



**Department of
Education**

ENROLMENT IN PUBLIC SCHOOLS POLICY

ENROLMENT IN PUBLIC SCHOOLS PROCEDURES

**ENROLMENT FRAMEWORK FOR STUDENTS WITH A VISA IN PUBLIC
SCHOOLS**

**ENROLMENT FRAMEWORK FOR STUDENTS WITH A DISABILITY IN
PUBLIC SCHOOLS**

This PDF contains the following documents:

Document 1:

Enrolment in Public Schools Policy v3.0

Effective: 18 July 2022

Document 2:

Enrolment in Public Schools Procedures v3.0

Effective: 18 July 2022

Document 3:

Enrolment Framework for Students with a Visa in Public Schools v1.0

Effective: 18 July 2022

Document 4:

Enrolment Framework for Students with a Disability in Public Schools v1.0

Effective: 18 July 2022



Department of
Education

ENROLMENT IN PUBLIC SCHOOLS POLICY

EFFECTIVE: 18 JULY 2022

VERSION: 3.0

1 POLICY STATEMENT

Enrolment decisions in public schools are made according to criteria based on age, usual place of residence, citizenship and visa status, and educational needs.

2 POLICY RULES

Principals will:

- communicate relevant and accurate enrolment information to parents and prospective applicants;
- manage enrolment of students in schools in a transparent manner without discrimination or prejudice;
- approve the enrolment application prior to offering a place and finalising an enrolment with parents;
- manage enrolment of students and enrolment disputes in accordance with the *Enrolment in Public Schools Procedures*; and
- plan the accommodation at the school to be available for the enrolment of eligible current and future students.

Guidance

All children in Western Australia are entitled to enrol in a public school.

Principals are expected to provide parents with assistance and support so they can engage with a school and enrol their child.

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.

5 SUPPORTING PROCEDURES

Enrolment in Public Schools Procedures

6 RELATED DOCUMENTS

RELEVANT LEGISLATION OR AUTHORITY

School Education Act 1999 (WA)

School Education Regulations 2000 (WA)

DEPARTMENT POLICIESHome EducationRecords ManagementStudent Attendance in Public SchoolsStudent Health Care in Public Schools**OTHER DOCUMENTS**Enrolment Disputes – Parent Information and the FormEnrolment Framework for Students with DisabilityEnrolment Framework for Students with a VisaExemptionNotices of ArrangementsManage the enrolment process at your school (internal staff use only)**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 Schools Procedures* enquiries).For information about specific schools, please contact the school or the local education regional office.**8 REVIEW DATE**

18 July 2025

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.
15 March 2013	8 July 2020	2.5	D20/0347812	Updated links and remove outdated references. Enrolment pack replaced by Ikon information. D20/0346799
15 March 2013	28 January 2021	2.6	D21/0043384	Updated links D21/0043136
18 July 2022		3.0	D21/0412789	The Enrolment Policy and Procedures have undergone a major review, endorsed by Director General on 3 March 2022 D22/0157409



Department of
Education

ENROLMENT IN PUBLIC SCHOOLS PROCEDURES

EFFECTIVE: 18 JULY 2022

VERSION: 3.0

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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

Enrolment Procedures

All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education employees.

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.

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.

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 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.

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.

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

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.

Guidance

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

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

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.

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

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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.

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

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.

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.

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

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

COMPULSORY EDUCATION

The compulsory education period is:

- (a) from the beginning of the year in which the child reaches the age of 5 years and 6 months;
- (b) until either
 - (i) the end of the year in which the child reaches the age of 17 years and 6 months; or
 - (ii) 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.

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.

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.

DISABILITY

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

- a) is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- b) is permanent or likely to be permanent;
- c) may or may not be of a chronic or episodic nature; and
- d) 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 is measured in a straight line from the centre of the school site in accordance with section 65 of the *Interpretation Act 1984*.

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.

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.

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.

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; or
- 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; or
- c) 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.

APPROVED SPECIALIST PROGRAM

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

5 RELATED DOCUMENTS**RELEVANT LEGISLATION OR AUTHORITY**

[Interpretation Act 1984 \(WA\)](#)

[School Education Act 1999 \(WA\)](#)

[School Education Regulations 2000 \(WA\)](#)

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, 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 Enrolment Policy and Enrolment Procedures enquires).

7 REVIEW DATE

18 July 2025

8 HISTORY OF CHANGES

Effective date	Last update date	Policy version no	Ref No.	Ref no
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.
22 July 2019	29 October 2019	2.10	D19/0464399	Minor changes to update links D19/0464085

22 July 2019	8 July 2020	2.11	D20/0347813	Updated links and remove outdated references. Enrolment pack replaced by Ikon information. D20/0346799
22 July 2019	18 January 2021	2.12	D21/0023969	Minor changes to replace the Regional Executive Director position title with Director of Education D20/0647278.
22 July 2019	28 January 2021	2.13	D21/0043391	Minor changes to section 3.1.3.2 and updating links. D21/0043136
18 July 2022		3.0	D21/0485182	The Enrolment Policy and Procedures have undergone a major review, endorsed by Director General on 3 March 2022 D22/0157409

Enrolment Procedures

All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education employees.





Department of
Education

ENROLMENT FRAMEWORK FOR STUDENTS WITH A VISA IN PUBLIC SCHOOLS

EFFECTIVE: 18 JULY 2022
VERSION: 1.0

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1 PERMANENT RESIDENT

The principal will:

- request evidence that the student is a permanent resident;
- sight and copy the evidence provided; and
- manage the enrolment in accordance with the [Enrolment in Public Schools procedures](#).

Guidance

Permanent residents can apply to enrol at a public school. They have the same entitlements as Australian citizens. The permanent visa subclasses are listed in the [Visa subclass checklist](#) under [Determine if a student on a visa can enrol at your school](#) (link for staff use only).

A student born in Australia is an Australian citizen if at least one parent was a permanent resident when their child was born. Further information is available for parents at the [Department of Home Affairs: Immigration and Citizenship](#) and for school staff at [Determine if a student on a visa can enrol at your school](#) (link for staff use only).

2 TEMPORARY RESIDENT WITH AN ENROLMENT ENTITLEMENT

2.1 STUDENT HAS A TEMPORARY VISA WITH LOCAL ENROLMENT ENTITLEMENT

The principal will:

- request evidence of the student's temporary resident visa;
- prior to approving an enrolment application, confirm that the enrolment entitlement is specified in the [Visa subclass checklist](#) (link for staff use only);
- sight and copy the evidence provided; and
- manage the enrolment in accordance with the [Enrolment in Public Schools procedures](#).

Guidance

The [School Education Regulations 2000](#) specify the enrolment conditions for temporary visa holders. The temporary visa subclasses and enrolment conditions that are listed in the [Visa subclass checklist](#) (link for staff use only) comply with the requirements of the [School Education Regulations 2000](#).

Students who are temporary residents with a visa that has a local enrolment entitlement can apply to enrol at a public school. They have the same enrolment entitlements as an Australian citizen or a permanent resident.

A student born in Australia is a temporary resident if the parents were temporary residents when their child was born. They have the same visa subclass as their parents. These students have an Australian birth certificate. Further information is available for parents at the [Department of Home Affairs: Immigration and Citizenship](#) and for school staff at [Determine if a student on a visa can enrol at your school](#) (link for staff use only).

Students who have a bridging visa maintain the same enrolment conditions that applied to their previous temporary visa subclass unless they have a valid application for a protection visa.

457 and 482 visa holders have a local enrolment entitlement. They pay a family tuition fee of \$4 000 per year regardless of the number of Pre-primary to Year 12 children enrolled at a public school. No tuition fee is payable if the oldest child is in Kindergarten. [TAFE International Western Australia \(TIWA\)](#) manages the tuition fee directly with the family.

2.2 STUDENT IS A SECONDARY EXCHANGE STUDENT

Prior to considering an application for enrolment, the principal will:

- make the decision to participate or not in an International Secondary Student Exchange Program (ISSEP) following an approach from a Student Exchange Organisation;
- confirm the Student Exchange Organisation is approved and listed on the TAFE International Western Australia (TIWA) website; and
- sight and copy the student's completed Acceptance Advice for Secondary Exchange Student (AASES) form prior to completing the enrolment in accordance with the Enrolment in Public Schools procedures.

Guidance

The Acceptance Advice for Secondary Exchange Student (AASES) form is used for processing the student's visa and shows the student is a secondary exchange student. The student's accommodation and welfare arrangements are the responsibility of the registered Student Exchange Organisation.

Secondary exchange students enrol for between three months and one year at the school listed on the AASES form or at another school with the agreement of the principal and the Student Exchange Organisation.

2.3 STUDENT'S PARENT IS A TERTIARY STUDENT VISA HOLDER WITH A FULL SCHOLARSHIP

The principal will:

- request the Scholarship letter from TAFE International Western Australia (TIWA) to the parent, the Student visa holder, which confirms:
 - the parent's tertiary scholarship details have been verified;
 - the child is listed as a dependant on the parent's Student visa; and
- manage the enrolment in accordance with the Enrolment in Public Schools procedures.

Guidance

A Scholarship letter from TAFE International Western Australia (TIWA) is sufficient to show the child has a local enrolment entitlement. They have the same enrolment entitlements as an Australian citizen or a permanent resident. Parents are able to approach a school directly with their Scholarship letter.

The student's enrolment entitlement and tuition fee conditions are for the duration of the parent's tertiary scholarship as stated in the Scholarship letter from TIWA.

3 OVERSEAS FEE-PAYING STUDENT

Prior to approving an enrolment application, the principal will:

- request evidence of the student's temporary resident visa;
- confirm the enrolment conditions and tuition fee specified in the Visa subclass checklist (link for staff use only)
- refer the parent of an overseas fee-paying student to TAFE International Western Australia (TIWA) for their child's school placement to be managed; and
- confirm that the school is approved to enrol overseas fee-paying students.

Guidance

Overseas fee-paying students are temporary residents who do not have an enrolment entitlement and are required to pay an overseas tuition fee.

3.1 INTERNATIONAL STUDENT – ‘SCHOOLS SECTOR’ STUDENT VISA

The principal will:

- consider a placement request from TAFE International Western Australia (TIWA) for an international student;
- confirm that the school has a place available for the international student if their visa is granted;
- confirm the Confirmation of Enrolment (COE) and the Student visa are in the student's name prior to finalising the enrolment;
- confirm that welfare and accommodation arrangements are in place for the international student; and
- refer any concern regarding the international student's welfare to TAFE International Western Australia (TIWA), including concern about their attendance, behaviour or academic achievement.

Guidance

The Education Services for Overseas Students (ESOS) legislative framework governs the registration process and compliance requirements for international students in Australia. International students hold a 'Schools Sector' Student visa. They are not a dependant on their parent's visa. They pay overseas tuition fees.

The principal's acceptance of a placement request for an international student means that the 'Schools Sector' Student visa applicant can be issued with, firstly, the Letter of Offer and, subsequently, the Confirmation of Enrolment (COE) by TAFE International Western Australia (TIWA). These are required so the visa application can be completed. The student is expected to enrol at the school when their visa is granted.

International students who do not reside with their parent may reside with a local guardian, confirmed by the Department of Home Affairs, or live in approved homestay or residential accommodation.

International students and welfare arrangements (link for staff use only) provides information for schools.

3.2. OTHER OVERSEAS FEE-PAYING STUDENT

The principal will:

- consider a placement request from TAFE International Western Australia (TIWA) for a particular student to:
 - determine whether there is available classroom accommodation for the student; and
 - confirm that a suitable education program can be provided;
- advise TAFE International Western Australia (TIWA) whether or not the placement request is accepted and of any additional educational needs that were identified by the school;
- manage an accepted placement in accordance with the Confirmation of School Placement (COSP) and the Enrolment in Public Schools procedures; and
- advise the parent that the school and TAFE International Western Australia (TIWA) must be informed of any change to their visa or any request to transfer to another school.

Guidance

All overseas tuition fees are published annually by TAFE International Western Australia at TIWA - School tuition fees.

Overseas fee-paying students must provide a Confirmation of School Placement (COSP) from TAFE International Western Australia (TIWA) prior to the enrolment being processed by the school. This:

- *confirms the school's acceptance of the placement request;*
- *provides an authority to enrol an overseas fee-paying student at the school;*
- *provides an authority for TIWA to manage the fee collection for each year; and*
- *confirms other conditions, such as a tuition fee waiver granted to a student who is the dependant of a current postgraduate student enrolled at a Western Australian university.*

Students who have a bridging visa maintain the same enrolment conditions that applied to their previous temporary visa subclass. Overseas fee-paying students with a bridging visa continue to pay overseas tuition fees unless they have a valid application for a protection visa.

Schools and parents need to inform TAFE International Western Australia (TIWA) when an overseas fee-paying student requires specialist English language or disability support. Additional fees apply when specialist support is required.

3.3 OVERSEAS FEE-PAYING STUDENT AT CANNING COLLEGE

The principal of Canning College will approve and manage enrolments of eligible overseas fee-paying students:

- in Years 10 to 12; and
- beyond the age of compulsory education.

DOCUMENT CONTROL

Document Control			
Date	Version	Reference	Comment
18 July 2022	3.0	D21/0300816	The Enrolment Policy and Procedures have undergone a major review, endorsed by Director General on 3 March 2022 (D22/0157409)



Department of
Education

ENROLMENT FRAMEWORK FOR STUDENTS WITH DISABILITY IN PUBLIC SCHOOLS

EFFECTIVE: 18 JULY 2022
VERSION: 1.0

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1. EDUCATION PROVISION FOR STUDENTS WITH DISABILITY

Education provision for students with disability includes:

- local schools with appropriate teaching and learning adjustments;
- local schools with access to specialist disability support services;
- specialist programs in identified schools for eligible students with Autism;
- endorsed specialist programs in identified schools for eligible students who are deaf or hard of hearing;
- specialist education support programs for eligible students with disability in education support schools, education support centres and identified schools with an endorsed education support program; and
- language development centres for eligible students with speech and language impairment.

When managing the enrolment of a student with disability the principal will:

- apply relevant Enrolment in Public Schools procedures in addition to the enrolment processes set out in this document;
- determine the enrolment conditions (link for staff use only) for a student with a visa prior to approving an enrolment on the grounds of their disability;
- apply Section 3.5 of the Enrolment in Public Schools procedures to an enrolment dispute.

Guidance

The Department of Education complies with the Disability Discrimination Act 1992 and the Disability Standards for Education 2005. This includes providing reasonable adjustments for students with disability at the school where they are enrolled. Students with disability should have the same opportunities and choices in their education as students without disability. See Meet your school's obligations under disability legislation for more information (link for staff use only).

The majority of students with disability enrol at their local school. Schools can access specialist support services when required. The Schools of Special Educational Needs and the School Psychology Service provide specialist support services for students with a diagnosed disability or an imputed disability.

Enrolment conditions and the payment of tuition fees may apply to students with a visa. Overseas fee-paying students with a visa may be required to pay a disability support fee in addition to the tuition fee. See the Enrolment Framework for a Student with a Visa for more information.

2. ENROLMENT AT A LOCAL SCHOOL

The principal will:

- enrol a student with disability in accordance with Section 3.2 of the Enrolment in Public Schools procedures;
- enrol a student with disability on the same basis as a student without disability in accordance with Section 3.1 of the Enrolment in Public Schools procedures;
- if required, request assistance from the relevant School of Special Educational Needs or the School Psychology Service to provide the teaching and learning adjustments necessary to deliver an appropriate education program;
- consider whether the student may meet eligibility criteria for enrolment at a school or centre with specialist provision for the diagnosed disability type; and
- provide interested parents with information about available specialist support.

Guidance

All students with disability can apply to enrol at their local school. The requirement to make adjustments or to provide equipment at the school are not sufficient grounds to decline an application for enrolment. Most students with disability enrol at their local school.

The impact of a student's disability on their functional capacity and their ability to learn and communicate varies. The Department modifies a school environment in response to a student's access or physical care needs where necessary.

The principal may seek the advice of the Schools of Special Educational Needs and/or consult with the School Psychology Service regarding the teaching and learning adjustments that may be required for a student with disability.

Education support enrolment is not appropriate for students with disability who may, with appropriate teaching and learning adjustments, be able to work at or near the academic standard of students without disability in their year level.

Further information about support for students with disability is available from the Schools of Special Educational Needs.

3. EDUCATION SUPPORT PROGRAMS FOR ELIGIBLE STUDENTS WITH DISABILITY

An education support program is provided at an education support school, an education support centre, and a school with an endorsed education support program.

3.1 EDUCATION SUPPORT ENROLMENTS

The principal will:

- accept applications for enrolment;
- confirm the diagnosis of disability and that it results in a substantially reduced functional capacity to learn;
- determine that the application meets the education support enrolment criteria based on the student's age;
- prioritise applications according to the severity of disability, the functional impact and the adjustments required;
- apply proximity of a student's usual place of residence to the school if the number of prioritised applications exceeds the places available;
- prior to finalising an enrolment, ensure the parents are fully informed of the education support setting, the education program being offered and, where applicable, available transport assistance;
- document the grounds for prioritising the application and for approving the enrolment, including the parent's informed consent to the education support enrolment;
- enrol approved students and coordinate the application for an individual disability allocation (link for staff use only);
- in collaboration with parents, review the suitability of the enrolment if a student's disability diagnosis, circumstances and/or level of adjustment change; and
- in collaboration with parents, facilitate a student's transfer to another school where this is appropriate.

Guidance

Education support enrolment criteria for Kindergarten aged students are:

- *diagnosis of autism, intellectual disability, physical disability or Global Development Delay;*
- *the requirement for extensive adjustments and substantial supports is evident*

prior to enrolment; and

- *significant deficits in communication and/or behaviour that interfere markedly with development and functioning.*

A Kindergarten education support enrolment does not guarantee a Pre-primary education support enrolment. Pre-primary aged students should meet the Pre-primary to Year 12 education support enrolment criteria prior to enrolment.

Education support enrolment criteria for Pre-primary to Year 12 students are:

- *evidence that the intellectual disability, physical disability, or autism diagnosis demonstrates eligibility for an individual disability allocation;*
- *the disability and any co-existing conditions result in a substantially reduced functional capacity to learn that is expected to be life-long; and*
- *a substantial or extensive level of adjustment is required to provide an appropriate education program.*

Diagnosis of a student's disability is typically completed prior to considering an application for education support enrolment. The principal may consider an enrolment application where a substantial or extensive level of adjustment is demonstrated and the disability diagnosis is not completed.

Principals may decline to enrol eligible students if the education support program does not have available capacity. Students will need to enrol at another school.

Education support programs meet the needs of students who have a disability that is expected to be life long. They typically require substantial or extensive adjustments to enable them to participate in activities and achieve learning outcomes. Substantial or extensive adjustments may include high level personal and/or medical care.

For students with a current enrolment, the level of adjustment may be determined in consultation with that school. This may include evidence such as current reports, documented plans, standardised or functional assessments, Nationally Consistent Collection of Data for School Students with Disability (NCCD) information or an individual disability allocation (link for staff use only).

For students without a current enrolment, the level of adjustment may be identified through the results of standardised or functional assessments, individualised therapy or learning plans, or through consultation with parents.

3.2 KINDERGARTEN STUDENTS

The principal will also:

- offer enrolment subject to the immunisation requirements in Section 3.1.3 of the Enrolment in Public Schools procedures;
- ensure an enrolment application is submitted for Pre-primary; and
- if necessary, facilitate transition for a student who transfers to a new school for Pre-primary.

Guidance

An education support place may not be available for a Kindergarten student. If the number of Kindergarten applications exceeds the number of places available, parents should be referred to another education support program, school or community kindergarten close to their home which has places available.

3.3 APPROVED OPTIONS IN YEARS 11 AND 12

The principal will:

- document an approved option-through a Notice of Arrangements or, where this is not suitable, an exemption from enrolment or an alternative attendance arrangement (link for staff use only);
- require that a student who does not comply with an approved option either return to school or seek a full-time exemption from enrolment (link for staff use only); and
- consider an exemption from enrolment (link for staff use only) where neither full-time nor part-time attendance at school is in the student's best interests.

3.4 BEYOND COMPULSORY STUDENTS

The principal will consider a request for one year of continued enrolment in accordance with Section 3.1.5 of the Enrolment in Public Schools procedures.

4. SPECIALIST LEARNING PROGRAMS FOR ELIGIBLE STUDENTS WITH AUTISM

Specialist learning programs for eligible students with autism include:

- the primary Specialist Learning Program for Students with Autism Spectrum Disorder at identified primary schools;
- the secondary Specialist Learning Program for Students with Autism Spectrum Disorder at identified secondary schools; and
- the early intensive intervention program for Kindergarten and Pre-primary students with autism at identified education support centres.

The principal managing a specialist learning program for students with autism will:

- accept applications for the program from students with autism who reside within and outside the school's local intake area;
- confirm a student meets the enrolment criteria for the program;
- prioritise applications according to the enrolment criteria for the program;
- offer Kindergarten enrolment subject to the immunisation requirements in Section 3.1.3 of the Enrolment in Public Schools procedures;
- apply proximity of a student's usual place of residence to the school where the number of prioritised applications exceeds the places available;
- enrol eligible students; and
- for a student who exits the program, facilitate the transfer and transition to a new school where this is agreed to by the parents.

Guidance

Enrolment criteria for specialist learning programs for students with autism are:

- *a diagnosis of autism without accompanying intellectual disability;*
- *the capacity to work at or near the academic standard for the student's year level;*
- *social, emotional and/or behavioural issues and challenges that are directly attributable to the impact of autism; and*
- *self-management of personal care requirements.*

Principals may decline to enrol eligible students if the specialist learning program does not have available capacity. Students will need to enrol at another school.

Further information about the specialist learning programs – autism is available from the School of Special Educational Needs: Disability.

5. SPECIALIST PROGRAMS FOR ELIGIBLE STUDENTS WHO ARE DEAF OR HARD OF HEARING

Mosman Park School for Deaf Children, Shenton College Deaf Education Centre and Belmont City College principals will:

- accept applications for enrolment in the deaf education program;
- confirm a student meets the enrolment criteria;
- prioritise applications and offer places according to the enrolment criteria;
- apply proximity of a student's usual place of residence to the school where the number of prioritised applications exceeds the places available;
- enrol eligible students; and
- if necessary, facilitate transition for a student who transfers to a new school.

In addition, the principal of Mosman Park School for Deaf Children will offer Kindergarten enrolment subject to the immunisation requirements in Section 3.1.3 of the Enrolment in Public Schools procedures.

In addition, the principal of Shenton College Deaf Education Centre will prioritise places for students transferring from Mosman Park School for Deaf Children.

In addition, the principal of Belmont City College will accept applications for the deaf education program from students residing within and outside the school's local intake area.

Guidance

Enrolment criteria for a specialist deaf education program include:

- *a diagnosed hearing loss that is typically severe or profound;*
- *use of Auslan for communication at school and outside school; and*
- *the hearing loss impacting on the student's participation and engagement.*

Principals may decline to enrol eligible students if the deaf education program does not have available capacity. Students will need to enrol at another school.

6. LANGUAGE DEVELOPMENT CENTRE PROGRAMS FOR ELIGIBLE STUDENTS WITH SPEECH AND LANGUAGE IMPAIRMENT

The language development centre principal will:

- accept applications for enrolment;
- confirm a student has a language impairment without intellectual disability;
- prioritise applications and offer places according to the level of language impairment and intellectual assessment information;
- offer Kindergarten enrolment subject to the immunisation requirements in Section 3.1.3 of the Enrolment in Public Schools procedures;
- apply proximity of a student's usual place of residence to the school where the number of prioritised applications exceeds the places available;
- enrol eligible students; and
- facilitate transfer and transition planning for a student who exits the centre to their new school.

Guidance

Principals may decline to enrol eligible students if the language development centre does not have available capacity. Students will need to enrol at another school.

7. ENROLMENT DISPUTES

The principal and/or Director of Education will consider declining an application for enrolment or cancelling the enrolment of a student with disability in accordance with Section 3.5 of the Enrolment in Public Schools procedures.

DOCUMENT CONTROL

Document Control			
Date	Version	Reference	Comment
18 July 2022	3.0	D21/0300828	The Enrolment Policy and Procedures have undergone a major review, endorsed by Director General on 3 March 2022 (D22/0157409)