

# SECRETARY'S INSTRUCTION

## NO 2 FOR ENROLMENT FROM OUTSIDE INTAKE AREA

### Statement

This Secretary's Instruction sets out the manner for determining whether a State school has the ability to accept out of intake area enrolments, the conditions that must form part of the State school's out of intake area enrolment procedure, criteria that must be used by a State school to prioritise enrolment from outside intake area, and model out of intake area procedures.

Date published: September 2017

# Secretary's Instructions No 2 for Enrolment from Outside Intake Area

I, Jenny Gale, being the Secretary, Department of Education, make the following Instruction for the purpose of Section 100 of the *Education Act 2016*.

## **1. Purpose**

1.1 This Instruction sets out:

- a. the manner for determining whether a State school has the ability to accept more students than those whose homes are situated in the State school's intake area;
- b. conditions that must form part of a State school's out of intake area enrolment procedure;
- c. criteria that must be used by a State school to prioritise enrolment from outside of its intake area;
- d. Model Out of Area Enrolment Procedures.

## **2. Scope**

This Instruction applies to all State schools with the exception of students in Years 11 and 12, the Tasmanian eSchool, the Launceston Big Picture School and the three State Support schools in Tasmania.

This Instruction comes into effect on 10 July, 2017.

## **3. Instructions**

### **3.1 Determining the ability of a State school to accept enrolment from outside intake area**

3.1.1 The enrolment procedure in place on 9 July 2017, for a school to enrol a student whose home is situated outside the intake area, applies to the enrolment of students until 31 December 2017.

3.1.2 In determining the ability for a school to accept an enrolment out of area, a Principal must ensure that there is sufficient capacity to cater for students from within the intake area that may subsequently enrol throughout the school year, taking into account:

- a. the physical space (capacity);
- b. the current size and arrangement of classes at the school;
- c. the school's historical enrolment trends and future enrolment projections;
- d. the staffing and other resources required for the arrangement of classes at the school.

3.1.3 Where a student is applying to enrol at a primary school that feeds into a high school that the Secretary has identified as being close to capacity, the Principal of that primary school must have approval from the Principal of the high school prior to enrolling a student from out of area.

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3.1.4 The following classes of students are taken to be within the intake area for enrolment, and as such are not subject to this instruction:

- a. Students who have a sibling that already attends the school;

Note: An exception may apply to certain K-10/12 schools, in consultation with the General Manager Learning Services.

- b. International students, where there is a request to enrol from the Director, Government Education and Training International (GETI).
- c. Students identified by the General Manager Learning Services as having exceptional circumstances requiring enrolment at the school, including but not limited to, a care and protection order or other court order.

## **3.2 Prioritising an out of intake area enrolment**

3.2.1 Requests for out of area enrolments must be considered in the following priority order:

- a. a home educated student living in the intake area is seeking part-time enrolment;
- b. the proximity of the student's home address to the school's intake area boundary
- c. a student's need to access formal or informal out-of-school-care close to the out of intake area school;
- d. the proximity of the school to the parent's workplace;
- e. a home educated student living outside the intake area is seeking part-time enrolment;
- f. enrolments as agreed by the General Manager Learning Services, upon application by the receiving out-of-area Principal.

3.2.2 The responsibility for determining whether an application for enrolment from outside of the intake area is accepted lies with the Principal.

## **3.3 Reviewing an out of intake area enrolment decision**

3.3.1 The school must retain all documentation relating to the school's out of area enrolment procedure and decisions.

3.3.2 Where an out of area enrolment application has not been accepted, a parent may request a review of the Principal's decision.

3.3.3 The authority to review an enrolment decision lies with the General Manager Learning Services.

## **3.4 Requirement for an Out of Intake Area Enrolment Procedure**

3.4.1 Each State school for which this Instruction applies must have an out area enrolment procedure.

3.4.2 In determining a school's out-of-area enrolment procedure, the principal must consult with the school association management committee of that school.

3.4.3 A State school's out of area enrolment procedure must include mechanisms for the following:

- a. communication between the receiving out-of-area Principal, the parent(s) and the local intake school Principal;
- b. in the case of State primary schools, regular communication with the local high school(s) about the current and projected capacity of that school or schools;
- c. discussion of the family's potential needs regarding the future enrolment of the child's siblings;
- d. communication to parents of any relevant transport considerations;
- e. a timeline for receiving, assessing and notifying applicants of the outcome of the application.

3.4.4 A State school's out of area enrolment procedure must inform parents of their entitlement to a review of an enrolment decision and the steps involved in the review process.

## 4. Definitions

<b>Capacity</b>	is determined by the Department of Education's Facility Services applying a standard national formula. It is based on all available general and specialist learning areas including science, music, art or other areas that may be used for general learning. Capacity is calculated by multiplying the number of learning areas by the average class size of 25 FTEs (full time equivalent students). The enrolment figures are then deducted to determine the current or future excess or deficit in capacity.
<b>Local intake area means</b>	the intake area where the student's home is situated.
<b>Local high school means</b>	(formerly neighbourhood school; associated high school) the high school that draws its enrolments from a number of feeder primary schools.
<b>Local school Principal means</b>	the Principal of the intake area school where the student's home is situated.
<b>Out of intake area school means</b>	a school that is outside the local intake area of a student.
<b>Receiving school Principal means</b>	the Principal of a school in which an application is made to receive a student who does not reside in the intake area.

## 5. Details

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## 6. History of Changes

Effective date	Last update date	Instruction version no.	Notes
10 July 2017	-	1	New <i>Education Act 2016</i> .
	12 September 2017	2	3.1.4 (a) further clarification included for sibling enrolment 3.1.4 (c) new criteria included for in-area students determined by Learning Services 3.2.1 (f) new criteria included for other out of intake area student applications

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