



Department of
Education

Enrolment in Public Schools Policy

Effective date: 15 March 2013

Version: 2.6

Accurate at the time of printing 29/07/2021.

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1. Policy statement

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

2. Policy rules

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

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

Principals will meet the requirements for managing enrolments including:

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

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

3. Responsibility for Implementation and Compliance

Implementation of the policy is the responsibility of the principal.

Compliance monitoring is the responsibility of line managers.

4. Scope

This policy applies to all principals in public schools.

5. Supporting Procedures

[Enrolment in Public Schools Procedures](#)

6. Related documents

Relevant legislation or authority

[School Education Act 1999](#)

[School Education Regulations 2000](#)

Department policies

[Disabilities Advisory Panel](#)

[Home Education](#)

[Records Management](#)

[Student Attendance in Public Schools](#)

[Student Health Care in Public Schools](#)

Other documents

[Enrolment Disputes – Parent Information and Forms](#)

[Enrolment for Students with Disability](#)

[Enrolment of Students from Overseas Schedule](#)

[Information for Exemptions and Notices of Arrangements](#)

[Records Management Support for Schools \(staff only\)](#)

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 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

Effective date	15 March 2013
Last update date Policy version no.	2.0
Notes	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.
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Effective date	15 March 2013
Last update date	3 December 2013
Policy version no.	2.0
Notes	Minor changes to links and contact information endorsed by Corporate Executive 20 September 2013.
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Effective date	15 March 2013
Last update date	5 August 2014
Policy version no.	2.1
Notes	Update contact information D14/0370243

Effective date	15 March 2013
Last update date	15 December 2014
Policy version no.	2.2
Notes	Update contact information D14/0544453

Effective date	15 March 2013
Last update date	23 September 2015
Policy version no.	2.3
Notes	Updated links D15/0388650

Effective date	15 March 2013
Last update date	3 October 2018
Policy version no.	2.4
Notes	Minor changes contact information D18/0437111, reference to Public Schools D18/0151652 and updated legislation links D18/0207680.

Effective date	15 March 2013
Last update date	8 July 2020
Policy version no.	2.5
Notes	Updated links and remove outdated references. Enrolment pack replaced by Ikon information. D20/0346799

Effective date	15 March 2013
Last update date	28 January 2021
Policy version no.	2.6
Notes	Updated links D21/0043136

9. More information

Supporting content

Procedure

[Enrolment in Public Schools Procedures](#)

Policy review date

15 March 2016

Policy last updated

28 January 2021
