

Enrolment Management Implementation Plan (EMIP)

Frequently Asked Questions

1. What is the purpose of an EMIP?

The main purpose of an EMIP is to:

- ensure every child is able to attend their local school if they choose
- ensure schools are consistently supported with early enrolment management interventions when they are at risk of exceeding their capacity by over-enrolling out-of-zone students
- promote effective use of infrastructure assets by supporting improvements in student distribution
- prevent unnecessary relocatable allocation when a school can manage their current and anticipated enrolments within their existing capacity
- increase clarity for principals regarding the Placement Policy and enrolment management expectations.

2. How are schools identified for EMIPs?

Schools that receive an EMIP are generally those that are under enrolment pressure, schools that received a relocatable building for growth in the most recent school year, and schools that opened in the last 5 years. Schools may also receive an EMIP to support improvements in student distribution.

3. How long does my EMIP apply and when will the enrolment restriction be reviewed?

EMIPs provided in 2025 are for students enrolling in the 2026 school year and will remain in place for future years until you are advised otherwise.

Your enrolment restriction will be reviewed yearly and, if required, updated to reflect any changes to accommodation and in-zone demand.

This approach is intended to support schools with early indicative advice for future years and promote consistency and longevity in enrolment management.

4. My school received an in-zone and sibling EMIP – what does that mean?

Schools with an in-zone and sibling EMIP must offer enrolment to all students who live within the school zone (guaranteed entry) and students with a sibling attending the school at the same time (priority 1 of the priority order of placement).

In addition to out-of-zone siblings, the only other students who live outside the school zone and can attend a school with an in-zone and sibling EMIP are students seeking enrolment on compassionate grounds in exceptional circumstances.

An in-zone and sibling EMIP may be for a specific year level (e.g. Foundation or Year 7) or it may apply to all year levels offered by the school. This would be clear in the letter your school received from the Regional Director.

5. My school received an EMIP to a sufficient accommodation figure – how many out-of-zone students can I enrol?

When making enrolment offers, schools with sufficient accommodation restrictions must follow the Placement Policy and their EMIP.

Schools must offer enrolment to all in-zone students and out-of-zone siblings. If places remain available, schools can then make offers to out-of-zone students up to their sufficient accommodation figure ('enrolment cap'). When planning out-of-zone enrolment offers, schools should also consider historical enrolment trends (e.g., there may be a number of new arrivals to the area in Term 4 each year).

While some families may decline their enrolment offer, schools should also expect to receive late applications, noting that all in-zone children and out-of-zone siblings must be offered a place regardless of when they apply.

For schools that have sufficient accommodation to offer enrolment to some, but not all out-of-zone children, understanding how many out-of-zone offers to make is challenging. If you require further guidance specific to your school's circumstances, please contact your SEIL for support.

6. Where can I find more information on how and why the department restricts enrolment at certain schools?

You can find more information by visiting the [Restricting enrolments](#) guidance page of the Enrolment policy.

7. Where can I find sample wording to use on my school website?

Schools with an EMIP must include information about their enrolment restriction on their school website. You can find sample wording for use on your school website at the bottom of the [Restricting enrolments](#) guidance page of the Enrolment policy.

8. How do I manage late enrolment applications?

While there are key enrolment dates for Foundation and Year 7 applications, some parents and carers may miss the date, move permanent residence or newly arrive to Victoria after the application due date.

Schools with EMIPs must enrol all late in-zone students and out-of-zone siblings. Schools must also continue to consider enrolment applications and appeals in exceptional circumstances based on compassionate grounds.

Schools should only offer a place to late out-of-zone students if:

- your school's EMIP allows you to accept out-of-zone students; and
- your school has not exceeded the sufficient accommodation figure outlined in your EMIP; and
- after offering the student a place, your school will have sufficient accommodation to accept anticipated late in-zone and sibling applications; and
- your school has not previously declined an out-of-zone student in the same cohort that applied earlier or on time.

9. Do I need to consider enrolment applications and appeals in exceptional circumstances based on compassionate grounds?

Yes, all schools, including those with EMIPs, must consider enrolment applications and appeals in exceptional circumstances based on compassionate grounds. Schools can contact their regional office to seek advice and support when considering applications on compassionate grounds.