OUT-OF-AREA ENROLMENT PROCEDURE

Note – this procedure applies from Term 1 2018
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Version 1.1 – 18/01/2018

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OUT-OF-AREA ENROLMENT PROCEDURE

PURPOSE

- This 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 support schools in Tasmania.

POLICY OBJECTIVE

- All students living within an intake area are entitled to enrol at the Government school/s 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 an out-of-area enrolment are those listed in the Secretary’s Instruction for Enrolment from Outside Intake Area as reflected in this Out-of-Area Enrolment Procedure.
- The Department is committed to ensuring the enrolment of students at a Tasmanian Government school that is not in the intake area is consistent, equitable and transparent.

AUTOMATIC ACCEPTANCE

- The Principal/School 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 parents seeking an 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 data):
  o their local school
  o the reasons for seeking OOA enrolment
  o any potential enrolment 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 intake area (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:
  o that in the event further information is required, an interview may be scheduled
  o that the EOI has been placed on a waiting list
  o that EOIs on the waiting list will be considered according to the priority criteria and the parent notified by the end of Week 2 Term 4. 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.
  o 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.

• Letter templates are available in the OOA section of [Enrolment Creation Training Resources] [Staff Only].

**PRIMARY SCHOOLS TO CONSIDER HIGH SCHOOL CAPACITY**

• If the student is applying to enrol at a primary school with an associated 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 keep a record of all EOIs, including whether evidence of reasons for OOA enrolment was provided.

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¹ The term parent is used for brevity; the Education Act 2016 definition of parent applies.

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Please refer to the online copy of this document located on the DoE website to ensure you have the most recent version. Version 1.1, Last updated 18 January 2018.
APPLYING THE CRITERIA

- The Principal MUST prioritise OOA enrolments in the following order (substantiating documentation will be required):
  - 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 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.
- To the extent that the school has capacity/ability, Principals must accept OOA students who meet the priority criteria.
- 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 keep a record of the enrolment decision.

INFORMING THE PARENT

- The Principal or their delegate MUST notify the parent whether their OOA enrolment has been accepted by the end of Week 2 Term 4.
- Notifications of acceptance MUST set out any relevant transport considerations.
- If further vacancies arise after the notification period, Principals MAY accept additional OOA enrolments consistently applying the above criteria and drawing upon existing applications.
- If the EOI application is successful, the parent MUST accept the enrolment offer within 14 days by submitting a 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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<th>Authorised by:</th>
<th>Trudy Pearce</th>
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<tr>
<td>Position of authorising person:</td>
<td>Deputy Secretary - Learning</td>
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<tr>
<td>Date authorised:</td>
<td>12 September 2017</td>
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<tr>
<td>Developed by:</td>
<td>Strategic Policy and Planning</td>
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