



**Principal: Mrs Cara Stevens**  
**BONA VISTA P.S. 3612**  
**520 Bona Vista Rd via Warragul 3820**  
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## **Student Insight Online Enrolment – Parent/Carer email for Foundation (Prep) enrolments**

Dear Parent/Carer,

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

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. If you have any questions about the online enrolment process, please contact our school.

### **To get started**

- Visit <https://students.educationapps.vic.gov.au/s/> sign in with a Service Victoria account to complete the online application form **by Friday 31 July 2026**. If you would prefer to submit a paper application form, please contact us.
- We will then review the information submitted and be in contact with you **between Monday 3 August and Friday 14 August 2026 (for applications submitted by the due date of 31 July 2026)**.
- You should accept one enrolment offer **by Friday 28 August 2026**. When accepting an offer, you will be required to provide additional personal and health information that will be shared with the school.

### **Is VicStudents secure?**

VicStudents 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.

### **For parents/carers (existing users prior to Term 2 2026)**

When you click the VicStudents link, you will be directed to sign in using a Service Victoria account. This Service Victoria account gives you one secure login for government services. If you already have a Service Victoria account, sign in using your existing details. If not, you'll be guided to create one. To access any existing VicStudents applications, make sure you use the same email address.

### **For parents/carers (new users Term 2 2026 and beyond)**

When you click the VicStudents link, you will be directed to sign in using a Service Victoria account. Once

you have signed in, your VicStudents account will be created automatically. If you don't have a Service Victoria account, you'll be guided to create one.

### **More information**

The Department of Education has created a Quick Reference Guide to help you get started. The guide is attached below.

For more information about enrolling your child into a Victorian government primary school, visit [Enrolling in Foundation \(Prep\)](#).

Please contact us via phone: 5627 8435 or email: [bona.vista.ps@education.vic.gov.au](mailto:bona.vista.ps@education.vic.gov.au). We're here to help and will get back to you quickly. We look forward to your application.

Best Regards,

*Regards,*

Cara Stevens  
Principal Bona Vista Primary School  
520 Bona Vista Road  
BONA VISTA 3820  
[www.bonavistaprimary.vic.edu.au](http://www.bonavistaprimary.vic.edu.au)

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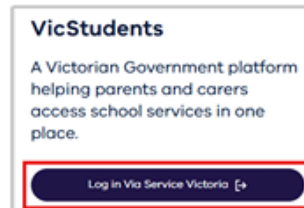
## VicStudents Online Enrolment Parent/Carer Guide

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

To log in to the VicStudents portal, all users must use a Service Victoria (Service Vic) account.

Select the following link: <https://students.educationapps.vic.gov.au/s/>. Then select **Log in Via Service Victoria**

- **If you already have a Service Vic account:** Sign in using your existing account details.
- **If you do not have a Service Vic account:** Follow the prompts to create your Service Vic account. Then return to the VicStudents portal and log in using those details.
- **If you have used the VicStudents portal previously:** You will now need to log in using a Service Vic account. Previous login methods are no longer supported.



If you experience any access issues, follow the Service Victoria account recovery options .

## 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 one to three school preferences

**Note:** Only some schools are available for online application

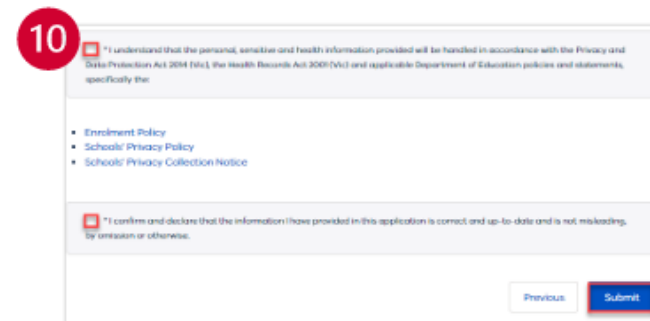
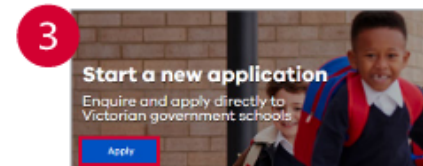
8. Select **I understand** to acknowledge that only one school offer can be accepted

**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



## View an application

1. Select **Enrol in a Victorian Government School** from the homepage. Then select **Get Started**
2. Scroll down to the **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 **Add Files** to add files to the application
  - Select **Withdraw Application** and enter a reason. This will change the status to **Closed**

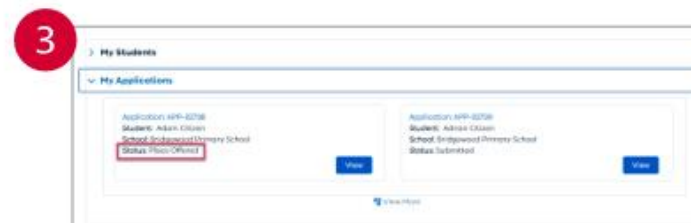
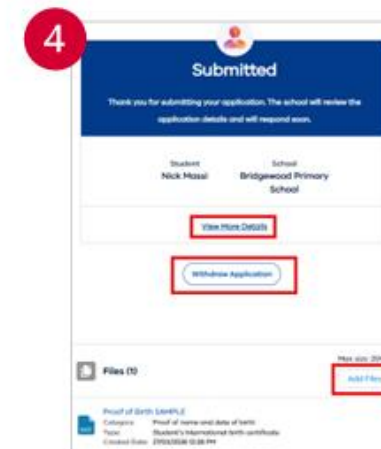
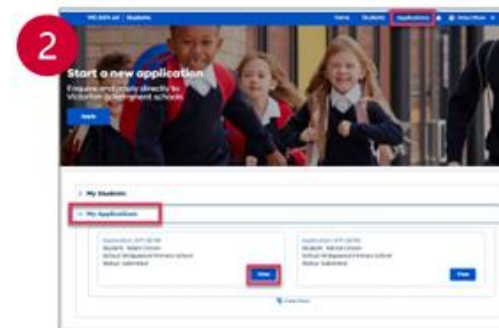
## Accept or do not accept an offer

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

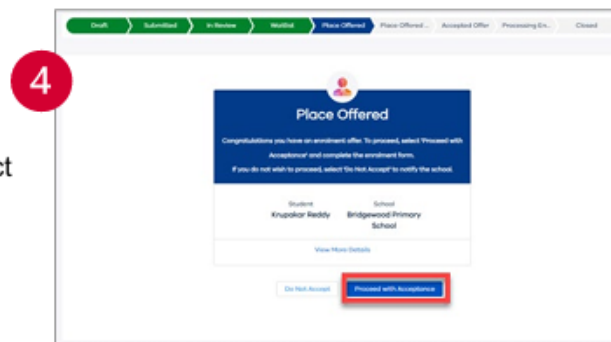
When a school makes an offer, you will be notified via the VicStudents portal and by email.

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

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



4. Select **Proceed with Acceptance** to accept the enrolment offer. Or select **Do Not Accept** to decline the offer. (You will only be able to accept one school 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 school offer. Select **I understand** to confirm and proceed



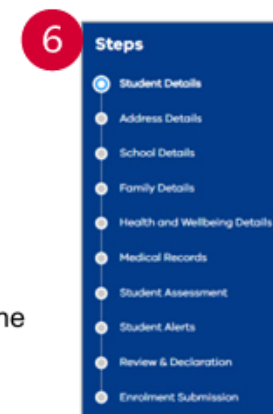
5. Read the **Privacy Collection Notice**. Then select **Continue** to complete the online enrolment form
6. Enter details for each section of the enrolment form
 

**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. An email will be sent once the school finalises the enrolment application. You will also receive a notification via the VicStudents portal.



We are here to support you

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