

Out-of-Area Enrolment Procedure

TABLE OF CONTENTS

Version 5.0 – 23/10/2019

1.	Purpose.....	3
2.	Policy Statement.....	3
3.	Related policies.....	5
4.	Related procedures.....	5
5.	Supporting information/tools.....	5
6.	Definitions.....	6
7.	Legislation.....	6

1. Purpose

- This Out-of-Area (OOA) Enrolment Procedure reflects the Department of Education's (DoE) policy on enrolment from OOA as reflected in the [Secretary's Instruction No 2 for Enrolment from Outside Intake Area](#).
- The Procedure applies to OOA enrolments at State 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.

2. Policy Statement

- All students living within an intake area are entitled to enrol at the State school in that intake area.
- All Tasmanian State schools are in a position to provide optimum learning outcomes.
- DoE 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 OOA.
- The only acceptable reasons for OOA enrolment are those listed in the [Secretary's Instruction No 2 for Enrolment from Outside Intake Area](#), as reflected in this OOA Procedure.
- DoE is committed to ensuring the enrolment of students at a Tasmanian State school that is not the intake area school is consistent, equitable and transparent.

2.1 Automatic Acceptance

- The Principal must accept students:
 - » who have a sibling attending the school at the time enrolment commences¹
 - » where the request for enrolment has come from Learning Services, due to exceptional circumstances
 - » where the request for enrolment has come from the Manager, Government Education and Training.
- These students are considered in-area students.

2.2 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 (ie, 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 OOA students* section of the [Enrolment Procedure](#) [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.
- If the Principal determines that the school does not have the ability to accept OOA enrolments, they or their delegate must communicate that the school cannot accept OOA enrolments or OOA expressions of interest, to any parents who seek OOA enrolments.

¹ An exception may apply to certain K-10/12 schools, in consultation with the Learning Services Director Operations, allowing the school to exclude automatic acceptance at primary level of students whose siblings are enrolled at the school at secondary level. An exception may apply to siblings of students placed by Learning Services due to exceptional circumstances, in consultation with the Learning Services Director Student Support.

2.3 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, eg 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 second week of Term 4³
 - » of any relevant transport issues that the parent should consider eg 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 Director Operations if the application is unsuccessful, and the steps required to request the review.

2.4 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.

2.5 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.

2.6 Recording an EOI application

- For schools with the ability to accept OOA enrolments, the Principal or their delegate must record all EOIs, including whether evidence of reasons for OOA enrolment was provided.

2.7 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

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

³ This 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.

- » 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, eg 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 OOA 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 Student Support Leader, 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, unless the school is at capacity.

2.8 Informing the parent

- The Principal or their delegate must notify the parent whether their OOA enrolment has been accepted during the second week of Term 4.
- Notifications of acceptance must set out any relevant transport considerations.
- If further vacancies arrive 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.

2.9 Review Process

- Parents seeking a review of an OOA enrolment decision must send a written request to the Learning Services, Director School Improvement within 14 days of being notified by the Principal that their application was unsuccessful.
- A Learning Services Director Operations must review and respond to the request for review within 14 days.

3. Related policies

- [Enrolment Procedure](#)

4. Related procedures

- [Guidelines for Part-Time Enrolment of a Home Educated Student](#)

5. Supporting information/tools

- [Expression of Interest Enrolment Form](#)
- [FAQs on Out-of-Area Procedure](#)
- [Infosheet Intake Areas for Tasmanian Government Schools](#)

- [Infosheet Teaching Learning Enrolment](#)

6. Definitions

State school

means a school, including a college for senior secondary education –

(a) established, or formed by the amalgamation of schools, under [section 97](#) of the *Education Act 2016* or

(b) established, or formed by the amalgamation of schools, under the *Education Act 1994* or any other enactment that provided for the establishment of schools by the Crown;

7. Legislation

- [Education Act 2016](#)
- [Secretary's Instruction No 2 for Enrolment from Outside Intake Area](#)

Authorised by: Trudy Pearce Deputy Secretary Learning

Contact: Strategic Policy and Planning strategicpolicyandplanning@education.tas.gov.au

Last Significant Review: 23 October 2019

Review Due: 30 June 2020

This Document Replaced: N/A