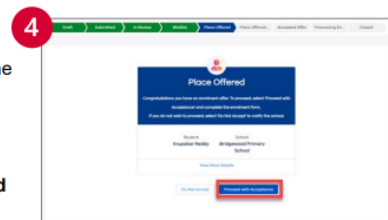
1. Navigate to the Enrolments homepage
2. Navigate to the **My applications** section
3. Select **View** on an application with status 'Place Offered'



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## Digital Enrolment

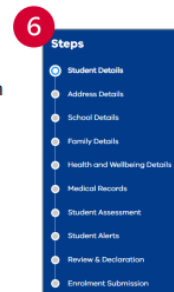
4. Select **Proceed with Acceptance** to accept the enrolment offer, or **Do Not Accept** to decline the offer. **(You will only be able to accept one offer)**
  - If selecting **Do Not Accept**, enter a reason and the application will be closed.
  - If selecting **Proceed with Acceptance** you can only accept one offer. Select **I understand** to confirm and proceed.



5. Read the **Privacy Collection Notice** and select **Continue** to complete the online enrolment form.
6. Enter details for each section of the enrolment form
 

**NOTE:** Use the save button to save a draft and return later to complete and submit the enrolment form
7. Upload relevant requested documents
8. Read **Review and Declaration** and check all details are complete and correct
9. Tick the confirmation boxes and select **Submit**
10. Read the confirmation of review and select **Accept Offer**

**NOTE:** The student's personal and health information will be shared with the school
11. A notification will be sent via the portal and by email when the school finalises the application.



We are here to support you

If you have any questions regarding your student's enrolment, please contact the school. For information about this process, visit <https://www.vic.gov.au/how-to-enrol-your-student-in-a-school>

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## Digital Enrolment