



Department of
Education

Enrolment in Public Schools Procedures

Effective date: 18 July 2022

Version: 3.0

These procedures must be read in conjunction with the Enrolment in Public Schools Policy.

Table of contents

1. Policy supported	3
2. Scope	3
3. Procedures	3
3.1 Manage enrolments	3
3.1.1 Publish enrolment information	3
3.1.2 Enrolment information	4
3.1.3 Pre-compulsory: Kindergarten	7
3.1.4 Compulsory: Pre-primary to Year 12	8
3.1.5 Students beyond compulsory age	10
3.2 Students with Disability	12
3.3 Students with a Visa	12
3.4 Enrolment records	12
3.4.1 Recording enrolment information	13
3.4.2 Transfer of student records	14
3.4.3 Retention of enrolment records	14
3.5 Enrolment disputes	14
3.5.1 Declining an enrolment	14
3.5.2 Cancelling an enrolment	15
3.6 Alternatives to enrolment	17
3.7 Pre-kindergarten programs	17
4. Definitions	18
5. Related documents	21
6. Contact information	22
7. History of changes	22
8. More information	26
Procedure review date	26

These procedures must be read in conjunction with the Enrolment in Public Schools Policy.

1. Policy supported

Enrolment in Public Schools Policy

2. Scope

These procedures apply to principals of all public schools and to Directors of Education.

Guidance

The enrolment functions of Directors of Education apply to all public schools in the education region, including Independent Public Schools.

3. Procedures

3.1 Manage enrolments

3.1.1 Publish enrolment information

The principal will:

- publish accurate information to promote enrolment;
- implement place-based approaches to encouraging enrolment; and
- accept, consider and respond to all applications for enrolment.

Guidance

The Department expects school leaders and staff to build and maintain mutually respectful relationships with parents and the local community when promoting enrolment opportunities.

Publishing the priorities used to assess an enrolment application may include:

- the school's local intake status;
- an assurance that the same priorities are applied to all enrolment applications;

- the school's enrolment process and timelines; or
- programs that are offered by the school.

In collaboration with local Aboriginal community members, school leaders and staff are expected to develop strong, sustainable education partnerships that reflect the expectations and aspirations of Aboriginal students and encourage enrolment at the school. The [Aboriginal Cultural Standards Framework](#) and the [Engaging and Working with your Community Framework](#) inform and guide this work.

Through the [Aboriginal Cultural Standards Framework](#) schools are supported to embed place-based approaches that are developed in consultation with their local Aboriginal communities to strengthen the enrolment, participation and engagement of Aboriginal students.

3.1.2 Enrolment information

The principal will:

- request that parents provide sufficient enrolment information to allow a confident decision to be made regarding the enrolment application;
- inform parents of the requirement to maintain up to date enrolment information and notify the school of any change to their child's circumstances;
- if enrolment information cannot be provided or is incomplete, take the family circumstances into account when processing the enrolment application; and
- at the request of the parent, negotiate with the principal of an alternative school to share enrolment information held by that school.

3.1.2.1 All enrolments

The principal will:

- notify parents in writing of the outcome of their application;
- determine the most appropriate year level for a student in collaboration with the parent when required;
- plan for accommodation to be available for eligible students for the duration of their enrolment at the school; and
- assist parents to find an alternative school when a student who is not guaranteed a place cannot be offered enrolment.

For new enrolments in the current school year, principals will process the application and finalise the enrolment in a timely manner to minimise the student's time out of a school.

For new enrolments to commence in the following year, the principal will:

- accept enrolment applications during the current school year;
- provide advice about when the application will be assessed; and
- finalise the enrolment of all Kindergarten students and Pre-primary to Year 12 students who are not guaranteed a place after the application closing date which is the first Friday of Term 3 each year.

Guidance

A student may be enrolled by a parent or a responsible person or enrol on their own behalf if they are an independent minor or an adult. A responsible person or a student enrolling on their own behalf has the same responsibilities as a 'parent' in Department of Education policies.

It is the parent's responsibility to provide enrolment information to the satisfaction of the principal. Parents are expected to provide the most complete and accurate enrolment information that is available to them.

A principal has the authority to request information about and documentary evidence of:

- the student's name, date of birth and gender;
- the usual place of residence of the student;
- the usual place of residence of the parent or another person responsible for the student;
- the school at which the student is or was most recently enrolled, where applicable;
- the person/s who are responsible for the student's care, including those who are to be contacted in an emergency;
- arrangements for the student's care, including court or care orders where applicable;
- the student's immunisation status;
- any educational, behavioural and other personal needs so the principal can plan to provide an appropriate education program; and
- whether the student is an Australian citizen, a permanent or a temporary resident.

A principal may accept the following or similar documents as evidence of a student's identity:

- birth certificate or record;
- AIR Immunisation History Statement;
- Commonwealth record that includes the student, such as a Medicare card;
- court or care order; or

- travel documents, such as a passport, a visa notice or an Immicard.

A principal may request the following or similar documents as evidence of the address of the usual place of residence:

- proof of home ownership, such as a rates notice; or
- lease agreement; and
- additional information, such as a driver's licence, a utilities account, home insurance or a statutory declaration.

Enrolment information includes information provided when applying to enrol, information on the Enrolment form and copies of documents provided by the parent. This information is collected for the purpose of managing enrolment at a public school.

Private and confidential parent and student information will be copied, stored and managed as required by the Department of Education's Records Management Policy and Procedures. Enrolment information will be used to provide a student with an appropriate education program in accordance with the Western Australian Curriculum and to meet the Department of Education's reporting obligations and requirements, including providing information to other State or Commonwealth Government departments and agencies where necessary.

A completed school notification and education planning for a child in the care of the Department of Communities (Form 587) provides acceptable evidence of a student's usual place of residence. The Form 587 can be used to process a student's enrolment application.

A principal's decision about a student's year level placement takes into account:

- the circumstances and needs of the student concerned;
- the educational program and individual adjustments that may be required at school;
- continuity of the student's educational program and experiences;
- parent concerns about their child's learning and developmental needs; and
- the student's best short and long term interests.

The principal has the discretion to permit a student to attend the school without enrolling where:

- the principal of the student's current school is advised of and agrees to the attendance arrangement;
- the student's attendance is recorded and managed between the two principals;
- the period of attendance is expected to be short term or end dated; or
- the student is temporarily away from their family home due to a family circumstance, such as living in a refuge.

Under this arrangement, the student maintains their current school enrolment when they return to their residential address.

The principal has the discretion to request that a student enrol rather than permit a student to attend without enrolling in consultation with the parent and the principal of the school at which the student is enrolled.

3.1.3 Pre-compulsory: Kindergarten

The principal will:

- assess all Kindergarten enrolment applications for the following year after the enrolment application closing date;
- not enrol students already enrolled in another public or private school, unless the student is transferring; and
- advise parents in writing where Kindergarten enrolment does not guarantee Pre-primary enrolment at the same school.

3.1.3.1 School with a local intake area: applications for enrolment exceed the kindergarten places available

For a school with a local intake area, the principal will give enrolment priority in the following order:

- First priority - A child residing in the local intake area who will have a sibling enrolled at the school for that year, and who lives nearest to the school.
- Second priority - A child residing in the local intake area who will not have a sibling enrolled at the school for that year, and who lives nearest to the school.
- Third priority - A child residing outside the local intake area who will have a sibling enrolled at the school for that year, and who lives nearest to the school.
- Fourth priority - A child residing outside the local intake area who will not have a sibling enrolled at the school for that year, and who lives nearest to the school.

3.1.3.2 School without a local intake area: applications for enrolment exceed the kindergarten places available

For a school without a local intake area, the principal will give enrolment priority to Kindergarten students from those living nearest to the school to those living furthest from the school.

3.1.3.3 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 Statement that shows an active catch up schedule and is not more than two 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' determine whether the student is eligible to enrol as an exempt child ([link for staff use only](#)) due to a particular family circumstance;
- 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
- reconsider a declined Kindergarten enrolment when parents provide acceptable evidence of their child's immunisation status.

Guidance

Kindergarten is pre-compulsory and the enrolment concludes at the end of the year.

Enrolment at a community kindergarten does not guarantee enrolment at the linked school.

Under the [Public Health Act 2016](#) and the [School Education Act 1999](#), the principal is only permitted to enrol a Kindergarten student:

- who provides acceptable evidence of immunisation status; or
- is approved by the principal as an exempt child.

[Starting or moving child care, kindergarten or school](#) has more information about the immunisation requirements when a parent is enrolling a child in Kindergarten.

By signing the exemption eligibility form, the parent confirms their understanding that information about their child's immunisation status will be provided to and followed up by the Department of Health. The principal is not expected to follow up the immunisation status of a Kindergarten student.

3.1.4 Compulsory: Pre-primary to Year 12

3.1.4.1 Pre-primary enrolment applications

The principal will:

- determine a process to manage Pre-primary enrolment applications, including from enrolled Kindergarten students, taking into account the school context; and
- assess all applications for Pre-primary enrolment.

3.1.4.2 Pre-primary to Year 12 enrolments

For a school with a local intake area, the principal will:

- assess all enrolment applications;
- enrol eligible students who reside within the local intake area;
- assess enrolment applications from outside the local intake area after the application closing date only if there are available places within available classroom accommodation and organisation of classes;
- give enrolment priority to students from outside the local intake area in the following order:
 - First priority - A student qualifying for an approved specialist program for that year.
 - Second priority - A student who will have a sibling also enrolled at the school for that year, other than a sibling in an approved specialist program, and who lives nearest to the school.
 - Third priority - A student who will not have a sibling enrolled at the school for that year or with a sibling in an approved specialist program and who lives nearest to the school.

For a school without a local intake area, the principal will:

- assess all enrolment applications; and
- give enrolment priority to students from those living nearest to the school to those living furthest from the school.

The principal of a school with a Gifted and Talented program will enrol a student who accepts an offer for the Gifted and Talented program at the school.

The principal of a school with an Intensive English Centre will enrol a student who is eligible for the specialist English language program at the school.

The principal of the WA College of Agriculture will enrol a student who is eligible for a program provided by the school.

The principal of the School of Isolated and Distance Education (SIDE) will enrol a student who is eligible for a program provided by the school.

The principal of the School of Special Educational Needs: Behaviour and Engagement will enrol a student who is eligible for the Midland Learning Academy.

Guidance

Pre-primary is a new enrolment as it is the first year of compulsory education.

Enrolment at a primary school does not guarantee future enrolment at a secondary school unless the student lives in that school's local intake area.

A student in the final year of their compulsory education period can enrol at a new school, including a student who is new to Western Australia and has had no break in their schooling.

A student who turns 18 years of age during the school year should be permitted to complete the year and graduate from secondary school. A student over 18 years of age may advise the principal of their decision to leave school having completed their compulsory education period.

3.1.5 Students beyond compulsory age

3.1.5.1 Continued enrolment beyond compulsory age

The principal and Director of Education will:

- assess a request from a student in their final year of compulsory education for one additional year of enrolment at the school;
- prior to approving the request, take into account the:
 - availability of an appropriate education program and classroom accommodation;
 - educational history of the student;
 - individual circumstances of the student; and
 - other available options for the student;
- advise the student of the outcome of the request and any conditions that apply to the continued enrolment; and
- provide information about how to request a review by the Minister for Education if they are not satisfied with the principal's decision.

3.1.5.2 New enrolment beyond compulsory age

The principal of Sevenoaks Senior College will approve enrolment of students up to, but not older than, 19 years of age.

The principals of Cyril Jackson Senior Campus and North Lake Senior Campus, and a regional Director of Education can approve the enrolment of a student beyond compulsory age and will:

- accept an enrolment application from a student beyond compulsory age;
- confirm a Consent Form for a National Police History Check has been lodged;
- assess the application and advise the applicant of the decision in writing; and
- finalise the enrolment for approved applicants.

The principal of a regional school will refer an enrolment application from a student beyond compulsory age to the relevant Director of Education for consideration.

Prior to approving an enrolment application from a student beyond compulsory age, the principal or Director of Education will take into account the:

- direction provided by the Department's Screening Unit;
- availability of an appropriate education program and classroom accommodation;
- educational history of the person; and
- individual circumstances of the person.

Guidance

If beyond compulsory age, a student is not guaranteed enrolment for the year immediately following their compulsory education period. The continued enrolment allows the student to complete their senior secondary education.

The principal and the Director of Education may decline a request if an appropriate education program cannot be provided or continued schooling is not deemed to be in the student's best interests.

The Minister for Education may, but is not required to, conduct a review of the decision to decline an enrolment at the request of the parent or student. Subject to the review, the Minister may recommend the decision-making procedure is reviewed or the decision is reconsidered.

A metropolitan student who is beyond compulsory age cannot apply to enrol at their local secondary school. They may only apply to Sevenoaks Senior College, Cyril Jackson Senior Campus or North Lake Senior Campus.

3.2 Students with Disability

The principal will:

- accept an enrolment application from a student with disability;
- assess the application on the same basis as all other applications for enrolment at the school;
- reserve a place for a student with disability who is eligible to enrol when the teaching and learning adjustments are still to be confirmed;
- if necessary, manage the enrolment in accordance with the [Enrolment Framework for Students with Disability](#); and
- if necessary, manage the enrolment of a student with disability who is a visa holder in accordance with the [Enrolment Framework for Students with a Visa](#).

Guidance

A student with disability can apply to enrol at their local school. A student with disability may also apply to enrol at a school or a centre with specialist provision for the type of disability.

3.3 Students with a Visa

The principal will:

- request that parents provide evidence to show whether the student is a permanent or temporary resident and their visa status to support an application for enrolment;
- sight and copy the visa information provided for a student;
- manage the enrolment in accordance with [Enrolment Framework for Students with a Visa](#); and
- inform parents that the school should be advised promptly about changes to the student or parent's visa status.

Guidance

Schools are encouraged to contact an [interpreting service](#) (link for staff use only) where necessary.

3.4 Enrolment records

3.4.1 Recording enrolment information

The principal will:

- manage confidential enrolment records in accordance with the Department's [Records Management Policy and Procedures](#);
- comply with the School Curriculum and Standards Authority record keeping requirements;
- share enrolment information as required to meet the Department of Education's reporting requirements or obligations to other Government departments or agencies; and
- provide access to enrolment records as required under the [Freedom of Information Act 1992](#) and/or the [School Education Act 1999](#).

3.4.1.1 Removing an enrolled student from the school's current roll

The principal will not remove a student's name from the current roll unless:

- it is believed on reasonable grounds that the student:
 - has enrolled in another school in Western Australia or elsewhere;
 - no longer resides in Western Australia and is not expected to return to the school;
- the student's parent is registered as their child's home educator;
- the student's enrolment has been cancelled;
- the student has been granted an exemption from enrolment or the Notice of Arrangements does not entail school attendance;
- the parent of a Kindergarten student has advised that the student is being withdrawn from the school and will not enrol at another school;
- a student is beyond compulsory age and it has been confirmed by the student or the parent that they will no longer be enrolled at the school; or
- confirmation has been received from [Student Tracking](#) (link for staff use only) that the whereabouts of a student is unknown.

Guidance

[Move a student's name to the former roll](#) (link for staff use only) provides information about managing enrolment records for a student who is no longer enrolled at the school.

3.4.2 Transfer of student records

The principal will:

- manage notice of transfer between Western Australian schools, including transfers from primary to secondary school or between public and private schools or home education;
- use the [Interstate Student Data Transfer Note \(ISDTN\)](#) for students who move from interstate; and
- manage the transfer of records in accordance with the Department's [Records Management Policy and Procedures](#) and [Manage enrolment records](#) (link for staff use only).

3.4.3 Retention of enrolment records

The principal will:

- retain all enrolment records in accordance with the Department's [Records Management Policy and Procedures](#) and [Manage enrolment records](#) (link for staff use only).

The Director of Education will manage enrolment records when a school is permanently closed.

3.5 Enrolment disputes

3.5.1 Declining an enrolment

The principal will:

- decline an enrolment if the student cannot be enrolled in accordance with these procedures;
- provide the parent with a [declined application letter](#) (link for staff use only) at the earliest opportunity if an enrolment application is declined; and
- also provide the [Declined Enrolment Applications – Parent Information](#).

The Director of Education will:

- review a principal's decision to decline an enrolment at the request of the parent;
- determine if the enrolment should be declined; and
- provide written advice to the parent about:

- the Director of Education's decision and the reasons for the decision;
- other public school/s at which the student may enrol; and
- how to request a review by the Minister for Education if they are not satisfied with the Director of Education's decision.

Guidance

The principal has the authority to request additional evidence or to decline an enrolment application if the evidence provided does not demonstrate the student's usual place of residence to their satisfaction.

The Minister for Education may, but is not required to, conduct a review of the Director of Education's decision to cancel an enrolment. Subject to a review, the Minister may recommend the Director of Education review the decision-making procedure or reconsider the decision.

3.5.2 Cancelling an enrolment

3.5.2.1 Enrolment information at the time of enrolment is false or misleading

If cancelling an enrolment, the principal will:

- provide the parent with written advice that a student's enrolment may be cancelled and the reason for the cancellation;
- provide the parent with a reasonable opportunity to show why the enrolment should not be cancelled;
- if the enrolment is cancelled, provide the parent with written advice of the date on which the cancellation becomes effective; and
- provide the parent with information about how to request a review by the Minister for Education if they are not satisfied with the principal's decision.

3.5.2.2 Enrolment information is not up to date

If cancelling an enrolment, the principal will:

- provide the parent with written advice that a student's enrolment may be cancelled and the reason for the cancellation;
- provide the parent with a reasonable opportunity to show why the enrolment should not be cancelled;
- if the enrolment is cancelled, provide the parent with written advice of the date on which the cancellation becomes effective; and

- provide the parent with information about how to request a review by the Minister for Education if they are not satisfied with the principal's decision.

3.5.2.3 Enrolment is found to be inappropriate

If cancelling an enrolment in response to a principal's request, the Director of Education will:

- take into account the educational impact of requiring a student to enrol at an alternative school;
- provide the parent with written advice that a student's enrolment may be cancelled and the reason why this is being considered;
- provide the parent with a reasonable opportunity to show why the enrolment should not be cancelled;
- if the enrolment is cancelled, provide the parent with written advice of the date on which the cancellation becomes effective, the reasons for the decision and other public school/s at which the student can be enrolled;
- provide the parent of a child with disability with written advice about how to request a review of the decision by the Director General within 28 days; and
- provide the parent with information about how to request a review by the Minister for Education if they are not satisfied with the decision.

Guidance

Enrolment may be cancelled if false or misleading enrolment information was provided or the principal has not been advised about a change to enrolment information, including a change to the usual place of residence of the student.

The Minister for Education may, but is not required to, conduct a review of the principal's decision to cancel an enrolment at the request of the parent. Subject to a review, the Minister may recommend the principal review the decision-making procedure or reconsider the decision.

A principal may request that the Director of Education consider cancelling the enrolment of a student where an appropriate education program can no longer be provided at the school.

The principal considers the parent's views, the school's capacity to maintain the enrolment and the educational impact of the student moving to another school prior making a request to the Director of Education.

When the Director of Education receives a request to cancel the enrolment of a student with disability:

- the parent's views about their child's education are considered;

- advice is sought from the relevant School of Special Educational Needs, the School Psychology Service and/or persons with appropriate disability expertise; and
- the student's current enrolment continues until the decision comes into effect when the 28 day appeal period concludes.

When the Director General receives a request to review the decision to cancel the enrolment of a student with disability:

- the parent's request for a review is referred to a Disabilities Advisory Panel;
- written advice is provided to the parent about the student's current enrolment continuing until the outcome of the Disabilities Advisory Panel process is determined;
- recommendations from the Disabilities Advisory Panel are taken into consideration when making the enrolment decision;
- written advice is provided to the parent about the enrolment decision and reasons for the decision within 21 days of receiving the Panel report; and
- the parent is provided with a copy of the Panel report.

The Minister for Education may, but is not required to, conduct a review of the decision to cancel an enrolment at the request of the parent. Subject to the review, the Minister may recommend the decision-making procedure is reviewed or the decision is reconsidered

3.6 Alternatives to enrolment

The principal and Director of Education will manage students applying for an alternative to enrolment in accordance with:

- [Exemption](#);
- [Notices of Arrangements](#); or
- the [Home Education](#) policy.

3.7 Pre-kindergarten programs

The principal will provide and manage pre-Kindergarten programs on the school site in accordance with [Host a pre-Kindergarten program on a school site](#) (link for staff use only).

Guidance

Pre-Kindergarten programs cater for children in their early education period, that is children who are below Kindergarten age. Pre-Kindergarten programs are approved by the Minister for Education.

Children participating in pre-Kindergarten programs are not enrolled.

4. Definitions

Approved specialist program

Programs approved by the Director General as approved specialist programs. A school-based program is not an approved specialist program.

Compulsory education

The compulsory education period is:

- from the beginning of the year in which the child reaches the age of 5 years and 6 months;
- until either
 - the end of the year in which the child reaches the age of 17 years and 6 months; or
 - the student reaches the age of 18 years, whichever happens first.

The compulsory education period may also end when a student satisfies the minimum requirements for graduation from secondary school, even if the student is still of compulsory age.

Disability

Under the School Education Act 1999, disability means a condition which:

- is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- is permanent or likely to be permanent;
- may or may not be of a chronic or episodic nature; and
- results in:
 - a substantially reduced capacity of a person for communication, social interaction, learning, mobility; and
 - the need for continuing support services.

Distance to a school

The distance the student lives from the school is measured in a straight line from the centre of the school site in accordance with section 65 of the Interpretation Act 1984.

Independent minor

A student may be 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. An independent minor can apply to enrol on their own behalf.

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

Responsible person

A person other than the parent who may enrol a student. This includes a person who is responsible for the day-to-day care, welfare and development of a child and whose details have been provided on enrolment.

School with a local intake area

A school declared as a school with a local intake area in the Government Gazette has a designated geographical area within which enrolment is guaranteed for Australian citizens, permanent residents or specified temporary residents. Applications from outside the local intake area must be prioritised in accordance with the [School Education Regulations 2000](#).

School without a local intake area

A school that has not been declared as a school with a local intake area in the Government Gazette. Proximity to the school is the only criterion for prioritising enrolment applications if the enrolment applications exceed the places available.

Siblings

In relation to a child, a person who is:

- a brother or sister of the enrolled child with at least one biological or adoptive parent in common irrespective of their place of residence; or
- 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; or
- a child officially in care or foster care and living at the same place of residence with the enrolled child.

Siblings could also include step-siblings, adopted siblings, foster siblings and/or children who have lived for a significant period with other children in a family group.

5. Related documents

Relevant legislation or authority

[Interpretation Act 1984](#)

[School Education Act 1999](#)

[School Education Regulations 2000](#)

Department policies

[Home Education](#)

[Records Management](#)

[Student Attendance in Public Schools](#)

[Student Health Care in Public Schools](#)

Other documents

[Enrolment Disputes – Parent Information and the Form](#)

[Enrolment Framework for Students with Disability in a Public School](#)

[Enrolment Framework for Students with a Visa in a Public School](#)

[Exemption](#)

[Notices of Arrangements](#)

[Manage the enrolment process at your school](#) (link for staff use only)

6. Contact information

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

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. History of changes

Effective date	15 March 2013
Last update date Procedure version no.	2.0
Notes	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.
Effective date	3 May 2013
Last update date	15 March 2013
Procedure version no.	2.1
Notes	Corrections made to section 3.5 – Enrolment Records. D13/0195830

Effective date	3 May 2013
Last update date	28 May 2013
Procedure version no.	2.1
Notes	Minor amendment to guidance in section 3.2. Endorsed by Corporate Executive 17 May 2013.

Effective date	3 May 2013
Last update date	2 July 2013
Procedure version no.	2.1
Notes	Minor amendment to guidance in section 3.2. Noted Policy Subcommittee 5 June 2013.

Effective date	3 December 2013
Last update date Procedure version no.	2.2
Notes	Section 3.5.2 updated. Links and guidance updates throughout document. Endorsed by Corporate Executive 20 September 2013

Effective date	3 December 2013
Last update date	19 December 2013
Procedure version no.	2.2
Notes	Minor amendment to section 3.5.5. D13/0666788

Effective date	3 December 2013
Last update date	5 August 2014
Procedure version no.	2.3
Notes	Update contact information D14/0370243

Effective date	3 December 2013
Last update date	15 December 2014
Procedure version no.	2.4
Notes	Update contact information D14/0544453
Effective date	23 December 2014
Last update date Procedure version no.	2.5
Notes	Remove procedure from section 3.5.5. Endorsed by Corporate Executive 25 July 2014 and D14/0546512
Effective date	23 December 2014
Last update date	23 September 2015
Procedure version no.	2.6
Notes	Updated links D15/0388650
Effective date	23 December 2014
Last update date	3 October 2018
Procedure version no.	2.7
Notes	Minor changes contact information D18/0437111, reference to Public Schools D18/0151652 and updated legislation links D18/0207680.
Effective date	22 July 2019
Last update date Procedure version no.	2.8
Notes	Changes to reflect amendments to Public Health Act 2016 and School Education Act 1999 on immunisation requirements for enrolment. D19/0324505.

Effective date	22 July 2019
Last update date Procedure version no.	2.9
Notes	Minor changes to update links. D19/0327074.
Effective date	22 July 2019
Last update date	29 October 2019
Procedure version no.	2.10
Notes	Minor changes to update links D19/0464085
Effective date	22 July 2019
Last update date	8 July 2020
Procedure version no.	2.11
Notes	Updated links and remove outdated references. Enrolment pack replaced by Ikon information. D20/0346799
Effective date	22 July 2019
Last update date	18 January 2021
Procedure version no.	2.12
Notes	Minor changes to replace the Regional Executive Director position title with Director of Education D20/0647278.
Effective date	22 July 2019
Last update date	28 January 2021
Procedure version no.	2.13
Notes	Minor changes to section 3.1.3.2 and updating links. D21/0043136

Effective date	22 July 2021
Last update date	18 October 2021
Procedure version no.	2.14
Notes	Minor changes to links D21/0579953

Effective date	18 July 2022
Last update date Procedure version no.	3.0
Notes	The Enrolment Policy and Procedures have undergone a major review, endorsed by Director General on 3 March 2022 D22/0157409 Summary of changes to the Enrolment in Public Schools policy and procedures on Ikon (staff only)

8. More information

Supporting content

Policy

[Enrolment in Public Schools Policy](#)

Framework

[Enrolment Framework for Students with Disability in Public Schools](#)

[Enrolment Framework for Students with a Visa in Public Schools](#)

Guideline

[Enrolment Disputes – Parent Information and the Form](#)

Procedure review date

18 July 2025
