

Department of Education

Learners first, connected and inspired

*This document has been updated in response to
feedback from Principal Forums in May 2013*



Draft

Enrolment of Students in
Out-of-Home-Area Schools

Procedure

June 2013



Department of Education

Enrolment in Out-of-Home-Area Schools Procedure

1. Scope (audience and applicability)

This procedure must be followed to comply with the *Enrolment, Attendance and Participation Policy*.

It applies to departmental employees involved in the enrolment of students in schools. Senior secondary schools currently sit outside this procedure.

This procedure should be read in conjunction with the *Enrolment, Attendance and Participation Policy* and the *School Home-Area Administration Procedures*.

Enrolment in a special school is managed through an application process and based upon a student's particular needs. For additional details please refer to section 3.11, of the *School Enrolment Procedures*.

2. Purpose

The purpose of this procedure is to describe the steps that departmental employees must take, and their responsibilities, when considering Out-of-Home-Area School enrolments.

3. Definitions

Home-Area: a geographical area from which a school is able to draw its enrolments. These are determined by the Department of Education for all schools, except the eSchool, and are based upon current and relevant demographic information.

Local Home-Area: is the School Home-Area where the student's home is situated.

Out-of- Home-Area school: a school that is outside the School Home-Area in which the student resides.

Receiving school principal: the principal of a school in which an application is made to receive a student who does not reside in the Home-Area.

Parent: the term parent will be used for brevity, but also applies to a person who has legal responsibility for the care of the student.

Are there any other terms that require definitions?

4. Procedure Details

The two guiding principles are that:

- A student is entitled to be enrolled in a school where their home is situated and the student is eligible to attend.
- A student may be enrolled in an Out-of-Home-Area school if there is capacity in that school.

When a parent seeks to enrol their child in an Out-of-Home-Area school the following steps should be followed to progress this:

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- a) For new enrolments, parents should discuss their options, in the first instance, with the Home-Area school principal prior to any discussion with the Out-of-Home-Area school Principal. Where students educational needs cannot be met a parent is entitled to pursue an out-of-home-area school enrolment.
- b) Parents wishing to enrol a student in an Out-of-Home-Area school should complete the relevant section of the Out-of-Home-Area school Form and contact that school and make an appointment with the receiving school principal to discuss the enrolment.
- c) Prior to the meeting with the parent wishing to pursue the Out-of-Home-Area school enrolment, agreement should be reached between the receiving school principal and the Home-Area school principal.
- d) Schools may only consider accepting Out-of-Home-Area school enrolments if there is capacity within the school after catering for local students.
- e) At the initial meeting, the receiving school principal will review the Out-of-Home-Area School Form and discuss the enrolment with the parent and document the support or not for the application.
- f) The principal may use the following criteria, together with their professional judgment, to support decision-making:

Students with significant learning support needs (this includes disability, illness, health and curriculum)

Disability: special entry to a school may be granted in cases where there is a disability proven to prohibit or make it difficult for enrolment in the Home-Area school (see also to section 3.11, of the *Enrolment Procedures document*).

Illness and health: special entry to a school may be granted in cases where there is an illness or health issue proven to prohibit or make it difficult for enrolment in the Home-Area school.

Curriculum: in secondary schools, special entry may be considered where specific Australian Curriculum offerings or requirements outlined in an Individual Education Plan cannot be met in the Home-Area school.

Family Links and Connections

Special entry may be granted if a student has siblings or immediate family already attending the school.

Out of School Hours Child Care

Special entry may be granted where students need to access out of school care or have family connections in the Out-of-Home-Area school area.

Exceptional Circumstances

Special entry may be granted if the General Manager of the relevant Learning Service determines that there are exceptional circumstances that warrant the student enrolling in an Out-of-Home-Area school (for example young people who are subject to child protection orders).

The department would also be interested in hearing from school communities about any other criteria that could be considered to guide enrolment in Out-of-Home-Area Schools.

- g) If the principal decides to accept the Out-of-Home-Area school enrolment, they must discuss this with their General Manager within five working days and prior to informing the parent.

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- h) With the agreement of the General Manager, the principal can accept the Out-of-Home-Area school enrolment and inform the parent in writing. All relevant documentation including copies of letters need to be retained.
- i) Where an Out-of-Home-Area school enrolment has not been accepted, a parent may appeal the principal's decision by completing the Appeal of the Out-of-Home-Area School Enrolment Decision Form and writing to the General Manager of the relevant Learning Service (within 10 working days of the decision being made).

5. Roles and Responsibilities

Secretary is to:	<ul style="list-style-type: none"> • Ensure that the Education Act 1994 and policies and supporting documentation are adhered to.
Deputy Secretary (Early Years and Schools) is to:	<ul style="list-style-type: none"> • Ensure that the Education Act 1994 is adhered to. • Ensure that schools are provided with appropriate guidance through the provision of policy and relevant procedures.
General Managers are to:	<ul style="list-style-type: none"> • Ensure that principals are familiar with the policy and procedures in this area. • Ensure principals are accountable for adhering to the policy and procedures. • Oversee the applications for Out-of- Home-Area school enrolments. • Review any appeals from parents for enrolments in an Out-of- Home-Area school.
School Principals are to: <i>NB: Principal responsibilities cannot be delegated.</i>	<ul style="list-style-type: none"> • Implement the <i>Enrolment, Attendance and Participation Policy</i>, and the <i>Enrolment in Out-of -Home-Area School Procedures</i>. • Ensure parents are informed about their entitlement to enrol in their home area school. • Where relevant, ensure that parents are informed about the <i>Enrolment in Out-of -Home-Area School Procedures</i>. • Ensure that the Out-of- Home-Area School principal discusses an out-of-home-area enrolment with the Home-Area principal prior to meeting with the parents. • Ensure that Out-of- Home-Area school enrolments are only accepted if there is capacity after catering for the local area students and ensuring that at the commencement of the school year, there is a minimum of 5% buffer in their enrolment numbers to ensure places for eligible local children throughout the year. • Where required, complete the Out-of -Home-Area school Enrolment Form in consultation with parents. • Ensure that parents are aware that they will be required to meet any transport costs for attending an Out-of-Home-Area school.

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	<ul style="list-style-type: none"> Consider applications on merit and in accordance with the suggested criteria and keep appropriate records. Ensure timely correspondence to parents regarding the acceptance or otherwise of Out-of-Home-Area school enrolments.
Parents are to:	<ul style="list-style-type: none"> Enrol their child in their Home-Area school. Discuss their student's education needs with their Home-Area school principal. Where required, make application to enrol in an Out-of- Home-Area School, completing relevant parts of the Out-of-Home-Area School Enrolment Form; and meet with the Out-of- Home-Area school principal to discuss the educational needs of their child and the reasons for the Out-of- Home-Area school enrolment. If the application is successful, pay for any transport costs associated with attendance at the Out-of -Home-Area school. Where required, appeal to the General Manager in the relevant Learning Service.

6. Risk Management

This procedure applies to enrolments from 1 January 2015. Prior to this time there were different procedures and guidelines in place to deal with Out-of- Home-Area School enrolments. The arrangements resulting from these guidelines may have an impact upon the current Out-of- Home-Area School Procedures. Where this is the case there should be consultation with the General Manager of the relevant Learning Service.

7. Associated Documents and Materials

- Education Act 1994
- [Enrolment, Attendance and Participation Policy](#) (Doc ID: TASED-4-1212)
- [School Enrolment Procedures](#) (Doc ID: TASED-4-1215)
- [School Attendance Procedures](#) (Doc ID: TASED-4-1214)
- School Home-Area Administration Procedures(under development)

Authorised by:	Liz Banks
Position of authorising person:	Deputy Secretary, Early Years and School
Date authorised:	Insert date
Developed by:	Strategic Policy and Planning
Date of last review:	Insert date
Date for next review:	Insert date
This document replaces:	Insert previous policy/procedure/document

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Out-of- Home-Area School Enrolment Form	
PART I - To be completed by parent	
School:	Principal name:
Student(s) name:	Date of birth:
Parent(s) name:	
Permanent Home Address:	
Reason(s) for Out-of- Home-Area school enrolment:	
PART 2 – To be completed by the Out-of -Home-Area principal in discussion with the requesting parent	Criteria to be considered: - Learning support needs - Family links and connections - Exceptional circumstances etc
Evidence provided: <ul style="list-style-type: none"> • • 	
Other relevant comments:	

Parent Signature:

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Out-of- Home-Area School Enrolment Form

(to be completed by the School Principal)

PART 3 – School Information

Current enrolment numbers: _____

School capacity: _____

Based upon the data, is there capacity in the out-of-home-area school to accept the Out-of-Home-Area school enrolment? ☐ Yes ☐ No

Are there any special circumstances that may have effect on the school's enrolment?

After reviewing the school information (above) and by applying the criteria, the application is:

Supported: ☐

Not Supported: ☐

Principal signature:

If this application is supported by the Principal, this decision should be discussed with and approved by the General Manager in your Learning Service prior to informing parents.

General Manager:

Endorsed: ☐

Not Endorsed: ☐

Appeal of Out-of- Home-Area School Enrolment Decision	
Parent name:	Contact phone number:
Home Address:	
Postal Address (if different from above):	
Name of child you applied to enrol:	Year level (for current year):
Name of school you applied to enrol your child at:	
<p>Please complete this section:</p> <p>Please briefly explain the reason for trying to enrol your child in an out-of-home-area school (please attach any relevant additional information):</p>	
<p>I declare that the information provided on this form is true</p> <p>Signature of parent:</p>	
<p>Please attach this form and your letter from the department indicating that your out-of- home-area school enrolment was not approved and send them both to the General Manager of the relevant Learning Service.</p>	