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Dear Parent/Carer,

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

Our school is trialing an online system for new Foundation (Prep) Enrolments to Victorian Government Schools. The new online enrolment system has been assessed by the Department of Education to a high degree of security in line with the [Victorian Protective Data Security Standards](#) and is compliant with ISO 27001, the leading international standard for information security.

What to do next?

- Visit <https://students.educationapps.vic.gov.au/s/> to create an account and complete the online application form **by Friday 26 July**. If you would prefer to submit a paper application form, please contact us.
- We will then review your application and contact you **by Friday 9 August**.
- You should accept one enrolment offer **by 23 August 2024**. When accepting an offer, you will be required to provide additional personal and health information that will be shared with the school.

What is important when completing an online application?

- Please upload the required supporting documentation where requested to ensure your application is processed promptly.
- Please create your account using the enrolling parent/carer's information. Your child's information is entered later in the process.

Is there any other support available to help me complete the online enrolment process?

The Department of Education has created a Quick Reference Guide to help you get started. The guide is attached and can be found at

https://www.cgps.vic.edu.au/uploaded_files/media/digital_enrolment_parent_carer_quick_reference_guide.pdf

What if I have questions when completing the online enrolment process?

Please contact us via courtenay.gardens.ps@education.vic.gov.au We will get back to you as soon as possible. For more information about the Department of Education's Foundation (Prep) enrolment, visit [Enrolling in Foundation \(Prep\) | vic.gov.au \(www.vic.gov.au\)](#)

We look forward to your application and hope you will be joining our school community soon.

Best regards,

Alison Lough
Principal
Courtenay Gardens Primary School