



**Department of
Education**

ENROLMENT IN PUBLIC SCHOOLS POLICY
ENROLMENT IN PUBLIC SCHOOLS PROCEDURES

This PDF contains the following documents:

Document 1:

Enrolment in Public Schools Policy v.2.4

Effective: 15 March 2013

Last update date: 3 October 2018

Document 2:

Enrolment in Public Schools Procedures v2.9

Effective: 22 July 2019



**Department of
Education**

ENROLMENT IN PUBLIC SCHOOLS POLICY

EFFECTIVE: 15 MARCH 2013

VERSION: 2.4 FINAL

Last updated: 3 October 2018

1 POLICY STATEMENT

Enrolment decisions in public schools are made according to criteria based on age, residential location, visa status and educational needs.

2 POLICY RULES

Children in Western Australia are entitled to enrol in a public school.

The enrolment of students in the school will be managed in a transparent manner without discrimination or prejudice.

Principals will meet the requirements for managing enrolments including:

- managing processes to acquire necessary resources and facilities to accommodate eligible students; and
- ensuring relevant enrolment information is communicated to parents and prospective applicants.

Enrolment disputes will be managed in accordance with the requirements set out in the *Enrolment Procedures*.

3 RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE

Implementation of the policy is the responsibility of the principal.

Compliance monitoring is the responsibility of line managers.

4 SCOPE

This policy applies to all principals in public schools.

5 SUPPORTING PROCEDURES

Enrolment in Public School Procedures

6 RELATED DOCUMENTS

RELEVANT LEGISLATION OR AUTHORITY

[School Education Act 1999](#)

[School Education Regulations 2000](#)

DEPARTMENT POLICIES

[Disabilities Advisory Panel](#)

[Home Education](#)

[Student Attendance in Public Schools](#)

Student Health Care in Public Schools

OTHER DOCUMENTS

Community Kindergarten Fact Sheet

Declaration of schools with local-intake areas

Consent Forms for a National Police History Check

Determining Accommodation Required

Determining Available Accommodation

Enrolment Disputes – Parent Information and Forms

Enrolment for Students with Disability

Enrolment Pack

Enrolment of Students from Overseas Schedule

Frequently asked questions (FAQs)

Information for Exemptions and Notices of Arrangements

Records Management Manual (College and School Campus Records)

Retention and Disposal Schedule for Department of Education School, College and Campus Records

School Records Toolkit

7 CONTACT INFORMATION

Policy manager: Director, Public Schools Planning

Policy contact officer: Manager, Schooling Planning
T: (08) 9264 4318

(To be contacted for general *Enrolment in Public Schools Policy* and *Enrolment in Public School Procedures* enquiries).

For information on specific topics, please refer to the Contact Information in the *Enrolment in Public School Procedures* or contact the *local education regional office*.

8 REVIEW DATE

15 March 2016

9 HISTORY OF CHANGES

| Effective date | Last update date | Policy version no | Ref number | Notes |
|----------------|-------------------|-------------------|-------------|---|
| 15 March 2013 | | 2.0 | | Policy has undergone major review. Policy and procedures endorsed by Corporate Executive 15 February 2013. Additional changes approved by Corporate Executive out-of-session D13/0123226. |
| 15 March 2013 | 3 December 2013 | 2.0 | D13/0632979 | Minor changes to links and contact information endorsed by Corporate Executive 20 September 2013. |
| 15 March 2013 | 5 August 2014 | 2.1 | D14/0386651 | Update contact information D14/0370243 |
| 15 March 2013 | 15 December 2014 | 2.2 | D14/0544553 | Update contact information D14/0544453 |
| 15 March 2013 | 23 September 2015 | 2.3 | D15/0388747 | Updated links D15/0388650 |
| 15 March 2013 | 3 October 2018 | 2.4 | D18/0437527 | Minor changes contact information D18/0437111, reference to Public Schools D18/0151652 and updated legislation links D18/0207680. |



**Department of
Education**

ENROLMENT IN PUBLIC SCHOOLS PROCEDURES

EFFECTIVE: 22 JULY 2019

VERSION: 2.9 FINAL

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1 POLICY SUPPORTED

Enrolment in Public Schools Policy

2 SCOPE

These procedures apply to principals of all public schools, including education support schools and centres, and Regional Executive Directors.

3 PROCEDURES

3.1 MANAGING ENROLMENTS

3.1.1 ALL ENROLMENTS

The principal will:

- accept all applications for enrolment using the *Application for Enrolment Form* and enrol eligible children using the *Enrolment Form* in the *Enrolment Pack*;
- for local-intake schools, assess applications for enrolment for the commencement of the following year from outside the local-intake area and for Kindergarten after the enrolment closing date (the first Friday of Term 3 each year);
- plan ahead for sufficient accommodation to be available to enrol eligible children;
- publish accurate information about enrolment specific to the school for parents;
- prioritise the enrolment of children according to the criteria set out in the *School Education Regulations 2000*;
- notify parents in writing of the outcome of enrolment decisions at the earliest opportunity if applying for the current year and within three weeks of the closing date for applications if enrolling for the following year;
- collect and record a child's immunisation status at the time of enrolment;
- collect and record a child's Medicare number, if it is available, at the time of enrolment;
- determine the year level placement of a child, in consultation with the parents and reflecting the emphasis on age appropriate placements; and
- notify the previous school (Education Regional Office for home education cases) by notice of transfer when the enrolment procedure is completed.

Guidance

Enrolment is only permissible at one school (public or private) at a time.

Schools Online provides local intake information for all schools.

Children undertaking a program delivered by a registered home educator can neither attend nor be enrolled at a school.

The assessment of a school's capacity to accommodate students should take into consideration the school's current resources including infrastructure and staffing. Future accommodation needs are to be considered when processing applications from students transferring during the year from outside the local-intake area.

If there are pressures on accommodation from enrolments, the provision of additional accommodation and/or formal changes to the local-intake status of the school may be considered by the Department.

Principals may accept a maximum of three of the following as evidence of residential address:

- *lease agreement – minimum lease of three months;*
- *proof of ownership of property (for example rates notice, deeds, mortgage);*
- *driver's licence;*
- *utilities bills; and*
- *statutory declaration.*

The principal should assist parents to locate vacancies in neighbouring schools when the school cannot accommodate children, other than those eligible.

Principals may enable students to attend without enrolling them if the period of attendance is likely to be less than four weeks and the student retains enrolment at the original school, through the application of a Section 24 Arrangement.

3.1.2 EARLY ENROLMENT FOR ABORIGINAL CHILDREN

The principal will:

- enrol three-year-old Aboriginal children who turn four by the end of the year into designated Remote Community Schools if vacancies are available;
- enrol these children only from Week 4 of Term 1 to give Kindergarten-aged children the opportunity to enrol at the start of the school year; and
- advise parents in writing that these children will complete two years of Kindergarten.

Guidance

Principals may:

- *advertise that vacancies exist and invite applications, by a set date, for enrolment of children who will turn four by the end of the year;*
- *where the number of applicants received by the set date exceeds the number of vacancies, apply the following priority order: First priority – Aboriginality; Second priority – Age; Third priority - Proximity to school with a sibling; Fourth priority - Proximity to school.*

3.1.3 PRE-COMPULSORY (KINDERGARTEN)

3.1.3.1 MANAGING KINDERGARTEN ENROLMENTS

The principal will:

- receive applications for enrolment for Kindergarten from the beginning of the year prior to eligibility;
- assess all applications for Kindergarten enrolment for the following year after the enrolment application closing date (first Friday of Term 3 each year);
- not enrol students already enrolled in another public or private school (unless transferring);
- offer a Kindergarten place with enrolment subject to the child meeting the immunisation requirements in Section 3.1.3.2;
- when the number of applications exceeds the places available at a non local-intake school, enrol children with priority given to the child who lives nearest the school; and

- when the number of applications exceeds the places available at a local-intake school, enrol children with priority given in the following order:
 - First priority - A child residing in the local-intake area for the school, with a sibling enrolled at the same school for that year, and who lives the nearest to the school.
 - Second priority - A child residing in the local-intake area for the school, who does not have a sibling enrolled at the same school for that year, and lives the nearest to the school.
 - Third priority - A child residing outside the local-intake area for the school, has a sibling enrolled at the same school for that year, and who lives the nearest to the school.
 - Fourth priority - A child residing outside the local-intake area for the school, does not have a sibling enrolled at the same school for that year, and who lives nearest to the school; and
- provide parents with written communication when declining a Kindergarten enrolment on the grounds of not meeting immunisation requirements or a place not being available.

3.1.3.2 CONFIRMING THE IMMUNISATION REQUIREMENTS FOR KINDERGARTEN ENROLMENTS

At the time of finalising the enrolment, the principal will:

- enrol a Kindergarten student where they have:
 - an Australian Immunisation Register (AIR) Immunisation History Statement that is 'up to date' and not more than two months old; or
 - an AIR Immunisation History Form that shows a catch up schedule and is not more than six months old; or
 - a valid immunisation certificate issued by the Chief Health Officer;
- where a Kindergarten student's immunisation status is 'not up to date', provide the Exemption Eligibility Form and use that information to determine eligibility for enrolment as an exempt child because of one or more of the following particular family circumstances:
 - who is an Aboriginal or Torres Strait Islander;
 - who is in the care of the Chief Executive Officer of the Department of Communities: Child Protection and Family Support;
 - who is living in crisis or emergency accommodation due to family violence, risk of family violence or homelessness;
 - a child who has been evacuated from their usual place of residence due to an emergency;
 - who is in the care of an adult, other than their parent, due to exceptional circumstances, such as parental illness or incapacity;
 - who is in the care of a person holding:
 - a health care card;
 - a pensioner concession card;
 - a Gold or White Veterans' Affairs card; or
 - who entered Australia not more than 6 months prior to enrolment and holds a 200, 201, 202, 203, 205, 785, 790 or 866 visa.
- not enrol a Kindergarten student where:
 - the immunisation status is 'not up to date' and they are not eligible to enrol as an exempt child; or
 - acceptable evidence of immunisation status is not provided; and

- if a place is available, reconsider a declined Kindergarten enrolment when parents provide acceptable evidence of immunisation status.

Guidance

From 22 July 2019, Section 141D of the Public Health Act 2016, requires schools to only enrol a Kindergarten student who provides acceptable evidence of immunisation status, or who is eligible to enrol as an exempt child because of particular family circumstances.

Record student immunisation status provides information for schools.

The principal's approval on the grounds of one family circumstance meets the immunisation requirements for Kindergarten enrolment. Parents may indicate which one of a number of circumstances is the most applicable to immunisation.

If a Kindergarten student's immunisation status is 'not up to date' and the immunisation requirements for enrolment are not met, the principal may:

- *provide information to parents regarding the Department of Health's website on immunisation https://www.healthywa.wa.gov.au/Articles/S_T/Starting-or-moving-schools-immunisation-records ; or*
- *provide direct contact details for the Department of Health; or*
- *offer to forward a request for support to the Department of Health on the parent's behalf. The Department of Health will then contact the parent with translating or interpreting services if required.*

Enrolment in Kindergarten, including Community Kindergartens, does not guarantee enrolment at the same school for the following compulsory year unless the child lives in that school's local-intake area.

Refer to the [Community Kindergarten Guide](#) for processes and responsibilities for community kindergarten applications.

3.1.4 COMPULSORY (PRE-PRIMARY TO YEAR 12)

The principal will:

- confirm that the child is not remaining in home education or continuing to attend another school;
- request an Australian Immunisation Register (AIR) immunisation history statement that is not more than two months old;
- enrol a child for whom an AIR Immunisation History Statement is provided and record the immunisation status as shown on the AIR statement;
- enrol a child for whom an AIR immunisation history statement is not provided and record the vaccination status as 'not up to date' and not sighted until the AIR statement is provided;
- notify the School Curriculum and Standards Authority when enrolment procedures are completed and the student has commenced attendance at the new secondary school;
- for schools that do not have local-intake areas, give priority to children living closest to the school; and
- apply the following criteria in the compulsory years if the local-intake school has capacity to accommodate children from outside the local-intake area:
 - First priority - A child qualifying for a specialist program approved by the Director General for that year.
 - Second priority - A child who has a sibling also enrolled at the school in the current year, (other than siblings enrolled in specialist programs approved by the Director General), and who lives nearest the school.

- Third priority - A child who does not have a sibling enrolled at the school in the current year, or who has a sibling enrolled in a specialist program approved by the Director General, and who lives nearest the school.

Guidance

Enrolment can proceed if a Pre-primary to Year 12 student does not provide an AIR immunisation history statement or the vaccination status is 'not up to date'. The exemptions prescribed in the Public Health Act 2016 for Kindergarten students do not apply to Pre-primary to Year 12 students and do not need to be recorded.

Record student immunisation status provides information for schools.

Enrolment at a school in the compulsory primary years does not guarantee future enrolment at a specific secondary school including one in the vicinity of the primary school.

Qualification for enrolment into a specialist program is through a competitive selection process.

3.1.5 WESTERN AUSTRALIAN (WA) COLLEGE OF AGRICULTURE

The principal of a WA College of Agriculture campus will:

- accept a completed *Application for Enrolment Form* in the *Enrolment Pack*;
- manage the selection process on the basis of an interview and any information provided by the principal of the previous school indicating attitude and behaviour; and
- apply an additional process for students requiring boarding accommodation.

Guidance

Students can enrol at the WA College of Agriculture in Years 11 and 12, and in Year 10 at approved campuses. The immunisation and other enrolment requirements apply.

3.1.6 BEYOND COMPULSORY AGE

The principal will allow students who are enrolled during their compulsory education period to continue their enrolment after they turn 18.

Principals will consider applications for enrolment from students under the age of 18 years who are new arrivals to Western Australia and have had no break in their secondary schooling prior to arriving in Western Australia.

The principals of Canning College, Cyril Jackson Senior Campus and North Lake Senior Campus will approve enrolments from students beyond the age of compulsory education.

The principal of Sevenoaks Senior College will approve enrolments from students up to 19 years of age.

The principal of Canning College will approve enrolments for overseas fee paying and exchange students beyond the age of compulsory education.

Principals of regional secondary schools will consider applications from students beyond the age of compulsory education. Enrolments are approved by the Regional Executive Director.

The principal of the School of Isolated and Distance Education will consider applications from students beyond the age of compulsory education undertaking programs which are approved by the Director General. Enrolments are approved by the Regional Executive Director.

Principals of schools approved to enrol students beyond the age of compulsory education will:

- accept a completed *Application for Enrolment Form* (see *Enrolment Pack*) from a prospective student;
- confirm that a *Consent Form for a National Police History Check* is forwarded with payment to the Department's Screening Unit for all prospective enrolments; and
- advise the applicant of the decision in writing at the earliest opportunity.

Regional Executive Directors and principals of Canning College, Cyril Jackson Senior Campus, North Lake Senior Campus and Sevenoaks Senior College will take into account the following factors prior to approving enrolment for students beyond the compulsory age:

- availability of an appropriate educational program and classroom accommodation;
- educational history of the person;
- individual circumstances of the person;
- record of past behaviour as a student and attitude to school; and
- direction from the Department's Criminal Screening Committee.

3.2 STUDENTS FROM OVERSEAS

The principal will:

- view the student's passport or travel documents to identify the visa sub class;
- enrol students on permanent residence visas with the same entitlements as local students;
- enrol students on temporary visa sub classes that are entitled to enrol in public schools, as listed in the *Enrolment of Students from Overseas Schedule* with the same entitlements as local students;
- consider the enrolment of students on temporary visa sub classes that are to enrol as full fee paying students in accordance with *Enrolment of Students from Overseas Schedule*; and
- scan a copy of the relevant pages of the child's passport or travel document including the three digit visa subclass number into the child's enrolment record.

Guidance

Parents of visa holder with label-free passports will be asked to provide a print out of their visas using Visa Entitlement Verification Online (VEVO) which is available at <https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/check-conditions-online>

If parents request an interpreter, principals are obliged to arrange for an interpreter from a provider of interpreting and translating services to assist with the enrolment interview.

3.3 INTENSIVE ENGLISH CENTRES (IEC)

The principal of the school where the *Application for Enrolment Form* (see *Enrolment Pack*) from a prospective student is lodged will:

- ensure the child's English language proficiency is assessed using the English as a Second Language/English as a Second Dialect (ESL/ESD) Progress Map (listening, speaking, reading and writing);
- consult with the IEC about assessment results and suitability of the referral to the IEC program (this may be subject to vacancy or waiting list);
- discuss with parents the option to attend the IEC and any associated fees;
- supply the IEC with all enrolment details;
- liaise with the IEC regarding enrolment arrangements;
- check eligibility of EAL/D new arrivals to go to an IEC if they have few or no English language skills and have an eligible visa or are on a fee paying and spare capacity basis; and
- discuss with parents the option to enrol in a nearby school offering an EAL/D Cell or Support program if there is no vacancy at an IEC.

Guidance

The provision of a taxi for parents for the enrolment meeting at the IEC may be offered if transport is required.

See [Enrolment of Students from Overseas Schedule](#).

3.4 STUDENTS WITH DISABILITY

The principal will:

- consider enrolment applications for children with disability on the same basis as all other applications and keep a place available if the application requires lengthy consideration;
- consider whether the student meets eligibility criteria for support services, resourcing or access to specialist provision;
- gather information about the student's disability and consider the school's capacity to provide an appropriate educational program;
- negotiate with the parents about the day on which the student will begin attending when the necessary teaching and learning adjustments are not immediately available at the time of enrolment;
- coordinate applications for support, resourcing or access to specialist provisions as required; and
- advise parents how to seek a review of a decision not to accept enrolment.

Guidance

Students with disability can apply to enrol at their local school. They may also be eligible to enrol at an education support centre or school, or an inclusive school with specialist facilities. Students with Autism Spectrum Disorder or hearing impairment may be eligible to participate in specialist provision. Refer to [Enrolment for Students with Disability](#) for further information.

The Disability Standards for Education 2005 generally require providers to make adjustments where necessary. There is no requirement for providers to make unreasonable adjustments.

Information regarding Department of Education disability eligibility criteria is available from the [Disability Services and Support](#) website (via Help Sheets).

Further advice may be obtained from the School of Special Educational Needs or the School Psychology Service.

Liaison with parents, the School of Special Educational Needs, the School Psychology Services, Schools Resourcing or other professionals may be necessary.

3.5 ENROLMENT RECORDS

3.5.1 PARTICULARS TO BE RECORDED

The principal or their nominee will confirm that:

- the application has been lodged by a parent (see definition on page 16);
- evidence of a child's legal name, age, proof of address, immunisation status, Medicare number, if available, and any relevant current papers such as Family Court Order/s, parenting plans, country of residence and right to reside in Australia have been sighted;
- contacts provided are appropriate for emergency situations;
- details of any disability are included on the enrolment form;
- the Student Health Care Summary and any relevant health care authorisation/s are attached to the enrolment form; and
- the child's details are in the student file and on the enrolment register.

Guidance

Regulation 6(1)(e) and (f) of the *School Education Regulations 2000*, amended 19 July 2019, requires schools to record the immunisation status as shown on acceptable evidence of immunisation and the student's Medicare number where this is provided.

Acceptable evidence of immunisation is stored with the Enrolment Form and includes:

- an Australian Immunisation Register (AIR) Immunisation History Statement that is not more than two months old;
- an AIR Immunisation History Form that shows a catch up schedule and is not more than six months old; or
- an immunisation certificate issued by the Chief Health Officer.

For Kindergarten students only, the approved WA Exemption Eligibility Form for an exempt child should be stored with the Enrolment Form.

Record student immunisation status provides information for schools.

Discretion is used when enrolling students who cannot provide documentation of a legal name and age, or who have authorisation to change the legal surname. The Education Regional Office may be consulted in confidence on any information to be recorded.

All enrolment details should be entered onto the school's admissions register until the student commences attending. Enrolment details are then to be transferred from the admissions register to the school's current enrolment register.

Ephemeral locations can be considered a usual place of residence (for example, in cases of homelessness or recent arrival to the State or residents in caravan parks).

3.5.2 RETENTION OF ENROLMENT RECORDS

The principal will follow the instructions in the *School Records Toolkit* for retention of records; including

- retain Enrolment Applications (successful) for 5 years after the last action and then destroy;
- retain Enrolment Applications (unsuccessful) for 2 years after the last action and then destroy;

- retain Register of Admissions/Enrolment Cards (used prior to the School Information System) for 7 years after the last action and then archive and transfer to State Records Office only when advised by Corporate Information Services); and
- print out Enrolment Records managed in the School Information System annually for all school leavers, retain for 7 years after the last action and then archive and transfer to State Records Office only when advised by Corporate Information Services.

The Regional Executive Director will manage enrolment records when a school has permanently closed.

Guidance

See *Regulations 6 and 7 of the School Education Regulations 2000* for more information.

3.5.3 TRANSFER OF RECORDS FOR STUDENTS BETWEEN WESTERN AUSTRALIAN SCHOOLS

The principal will:

- manage notices of transfer and records for the intrastate movement of students (including transfers from primary to secondary school);
- notify the newly transferred student's former principal within five school days that the student is now enrolled in their school;
- notify the Education Regional Office if the enrolling student was registered for home education so student records can be transferred to the school within five school days of receipt of the notice of transfer;
- provide the Education Regional Office with student records within five school days of receipt of the transfer note when notified that the parent has registered as a home educator; and
- retain the student enrolment records and negotiate at the local level the transfer of student files with the former principal within five school days.

Guidance

Work samples not required for evidential purposes may be offered to parents rather than transferred or retained by the school.

Refer to the [School Records Toolkit](#) and [Records Management Manual \(College and School Campus Records\)](#).

Refer to the [Retention and Disposal Schedule for Department of Education School, College and Campus Records](#) for further details.

3.5.4 TRANSFER OF RECORDS FOR STUDENTS MOVING INTERSTATE

The principal will use the *Interstate Student Data Transfer Note (ISDTN)* and accompanying protocols to transfer student information data for students moving to another state/territory.

3.5.5 REMOVAL OF NAMES FROM ENROLMENT REGISTER

Under the provisions in the *School Education Act 1999* s 21, the principal is not to remove a student's name from the register unless:

- a) the principal believes on reasonable grounds that the child has enrolled in another school in this State or elsewhere;

- b) the principal believes on reasonable grounds that the child is no longer resident in this State;
- c) an exemption or approved Notice of Arrangements is granted under s 11 in respect of the child;
- d) a parent of the child is registered under s 48 as the child's home educator;
- e) the enrolment is cancelled under s 20 or 83; or
- f) the Minister has authorised the removal on the ground that inquiries to establish the whereabouts of the child have not been successful.

Guidance

Reasonable grounds for the above instances are:

- a) *transfer notes, email from another school (interstate or intrastate);*
- b) *verbal confirmation from parent that student is leaving the state, letter or electronic notification from parent, interstate transfer note;*
- c) *exemption notification from either Education Regional Office or Independent Public School (IPS) principal as per delegations;*
- d) *Home Education notification from Education Regional Office;*
- e) *principal's application of s 20; Director General's application of s 83; and*
- f) *email confirmation from Student Tracking Coordinator.*

The principal or nominee will:

- record the date a student is removed from the current roll as the date the student last attended the school; and
- record notes in the school's student database detailing the steps taken to re-engage the student including the reason for non-attendance, if known, or the reason for the student's removal from the current enrolment register in accordance with s 21 of *School Education Act 1999*.

Guidance

The principal should be satisfied that the necessary grounds for removal of a student from the register exist before proceeding with removing a student's name from the current roll.

Primary schools should contact the Education Regional Office by Week 3 Term 1 of the new school year with any concerns relating to these students.

3.6 ENROLMENT DISPUTES

The principal will:

- provide written notice to the parents at the earliest opportunity if an application for enrolment needs to be declined or an enrolment cancelled; and
- if the decision is in dispute, advise the Regional Executive Director who will review the matter.

Guidance

The principal's advice to parents should include the reasons for the notice and information about the processes of review.

For further information see Enrolment Disputes – Parent Information and Forms.

In the case of adult enrolments approved by the Regional Executive Director, approval may be withheld or withdrawn if warranted by the circumstances (see 3.1.5 Beyond Compulsory Age).

3.6.1 DECLINING APPLICATIONS FOR ENROLMENT

The principal:

- may decide to recommend that an application for enrolment be declined after considering eligibility requirements and the capacity of the school to provide an appropriate program;
- may directly decline an enrolment if the child is already enrolled at a school and the application is for an attendance period likely to be less than four weeks (s 75 School Education Act 1999); and
- will provide the parent with the Request for Review of Application for Enrolment Decision Form.

Guidance

The grounds for declining an application are:

- *a student's usual place of residence is not in the State or not within the local-intake area;*
- *an educational program is not available or is not appropriate; or*
- *classroom accommodation is not available (s 82 School Education Act 1999).*

The principal may approve attendance for less than four weeks without formal enrolment through the application of a Section 24 Arrangement.

Before recommending an application for a child with disability be declined, the principal should seek advice from appropriate officers within the Department as such decisions can involve complex medical, social and ethical issues.

The Regional Executive Director will decide if an application will be declined and, in cases of disability, will firstly consult with the parents and take into account their wishes.

Guidance

The following factors are taken into account when considering whether to decline an enrolment application on the grounds of the educational program:

- *the nature of the benefit or detriment likely to accrue to, or be suffered by, the child and all other members of the school community;*
- *any additional cost involved in providing the program for the child; and*
- *the effect of the child's – (i) behaviour; or (ii) disability or other condition, if any, on the child's participation in the program. (s 84 School Education Act 1999).*

The Regional Executive Director may make an interim decision which takes effect pending a final decision.

If declining an application, the Regional Executive Director will provide written advice to the parents about:

- the decision, including the reasons;
- other public school or schools at which the student may be enrolled; and
- lodging a request for review by the Minister for Education if they are not satisfied with the decision.

If declining an application in cases of disability the Regional Executive Director will also provide written advice to the parents on:

- lodging a request for review by the Director General within the time limit;
- the final decision taking effect when the period for a review expires or when the review is determined; and
- the student's enrolment at the school continuing until the period for a review expires or until the review is determined.

In reviewing decisions in cases of disability, the Director General will:

- refer a parent's request for a review to a Disabilities Advisory Panel for a recommendation to be made within 90 days; and
- provide the parent with a copy of the report and with written notice of a decision, including the reasons, within 21 days of receiving the report.

Guidance

Further information is available in the [Enrolment Disputes – Parent Information and Forms](#) and [Disabilities Advisory Panel](#) policy.

3.6.2 CANCELLING ENROLMENTS

3.6.2.1 FALSE, MISLEADING, OR CHANGED PARTICULARS

The principal may decide to cancel an enrolment if enrolment information supplied is false, misleading or out of date.

The principal will provide both parents (or one if the second parent cannot be located) with:

- advance notice in writing of a proposed cancellation including the reasons for the decision;
- a reasonable opportunity to show why the cancellation should not be finalised;
- if cancellation is to proceed, written notice of cancellation including the date it applies; and
- information on lodging a request for a review by the Minister for Education if not satisfied with the decision.

Guidance

The grounds for the principal cancelling an enrolment are:

- *enrolment was obtained by giving false or misleading information; or*
- *notice of changes have not been provided about the names and usual place of residence of the child, parents, or about any provisions in force at law for the long term and day to day care, welfare and development of a child (ss 16,17,20 School Education Act 1999).*

If requested the Minister for Education may conduct a review and recommend the decision-maker review the procedure or reconsider the decision (s 223 School Education Act 1999).

3.6.2.2 ENROLMENT FOUND TO BE INAPPROPRIATE

The principal may recommend that the Regional Executive Director cancel an enrolment if the student's residential address changes and is not within the local-intake area at the time of enrolment or the program no longer meets the student's needs.

Guidance

Before recommending the cancellation of enrolment of a student with disability, the principal should seek advice from appropriate officers within the Department as such decisions can involve complex medical, social and ethical issues.

The grounds for the Regional Executive Director cancelling an enrolment are:

- *the child's usual place of residence has changed to a place that was not in the local-intake area for the school at the time of the child's enrolment at the school; or*
- *an appropriate educational program can no longer be provided at the school for the child (s.83 School Education Act 1999).*

The following factors are taken into account when considering whether to cancel an enrolment on the grounds of the educational program:

- *the nature of the benefit or detriment likely to accrue to, or be suffered by, the child and all other persons concerned;*
- *any additional cost involved in providing the program for the child; and*
- *the effect of the child's – (i) behaviour; or (ii) disability or other condition, if any, on the child's participation in the program (s 84 School Education Act 1999).*

Before reaching a decision on cancellation, the Regional Executive Director may obtain advice from an advisory panel established by the Deputy Director General, Schools (s 241 School Education Act 1999).

Before deciding whether to cancel an enrolment, the Regional Executive Director will provide a parent or prescribed child with:

- advance notice in writing of the proposed cancellation including the reasons;
- a reasonable opportunity to show why the cancellation should not be finalised; and
- information on lodging a request for a review by the Minister for Education if not satisfied with the decision.

In addition, before deciding to cancel in cases of disability, the Regional Executive Director will consult with the parents and take into account their wishes.

If deciding to cancel an enrolment the Regional Executive Director will provide parents with:

- written notice of the decision including the reasons; and
- information on lodging a request for review by the Minister for Education if they are not satisfied with the outcome of the decision.

In cases of a student with disability, the Regional Executive Director will also inform parents that:

- they may apply to the Director General for a review of the decision within 28 days of receiving written notice of the decision;
- a decision to refuse or cancel enrolment will not take effect until the review period has expired;
- the student's enrolment at the school will continue until the review period expires or until the review is finally determined by the Director General.

In reviewing decisions in cases of a student with disability the Director General will:

- refer a parent's request for a review to a Disabilities Advisory Panel for a recommendation to be made within 90 days; and
- provide the parent with a copy of the report within 21 days of receiving it and with written notice of a decision, including reasons.

Guidance

Further information is available in the: [Enrolment Disputes – Parent Information and Forms](#) and the [Disabilities Advisory Panel](#) policy.

3.7 ALTERNATIVE ENROLMENT OPTIONS

The principal and Regional Executive Director will advise on the process for students seeking to apply for exemptions from enrolment as set out in Information for Exemption and Notices of Arrangements or Home Education policy.

4 DEFINITIONS

ABORIGINAL KINDERGARTENS

Kindergartens that provide education programs which are inclusive of Aboriginal culture, language and learning styles and assist in the transition from home to school for Aboriginal students up to six months younger than the general student cohort.

COMMUNITY KINDERGARTENS

Community-based facilities registered to offer a Department of Education Kindergarten program and governed by incorporated associations which do not have the power to intervene in the instruction of children or exercise authority over staff appointed under the *School Education Act 1999*.

COMPULSORY EDUCATION

The compulsory education period from 1 January 2013 until 31 December 2013 is:

- a) from the beginning of the year in which the child reaches the age of 5 years and 6 months; and
- b) until -
 - i) the end of the year in which the child reaches the age of 17; or
 - ii) the student satisfies the minimum requirements for graduation from secondary school established under the *School Curriculum and Standards Act 1997*.

The compulsory education period from 1 January 2014 is:

- a) from the beginning of the year in which the child reaches the age of 5 years and 6 months; and
- b) until -
 - i) the end of the year in which the child reaches the age of 17 years and 6 months; or
 - ii) the student satisfies the minimum requirements for graduation from secondary school established under the *School Curriculum and Standards Act 1997*; or
 - iii) the student reaches the age of 18.

DISABILITY

Under s 4 of the *School Education Act 1999*, "disability" means a condition which:

- c) is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- d) is permanent or likely to be permanent;

- e) may or may not be of a chronic or episodic nature; and
- f) results in:
 - i) a substantially reduced capacity of a person for communication, social interaction, learning mobility; and
 - ii) the need for continuing support services.

DISTANCE TO A SCHOOL

The distance the student lives from the school, off-site Kindergarten or Community Kindergarten, measured in a straight line from the centre of the site (based on s 65 of the *Interpretations Act 1984*).

EARLY EDUCATION PERIOD

The period before a child's pre-compulsory education period.

EDUCATIONAL PROGRAM

An organised set of learning activities designed to enable a student to develop knowledge, understanding, skills, and attitudes relevant to the student's individual needs.

ENROLMENT OPTIONS FOR YEARS 11 AND 12

- a) full-time in a school program;
- b) full-time home-based schooling in an approved program;
- c) full-time enrolment in a State training provider or private registered training organisation;
- d) full-time in a university;
- e) an apprenticeship or a traineeship;
- f) a *Gazetted* course provided by a community-based provider;
- g) an approved combination program involving part-time school/training and/or part-time work equivalent to a full-time program; and
- h) approved full-time employment.

INDEPENDENT MINOR (PRESCRIBED CHILD)

Under Part II, s 147 *School Education Regulations 2000* a child designated as an "independent minor" by the principal who is satisfied that no working relationship exists between the child and either of the child's parents, and that the child has the capacity to make his or her own decisions in relation to educational programs; and the administrative requirements of the school.

INTENSIVE ENGLISH CENTRE

A provider of specialist intensive English language instruction for new arrival students (Stage 1) for 12 to 24 months, to prepare these students for mainstream curriculum.

LOCAL-INTAKE AREA SCHOOLS

Schools declared as local-intake in the *Government Gazette*. These schools have a designated geographical area from which enrolment applications are accepted. Applications from outside the local-intake area are prioritised in accordance with the *School Education Regulations 2000*.

NON LOCAL-INTAKE SCHOOLS

Schools that have not been declared as local-intake in the *Government Gazette*. These schools can accept enrolment applications from any students who apply, with proximity to the school the only criterion for prioritising applications.

PARENT

In relation to a child, a person who at law has responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child.

PRE-COMPULSORY EDUCATION

The pre-compulsory education period is:

- a) from the beginning of the year in which a child reaches the age of 4 years and 6 months; and
- b) until the end of that year.

SIBLINGS

In relation to a child, a person who is:

- a) a brother or sister of the enrolled child (with at least one biological or adoptive parent in common) irrespective of their place of residence;
- b) a child whose usual place of residence is the same as the enrolled child's and whose parent is the partner of the enrolled child's parent;
- c) a child officially in care or foster care and living at the same place of residence with the enrolled child.

SPECIALIST PROGRAM

A program approved by the Director General as a specialist program (including Gifted and Talented Selective Entrance Secondary Programs and Schools and Approved Specialist Programs, but not including school-based programs).

OVERSEAS STUDENT

A person who is not entitled to reside permanently in Australia but who may be enrolled at a public school under certain circumstances (s 97 of the *School Education Act 1999*).

5

RELATED DOCUMENTS

RELEVANT LEGISLATION OR AUTHORITY

School Education Act 1999

School Education Regulations 2000**DEPARTMENT POLICIES**[Disabilities Advisory Panel](#)[Home Education](#)[Student Attendance in Public Schools](#)[Student Health Care in Public Schools](#)**OTHER DOCUMENTS**[Community Kindergarten Guide](#)[Consent Forms for a National Police History Check](#)[Enrolment Disputes – Parent Information and Forms](#)[Enrolment for Students with Disability](#)[Enrolment Pack](#)[Enrolment of Students from Overseas Schedule](#)[Information for Exemptions and Notices of Arrangements](#)[Records Management Manual \(College and School Campus Records\)](#)[Records Management](#)**6 CONTACT INFORMATION**

In the first instance, general enquiries about enrolment should be directed to the [school concerned](#) or the local [Education Regional Office](#).

EXEMPTIONS[Education Regional Office](#)

Principal of the student's [Independent Public School](#)

POLICY

Policy manager: Director, Public Schools Planning

Policy contact officer: Manager, Schooling Planning
T: (08) 9264 4318

(To be contacted for general Enrolment Policy and Enrolment Procedures enquires).

7 REVIEW DATE

15 March 2016

8 HISTORY OF CHANGES

| Effective date | Last update date | Policy version no | Ref no | Notes |
|-----------------|------------------|-------------------|-------------|---|
| 15 March 2013 | | 2.0 | | Policy has undergone a major review. Policy and procedures endorsed by Corporate Executive 15 February 2013. Additional changes approved by Corporate Executive out-of-session D13/0123226. |
| 3 May 2013 | 15 March 2013 | 2.1 | | Corrections made to section 3.5 – Enrolment Records. D13/0195830 |
| 3 May 2013 | 28 May 2013 | 2.1 | D13/0272941 | Minor amendment to guidance in section 3.2. Endorsed by Corporate Executive 17 May 2013. |
| 3 May 2013 | 2 July 2013 | 2.1 | D13/0342081 | Minor amendment to guidance in section 3.2. Noted Policy Subcommittee 5 June 2013. |
| 3 December 2013 | | 2.2 | D13/0632976 | Section 3.5.2 updated. Links and guidance updates throughout document. Endorsed by Corporate Executive 20 September 2013. |
| 3 December 2013 | 19 December 2013 | 2.2 | D13/0679471 | Minor amendment to section 3.5.5. D13/0666788 |
| 3 December 2013 | 5 August 2014 | 2.3 | D14/0386657 | Update contact information D14/0370243 |

| | | | | |
|------------------|-------------------|-----|-------------|--|
| 3 December 2013 | 15 December 2014 | 2.4 | D14/0544579 | Update contact information D14/0544453 |
| 23 December 2014 | | 2.5 | D14/0546517 | Remove procedure from section 3.5.5. Endorsed by Corporate Executive 25 July 2014 and D14/0546512. |
| 23 December 2014 | 23 September 2015 | 2.6 | D15/0388751 | Updated links D15/0388650 |
| 23 December 2014 | 3 October 2018 | 2.7 | D18/0437581 | Minor changes contact information D18/0437111, reference to Public Schools D18/0151652 and updated legislation links D18/0207680. |
| 22 July 2019 | | 2.8 | D19/0324508 | Changes to reflect amendments to <i>Public Health Act 2016</i> and <i>School Education Act 1999</i> on immunisation requirements for enrolment D19/0324505. |
| 22 July 2019 | | 2.9 | D19/0327120 | Minor changes to update links D19/0327074. |