

MODEL OUT-OF-AREA ENROLMENT PROCEDURE

Note – this procedure does not apply until 2018

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MODEL OUT-OF-AREA ENROLMENT PROCEDURE

PURPOSE

- This model Out-of-Area Enrolment Procedure reflects the Department's policy on enrolment from out-of-area (OOA).
- The Procedure applies to OOA enrolments at Government schools, from Kindergarten to Year 10.
- The Procedure does not apply to students in Years 11 and 12, the Tasmanian eSchool, the Launceston Big Picture School, and the support schools in Tasmania.

POLICY OBJECTIVE

- All students living within an intake area are entitled to enrol at the Government school in that intake area.
- All Tasmanian Government schools are in a position to provide optimum learning outcomes.
- The Department encourages the enrolment of students at their intake area school; however, it acknowledges that there may be reasons why parents may seek to enrol their children at a school out-of-area.
- The only acceptable reasons for out-of-area enrolment are those listed in the [Secretary's Instruction for Enrolment from Outside Intake Area](#), as reflected in this Model Out-of-Area Enrolment Procedure.
- The Department is committed to ensuring the enrolment of students at a Tasmanian Government school that is not the intake area school is consistent, equitable and transparent.

AUTOMATIC ACCEPTANCE

- The Principal **MUST** accept students:
 - who have a sibling that already attends the school;¹
 - where the request for enrolment has come from the Director, Government Education and Training (GETI);
 - identified by the Learning Services, General Manager as having exceptional circumstances.
- These students are considered in-area students.

DETERMINING SCHOOL ABILITY TO ACCEPT OOA APPLICATIONS

- Before accepting any OOA enrolments the Principal **MUST** ensure the school has the ability to accept OOA students. I.e. does the school have the space and other necessary resources?
- An explanation of ability and the factors that the Principal **MUST** take into account in determining school ability are outlined in the *Determining ability to accept Out-of-Area students* section of the [Enrolment Process \[Staff Only\]](#).
- The Principal **MUST** ensure that the acceptance of OOA students will not affect the capacity of the school to cater for any intake area students who might enrol during the year.

¹ An exception may apply to certain K-10/12 schools, in consultation with the Learning Services, General Manager, allowing the school to exclude automatic acceptance at primary level of students whose siblings are enrolled at the school at secondary level.

- If the Principal determines that the school does not have the ability to accept OOA enrolments, they or their delegate **MUST** communicate this to any parents who seek OOA enrolments.

EXPRESSION OF INTEREST FORM

- If the school has the ability to accept OOA enrolments, the Principal or their delegate **MUST** require parents² seeking OOA enrolment to, in the first instance, fill in an [Expression of Interest \(EOI\) Form](#) to go on a waiting list. On the EOI Form the parent **MUST** record (amongst other things):
 - their local school
 - the reasons for seeking OOA enrolment
 - the potential enrolment needs of the student's sibling(s).
- When submitting their EOI Form, the parent **MUST** provide evidence of their reason(s) for applying for OOA enrolment, e.g. a letter from their employer or child care provider.
- The Principal or their delegate **MUST** encourage the parent to also enrol at their local school, in case their application for OOA is not accepted.
- Upon receipt of the EOI Form, the Principal or their delegate **MUST** send a routine email / letter to the parent informing them:
 - that in the event that further information is required, an interview may be scheduled
 - that the EOI has been placed on a waiting list
 - that EOIs on the waiting list will be considered according to the priority criteria and the parent notified in the first week of Term 4³
 - of any relevant transport issues that the parent should consider e.g. that the school might not be able to guarantee the availability of public transport to and from the school
 - of the parent's entitlement to request a review of the decision by the Learning Services, General Manager if the application is unsuccessful, and the steps required to request the review.

PRIMARY SCHOOLS TO CONSIDER HIGH SCHOOL CAPACITY

- If the student is applying to enrol at a primary school that feeds into a high school or a K–10/12 school that has been identified as close to capacity, the Principal **MUST** obtain the approval of the High School or K–10/12 School Principal before further assessing the OOA EOI.

ENROLMENT INTERVIEW

- If the Principal requires further information about an EOI for OOA enrolment, they or their delegate may require the parent to attend an interview.

RECORDING AN EOI APPLICATION

- The Principal or their delegate **MUST** record all EOIs, including whether evidence of reasons for OOA enrolment was provided, in the EOI Register.

² The term parent is used for brevity; the *Education Act 2016* definition of parent applies.

³ The timeline does not apply to within-year OOA enrolment applications. These applications **MUST** be assessed and the parent notified within 14 days of receipt of the EOI Form.

APPLYING THE CRITERIA

- The Principal **MUST** prioritise OOA enrolments in the following order:
 - a home educated student living in the intake area is seeking part-time enrolment;
 - a student's home is in very close proximity to the school's intake area boundary; [*The threshold for this criterion is high and is intended to apply in only very few instances, e.g. where the student's residential address is next door to, or directly on the other side of a street intersected by, an intake area boundary*]
 - the student needs to access formal or informal out-of-school care close to the out-of-area school;
 - the proximity of the school to the parent's workplace;
 - the student is a home educated student living outside the intake area and who is seeking part-time enrolment;
 - enrolments as agreed by the Learning Services, General Manager, upon application by the Principal.
- If, in applying the priority criteria, the Principal assesses a number of applications as being equally ranked, and if the school does not have the ability to accept all those enrolments, the Principal **MUST** prioritise those particular applications in the order they were received.
- The Principal **MUST** assess all the OOA EOIs collectively in the month leading up to the notification period – see next section 'Informing the Parent'.
- Schools may accept OOA EOIs no earlier than 12 months before the intended starting date.
- The Principal or their delegate **MUST** retain all documentation relating to the OOA enrolment application.
- The Principal or their delegate **MUST** record the decision in the EOI Register.

INFORMING THE PARENT

- The Principal or their delegate **MUST** notify the parent whether their OOA enrolment has been accepted during the first week of Term 4.
- If the EOI application is successful, the parent **MUST** fill in the standard Enrolment Form.

REVIEW PROCESS

- Parents seeking a review of an OOA enrolment decision **MUST** send a written request to the Learning Services, General Manager within 14 days of being notified by the Principal that their application was unsuccessful.
- A Learning Services, General Manager **MUST** review and respond to the request for review within 14 days.

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