



Department of  
**Education**

# **Enrolment in Public Schools Policy**

Effective date: 18 July 2022

Version: 3.1

Last update date: 11 February 2025

Table of contents

1. Policy statement	3
2. Policy rules	3
3. Responsibility for implementation and compliance	3
4. Scope	4
5. Supporting procedures	4
6. Related documents	5
7. Contact information	6
8. History of changes	6
9. More information	9
Policy review date	9
Policy last updated	9

## 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](#)

[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 Forms](#)

[Enrolment Framework for Students with Disability](#)

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

[Exemption](#)

[Notices of Arrangements](#)

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

## 7. Contact information

**Policy manager:**

Assistant Executive Director, Public Schools Planning

**Policy contact officer:**

Manager, Schooling Planning

T: (08) 9264 4322

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

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

## 8. History of changes

<b>Effective date</b>	15 March 2013
<b>Last update date</b> <b>Policy version no.</b>	2.0
<b>Notes</b>	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.
<b>Effective date</b>	15 March 2013
<b>Last update date</b>	3 December 2013
<b>Policy version no.</b>	2.0
<b>Notes</b>	Minor changes to links and contact information endorsed by Corporate Executive 20 September 2013.

<b>Effective date</b>	15 March 2013
<b>Last update date</b>	5 August 2014
<b>Policy version no.</b>	2.1
<b>Notes</b>	Update contact information D14/0370243
<b>Effective date</b>	15 March 2013
<b>Last update date</b>	15 December 2014
<b>Policy version no.</b>	2.2
<b>Notes</b>	Update contact information D14/0544453
<b>Effective date</b>	15 March 2013
<b>Last update date</b>	23 September 2015
<b>Policy version no.</b>	2.3
<b>Notes</b>	Updated links D15/0388650
<b>Effective date</b>	15 March 2013
<b>Last update date</b>	3 October 2018
<b>Policy version no.</b>	2.4
<b>Notes</b>	Minor changes contact information D18/0437111, reference to Public Schools D18/0151652 and updated legislation links D18/0207680.
<b>Effective date</b>	15 March 2013
<b>Last update date</b>	8 July 2020
<b>Policy version no.</b>	2.5
<b>Notes</b>	Updated links and remove outdated references. Enrolment pack replaced by Ikon information. D20/0346799

<b>Effective date</b>	15 March 2013
<b>Last update date</b>	28 January 2021
<b>Policy version no.</b>	2.6
<b>Notes</b>	Updated links D21/0043136
<b>Effective date</b>	15 March 2013
<b>Last update date</b>	18 October 2021
<b>Policy version no.</b>	2.7
<b>Notes</b>	Minor changes to links under Related Documents D21/0579953
<b>Effective date</b>	18 July 2022
<b>Last update date</b>	
<b>Policy version no.</b>	3.0
<b>Notes</b>	<p>The Enrolment Policy and Procedures have undergone a major review, endorsed by Director General on 3 March 2022 D22/0157409</p> <p>Summary of changes to the Enrolment in Public Schools policy and procedures <u><a href="#">on Ikon</a></u> (staff only)</p>
<b>Effective date</b>	18 July 2022
<b>Last update date</b>	11 February 2025
<b>Policy version no.</b>	3.1
<b>Notes</b>	Minor changes to links in Other Documents (Manage School Enrolment) and to correct links to the procedures. (Approval D25/0166095)



## 9. More information

### Supporting content

#### Procedure

[Enrolment in Public Schools Procedures](#)

#### Guideline

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

#### Framework

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

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

### Policy review date

18 July 2025

### Policy last updated

11 February 2025