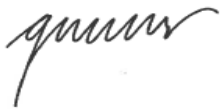
Secretary's Instruction

No 2 for Enrolment from Outside Intake Area

Statement

This Secretary's Instruction sets out the ability of a State school to accept out-of-area enrolments, the manner for determining whether a student is 'in-area' or 'out-of-area', students that must be permitted to enrol at a State school and are considered to be 'in-area' enrolments, school decision-making on out-of-area enrolments, and the manner for determining a State school's procedure for out-of-area enrolment.

I, Ginna Webster, being the Secretary of the Department for Education, Children and Young People make the following instruction pursuant to sections 99 and 100 of the *Education Act 2016*.



Ginna Webster

Secretary

Date published: 14 August 2026

Department for Education,
Children and Young People

Tasmanian Government

Secretary's Instruction No 2 for Enrolment From Outside Intake Area

1 Purpose

1.1 This Instruction sets out the process for Enrolment from Outside Intake Area, including:

a. Determining whether a student is 'in-area' or 'out-of-area'.
b. Determining the ability of a State school to accept out-of-area enrolments.
c. Students that are permitted to enrol at a State school and are considered to be 'in-area' enrolments.
d. School decision-making process and considerations for applications for out-of-area enrolment.
e. Determining a State school's procedure for out-of-area enrolment.

2 Scope

This Instruction applies to all State schools. This instruction does not apply to the following exempt schools: Tasmanian eSchool (Kinder to Year 12), the Launceston Big Picture School (Years 9-12) and the three State Support schools in Tasmania (Kinder to Year 12).

Intake areas and feeder school arrangements do not apply to Years 11 and 12 in State schools, except for Hobart College, in Tasmania.

This Instruction first came into effect on 14 August 2026.

3 Instructions

3.1 Determining the ability of a State school to accept out-of-area enrolments

3.1.1 If a State school has been determined to be 'at-capacity' by the Department (85 per cent occupancy or above), the school is not permitted to accept applications for out-of-area enrolment unless the school has an approved Enrolment Management Plan that permits it to accept limited out-of-area enrolments in year levels that have capacity.

3.1.2 If a State school has been determined to be 'nearing capacity' (80 to 84 per cent occupancy) by the Department, the Department will impose limitations on the school in relation to the number of out-of-area enrolments it can accept.

3.1.3 If a State primary school (K to 6) feeds into a State high school that is at-capacity, the principal of that primary school is not permitted to accept applications for out-of-area enrolment unless the school has an approved Enrolment Management Plan that permits limited out-of-area enrolments.

3.2 Determining whether a student is 'in-area' or 'out-of-area' for primary and secondary schools

3.2.1 A primary school student (K to 6) is determined to be in-area based on which school's intake area they reside within.

3.2.2 A secondary student (7 to 10) who completed Year 6 in a State primary school is determined to be in-area for the intake high school/s for that primary school.

3.2.3 A secondary student (7 to 10) who completed Year 6 in a school other than a State school (i.e. independent, Catholic, interstate or international school) is determined to be in-area based on the intake area of the State primary school in the area they reside. These students are considered to be in-area for the intake high school/s for that State primary school.

3.2.4 A student is determined to be out-of-area if:

3.2.4.1 They are primary-aged and reside outside the intake area for the primary or combined school at which they are seeking enrolment.

3.2.4.2 They are secondary-aged and at the time of completion of Year 6, they were not enrolled within the intake area of a feeder primary school for the intake high school at which they are seeking enrolment.

3.2.4.3 They are entering the Tasmanian government system as a secondary student coming from interstate, overseas or the private system and reside outside the intake area for the feeder primary school to the intake high school at which they are seeking to enrol.

3.3 Determining whether a student is 'in-area' or 'out-of-area' for Hobart College

3.3.1 A senior secondary student (Year 11 to Year 12) is in area for Hobart College if:

3.3.1.1 they completed Year 10 at a feeder District or High School for Hobart College or

3.3.1.2 they reside in the intake area of the State primary or combined school for the feeder District or High School for Hobart College, as determined and published by the Secretary.

3.4 Students that must be permitted to enrol at a State school and are considered to be 'in-area' enrolments

3.4.1 Students that are determined to be in-area enrolments.

3.4.2 Students who have a sibling enrolled at the school at the time of their enrolment start date.

3.4.3 Students that are enrolled under exceptional circumstances provision under the direction of a Student Support Leader or Director, Operations.

3.4.4 International students, where the school is participating in Tasmanian Government Education International's (Education International) international student program.

Note: The following exceptions may apply to clause 3.4.2, with the permission of the Director, Operations:

- *For combined schools (K to 12) where the school does not have capacity in primary year levels to accommodate the younger sibling/s of students in Years 7 to 12.*
- *For high schools (7 to 12) where the school does not have capacity in Years 7 to 10 to accommodate the younger siblings of students Years 11 or 12.*
- *Siblings of students enrolled under exceptional circumstances provisions.*

3.5 School decision-making on applications for out-of-area enrolment

3.5.1 Subject to Section 3.1, the responsibility for determining whether an application for out-of-area enrolment at a State school is accepted lies with the Principal receiving the application for out-of-area enrolment (the Receiving Principal).

3.5.2 In determining whether a school has the ability to accept out-of-area enrolments, the Receiving Principal must ensure it has the capacity, staffing and resources to accommodate all in-area students and other students who must be permitted to enrol, including students who may enrol throughout the school year.

3.6 Determining a State school's procedure for out-of-area enrolment

3.6.1 Schools must have their own procedure for out-of-area enrolments that is determined after consulting with their School Association Committee.

3.6.2 Schools may adopt the Department's procedure for out-of-area enrolments (as set in the *Out-of-Area Enrolment Procedure*), after consulting with their School Association Committee.

3.6.3 Schools may determine their own procedure for out-of-area enrolments using an Enrolment Management Plan after consulting with their School Association Committee.

3.6.4 Enrolment Management Plans must have approval from the relevant Director, Operations or their delegate before they are implemented.

3.6.5 Schools with Enrolment Management Plans are required to adhere to the *Out-of-Area Enrolment Procedure,* except for variations to this Procedure that are set out in their Enrolment Management Plan.

4 Definitions

Enrolment Management Plan	is a document prepared by a Principal for their school and approved by the Director Operations. Enrolment Management Plans can permit an at-capacity school to accept limited out-of-area enrolments for particular year levels that have capacity, permit a new school to be declared 'at-capacity' and can set out transition support activities offered by the school.
Feeder primary school	is a primary school where the students from that school transition (feed into) the designated intake high school/s for that primary school at the completion of Year 6.
Feeder Combined or High School	means, for Hobart College only, a State combined or high school approved as a feeder high school for Hobart College for the purpose of determining eligibility for enrolment. For the avoidance of doubt, the approved feeder district and high schools for Hobart College are Taroona High School, Kingston High School, Woodbridge School, Dover District School and Huonville High School. This definition does not apply to other Year 11/12 or senior secondary colleges.
In-area student	is a student who has an entitlement to enrol at a State school because they reside within the intake area of that school (primary schooling) or because they completed Year 6 at a primary school that feeds into the intake high school at which they are seeking enrolment (secondary schooling).
Intake area	is a mapped geographic area that sets out which residences are determined to be 'in-area' for a primary (K to 6) or combined (K to 12) school.
Intake high school	is a high school that is designated as the 'in-area' high school for students who complete Year 6 at its feeder primary school/s.

Out-of-area student	is a student who resides outside the intake area of a State school (primary schooling) or is seeking enrolment at a high school that is not an intake high school for the primary school where they completed Year 6 (secondary schooling). Secondary students from interstate, overseas or a non-government school are determined to be out-of-area if they reside outside the intake area for the primary school that feeds into the intake high school at which they are seeking to enrol.
School capacity	is determined by the Department for Education Children and Young People'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.
Siblings	includes step-siblings, half-siblings and siblings in statutory out-of-home care arrangements (including foster care, kinship care, permanent care), and students residing together in one residence as part of genuine multiple family cohabitation.

Please refer to the online version located on the Department's Internet to ensure this is the most recent copy.

5 Details

Authorised by: Ginna Webster, Secretary, Department for Education, Children and Young People.

Contact: Policy Services for Schools; policyservicesforschools@decyp.tas.gov.au

Last significant review: 11 August 2026

Review due: 30 June 2028

This document replaces: Version 7

6 History of changes

EFFECTIVE DATE	LAST UPDATE DATE	INSTRUCTION VERSION NO.	NOTES
10 July 2017	-	1	New *Education Act 2016*.
	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.
	8 October 2018	3	1.1.(d) Reference to Model Out of Area Enrolment Procedure deleted 3.1.4; 3.2.1 (f); 3.3.3 amended with updated position titles

EFFECTIVE DATE	LAST UPDATE DATE	INSTRUCTION VERSION NO.	NOTES
	30 January 2019	4	3.1.4(c) automatic inclusion of exceptional circumstances as in-area deleted 3.1.5 new criteria included for alternative placement by Learning Services due to exceptional circumstances
	31 July 2020	5	S 3.1 condensed S 3.14 authorisation for the Secretary to determine that a school does not have the ability to accept students from outside the intake area. S 3.1.5 replaces previous S 3.13, authorising Secretary to determine lack of ability based on impact on associated school S 3.1.6 b. qualification of the category of international students deemed in-area S. 4.4 amended to exclude right of review where Secretary has determined school does not have ability to accept students from outside the intake area S 3.4.3 amended to remove requirement for mechanisms for communication between primary school principals, and between primary schools and high schools. Definitions deleted: 'local high school'; 'local school principal'
	27 September 2024	6	Statement updated to reflect the below changes. S 3.1 update to include information on schools that are determined to be 'at-capacity' or 'nearing capacity'. S 3.2 new Section heading. Clarified that it is the principal at the school that has received an application for out-of-area enrolment that makes decisions on whether to accept or reject the application. 3.1.6 and 3.1.7 a, b and c moved to new Section 3.3 – Students that must be permitted to enrol at a State school. Updated decision-maker for enrolment under exceptional circumstances to include the Director Operations. S 3.5 updated 'Determining a State school's procedure for out-of-area enrolment section' to set out that schools can adopt the Department's procedure or request to have an Enrolment Management Plan. Updated Definitions to include 'feeder primary school', 'intake high school', 'intake area', 'in-area student', 'out-of-area student', 'Enrolment Management Plan' and 'siblings'.
	23 November 2025	7	Updated Government Education and Training International (GETI) to Tasmanian Government Education International (Education International).
	14 August 2026	8	Creation of an intake area and feeder schools for Hobart College.

Table 1: History of document changes