

OCTOBER 2025

Out-of-Area Enrolment Procedure

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Version 6.3 – 30/10/2025

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1 Purpose

This procedure sets out requirements and processes for out-of-area enrolments in Tasmanian state schools and supports:

- equitable access to education under the [Education Act 2016](#)
- decision making of school principals to facilitate access to local schools for children and families
- provision of pathways for enrolment in out-of-area schools where possible, under clear criteria.

This procedure applies to all Tasmanian state schools except the following schools, all of which are exempt from having an intake area:

- Ashley School
- Support Schools
- Tasmanian eSchool
- Launceston Big Picture School.

Year 11 and 12 students are exempt from having an intake area and are not subject to feeder school arrangements. All students in Year 11 and 12 are to be enrolled using a standard Enrolment Form.

The Department for Education, Children and Young People (DECYP) encourages the enrolment of students at their local 'in-area' school, while acknowledging that parents may have reasons to seek enrolment at an out-of-area school.

This procedure supports the implementation of [Secretary's Instruction No. 2 on Enrolment from Outside Intake Area](#) under the [Education Act 2016](#).

2 Overview

This procedure sets out:

- how to determine whether a student is in-area or out-of-area.
- limitations or restrictions for schools that are at-capacity or nearing capacity in relation to out-of-area enrolments.
- roles and responsibilities of parents, principals (including the Current Principal and Receiving Principal), the communication required between the parent/s and principal when applying for out-of-area enrolment.
- the process for assessing applications for out-of-area enrolment, which supports consistent, equitable and transparent decision-making by principals or their delegates.
- the selection criteria for out-of-area enrolment and evidence requirements under each criterion.
- roles and responsibilities in exceptional circumstances, evidence requirements, and a definition of exceptional circumstances.
- the process for requests for review of out-of-area enrolment decisions
- record-keeping requirements for schools.

3 Process

3.1 In-area students – entitled to enrol at their local ‘in-area’ school

- All students living within an intake area for a primary or district school are entitled to enrol at the Tasmanian government school within that area. Intake area maps are available at DECYP’s [Find Your Local Primary School webpage](#).
- At the completion of Year 6, all students enrolled at a Tasmanian government primary school are entitled to enrol at the intake high school/s for their primary school. Intake high school/s for each primary school are available at DECYP’s [Find Your Local High School webpage](#).

In the following circumstances, a school (including a school that is at-capacity or nearing capacity) may be required to enrol a student who is determined to be out-of-area, using a standard Enrolment Form:

- The student has a sibling who will be enrolled at the school at the time of their enrolment (refer to Section 3.1.2)
- The school has been directed to enrol a student, due to exceptional circumstances by a Student Support Leader or the Director Operations (refer to Section 3.1.1)
- The school has been directed to enrol a student by the Associate Director, Tasmanian Government Education International (Education International) (refer to Section 3.1.1)

3.1.1 Schools that are at-capacity

If a school is at-capacity or nearing capacity, the relevant decision-maker (i.e. Student Support Leader, Director Operations or the Associate Director, Education International) must consider whether there are any schools that are not at-capacity that could accommodate the student/s.

3.1.2 Enrolment of siblings

Siblings of a student currently enrolled at the school are entitled to enrol using a standard Enrolment Form. Siblings must be enrolled at the school at the same time for this entitlement to apply.

The following rules apply when assessing whether a student is considered in-area because of their sibling’s enrolment at a school:

- Siblings must be residing together at the same address at least 50 percent of the time
- Siblings must be enrolled and attending at the school at the same time.

Siblings include 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.

Exceptions to enrolment under the sibling criterion

If the school offers a specialised program in which out-of-area students are invited to participate (e.g. Big Picture Program) the siblings of these students are not eligible to enrol under the sibling criterion. The school must ensure that families of students in these programs are aware of this.

If a district (K to 12) school does not have capacity in some or all primary classes, the Principal may, with the permission of the Director Operations, reject enrolment requests for primary-aged siblings of secondary students enrolled at the school.

An exception may also apply, with permission from the Director Operations:

- Younger siblings (K to 10) of students in Years 11 or 12 where the school is at-capacity.
- Siblings of students placed by Learning Services due to exceptional circumstances.

Please note: Enrolment in Launch into Learning (LiL) does not mean a student is considered to be 'in-area' and does not guarantee a place at the school. Principals must ensure that families with children enrolled in LiL are made aware of this.

3.2 Students who are determined to be 'out-of-area'

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

- they are primary-aged and live outside the intake area for the primary or district school at which they are seeking enrolment.
- they are secondary-aged and at the time of completion of Year 6, they were not enrolled at a feeder primary school for the intake high school at which they are seeking enrolment.
- they are entering a Tasmanian State school as a secondary student coming from interstate, overseas or the private system and live outside the intake area for the feeder primary schools to the intake high school at which they are seeking to enrol.

Principals must not market their school to students who are determined to be out-of-area.

3.2.1 Schools that are at-capacity or nearing capacity

If a school has been deemed to be at-capacity by the department, the school must not accept Expressions of Interests (EOIs) for out-of-area enrolment unless the school has an approved Enrolment Management Plan.

Letters will be sent to all schools that are at-capacity or nearing capacity or nearing capacity by the end of Week Two, Term Two by the Director Operations.

If a high school has been deemed to be at-capacity, the Principals of the feeder primary schools for that high school must not accept any applications for out-of-area enrolment. The only exception to this is where a school has an approved Enrolment Management Plan that sets out the school's ability to accept limited out-of-area enrolments for particular year levels (refer to Section 3.11 for further information).

3.3 Applying for out-of-area enrolment

3.3.1 Parent responsibilities

Before applying for out-of-area enrolment, parents must check the department's [At-Capacity School webpage](#) or contact the school to find out if the school has capacity to accept out-of-area enrolments.

If a school has capacity, a parent **may** apply for out-of-area enrolment using an Expression of Interest form (EOI). The EOI must be completed in full and submitted no more than 12 months before the intended enrolment start date.

When submitting their EOI Form, parents must:

- Ensure they have completed the EOI Form.
- Provide evidence, as specified in the table in Section 3.6, to support their application.
- Ensure that they have considered how their child will travel to and from school.
- Ensure that they have considered the value of continuity of schooling (i.e. supporting learning by avoiding unnecessary disruptions due to change of school).

3.3.2 Principal responsibilities

- If a school has been deemed to be at-capacity, the Principal must not accept any applications for out-of-area enrolment unless the school has an approved Enrolment Management Plan (see Section 3.11 for further information).
- The Principal must not accept EOIs that are submitted more than 12 months before the intended starting date.
- The Principal is to place all EOIs received for enrolment in the subsequent year on a waiting list, to be assessed collectively against the selection criteria.
- The Principal is to assess any EOIs received for enrolment during the school year against the selection criteria.

When discussing out-of-area enrolment with families, the Principal must:

- Seek information on families’ potential future enrolment needs (e.g. enrolment of siblings).
- Communicate any relevant transport considerations to families (e.g. lack of bus transport options).
- Inform families of the timeline for receiving and assessing applications and notifying applicants of the outcome of their application.

3.4 Responding to enquiries on out-of-area enrolment

When responding to enquiries for out-of-area enrolment, the role of the Receiving Principal or their delegate (the Principal receiving the application for out-of-area enrolment) and the Current Principal or their delegate (the Principal of the student’s current school – if that school is a Tasmanian State school) are set out in the table below.

RECEIVING PRINCIPAL	CURRENT PRINCIPAL
<p>If a parent asks about out-of-area enrolment at their school the Receiving Principal must:</p> <ul style="list-style-type: none"> • Encourage parents seeking out-of-area enrolment to enrol their child at their local ‘in-area’ school. • Encourage parents who are applying for out-of-area enrolment to also seek 	<p>If a parent asks about out-of-area enrolment at another school, the Current Principal must:</p> <ul style="list-style-type: none"> • Seek to understand whether there are issues that could be resolved to retain the student at their current school.

RECEIVING PRINCIPAL**CURRENT PRINCIPAL**

enrolment for their child at their in-area school, in case their application for out-of-area enrolment is not accepted.

- Explain that schools can only accept applications for out-of-area enrolment if they have capacity.
- Direct the parent to contact the out-of-area school to ask if the school has capacity to accept out-of-area enrolments.

3.5 Processing applications for out-of-area enrolment

3.5.1 Roles and Responsibilities: Current and Receiving Principal

RECEIVING PRINCIPAL**CURRENT PRINCIPAL**

If a parent applies for out-of-area enrolment at their school, the Receiving Principal must:

- Make decisions on whether to accept or reject the application in line with the requirements set out in the procedure.
- Adhere to all requirements related to communication with the parent and record-keeping.

If a parent with a child enrolled at their school applies for out-of-area enrolment at another school, the Current Principal must:

- Provide relevant information on student needs to the Receiving Principal if the application has been accepted.

3.5.2 Requirements

- The Principal must assess all out-of-area enrolment applications using the selection criteria.
- The Principal must not unlawfully discriminate when making decisions on out-of-area enrolments (e.g. on the basis of disability).
- The Principal must assess any Expressions of Interest (EOIs) for out-of-area enrolment using the Selection Criteria.
- If the school receives more applications than it can accommodate, the Principal must prioritise applications using the Selection Criteria in the order that they appear in this Procedure (i.e. first criterion highest priority, second criterion next highest priority, etc.). If the Principal needs to prioritise one or more applications received under the last criterion, the principal must prioritise these EOIs in the order they were received.
- If the school does not have enough places to accommodate all EOIs, any EOIs that met all requirements but were unable to be accepted must be placed on a waiting list. The Decision Letter must inform parents that their application has been placed on a waiting list, and recommend parents enrol at their in-area school.
- The Principal must ensure accurate records are maintained on out-of-area enrolment decisions (refer to Section 3.9 Record-keeping).
- If further places become available after the notification period (Week 8 of Term Three) and there is a waiting list, the Principal must first draw from the waiting list, prioritising enrolments using the selection criteria, before assessing any new applications.

3.5.3 Assessing EOIs for current school year vs next school year

EOI RECEIVED FOR ENROLMENT IN THE NEXT SCHOOL YEAR	EOI RECEIVED FOR ENROLMENT IN THE CURRENT SCHOOL YEAR
<p>The Principal must:</p> <ul style="list-style-type: none"> place the EOI on a waiting list to be assessed along with all other EOIs received by the school. assess all EOIs collectively in the month leading up to the notification period (Week 8 of Term Three). 	<p>The Principal must:</p> <ul style="list-style-type: none"> assess the EOI and notify the parent/guardian whether their application was able to be accepted within seven days of receiving the EOI. contact the parent within seven working days to request any outstanding evidence.

3.6 Selection criteria for out-of-area enrolments

The Receiving Principal or their delegate must assess any Expressions of Interest (EOIs) for out-of-area enrolment against the following criteria in the following order.

If a parent or Independent Student approaches a school requesting out-of-area enrolment due to exceptional circumstances (refer to below section on exceptional circumstances for more information), the Principal must either:

- Direct the parent or Independent Student to contact Learning Services
- OR
- Contact Learning Services on behalf of the parent or Independent Student.

SELECTION CRITERIA	EVIDENCE REQUIRED – AT LEAST ONE OF THESE DOCUMENTS
<p>The student does not have access to formal or informal out-of-school care at their in-area school.</p> <p><i>If the student needs access to formal out-of-school care (via an Outside School Hours Care provider), the parent must apply for out-of-area enrolment at the next closest school by travel time.</i></p>	<ul style="list-style-type: none"> Letter/email from the in-area Principal or their delegate confirming that the school does not have formal out-of-school care. Letter from the informal out-of-school care provider (e.g. extended family).
<p>The school is the closest State school to the parent's place of work or study.</p> <p><i>In cases where the closest State school is at-capacity, parents must apply at the next closest State school to their place of work or study.</i></p>	<ul style="list-style-type: none"> Payslip showing employer's address. Letter from employer on company letterhead showing employer's address. Student ID Card showing location of study. Letter from place of study with official letterhead showing location of study.
<p>Enrolment at the out-of-area school will support student learning and/or wellbeing.</p> <p><u>Acceptable reasons:</u></p> <ul style="list-style-type: none"> <i>The out-of-area school offers a learning program that the student wants to engage in that is not</i> 	<ul style="list-style-type: none"> Letter/email from an allied health professional (e.g. social worker, psychologist) or the student's current Principal (or their delegate) stating that

SELECTION CRITERIA	EVIDENCE REQUIRED – AT LEAST ONE OF THESE DOCUMENTS
<p><i>available at the in-area school (e.g. agriculture program at a District School).</i></p> <ul style="list-style-type: none"> <i>A student would benefit from a smaller school community.</i> <i>A high school student would benefit from access to a greater variety of subjects at a larger school.</i> <p><i>Other reasons can be considered at the Receiving Principal's discretion in consultation with the Director Operations or the Student Support Coordinator.</i></p>	<p>enrolling at the out-of-area school will support the student's learning or wellbeing.</p> <ul style="list-style-type: none"> Written statement from the student (where appropriate given the age and understanding of the student).
<p>The student has a 50/50 care arrangement and both parents/guardians are seeking a 'middle-ground' school.</p>	<ul style="list-style-type: none"> Current court orders or a signed Parenting Agreement. <p>OR</p> <ul style="list-style-type: none"> Proof of address from both parents, in accordance with proof of address requirements for enrolment.
<p>An out-of-area school is geographically closer to the student's home, making it easier for the student to travel to and from school.</p>	<ul style="list-style-type: none"> Proof of address, in accordance with proof of address requirements for enrolment.

3.7 Exceptional circumstances

Exceptional circumstances mean circumstances that are beyond the student's control, which are having a significant, long-term impact on their learning and/or wellbeing.

The following are examples of exceptional circumstances:

- Significant safety issues (e.g. family violence or trauma)
- Significant mental health issues
- Significant housing issues (e.g. family in crisis accommodation, transient families).

Exceptional circumstances are often sensitive in nature and may pose risks to student safety. Family and student privacy must be maintained when considering applications due to exceptional circumstances.

3.7.1 Roles and responsibilities

Student Support Leaders and the Directors Operations

Student Support Leaders and the Directors, Operations are responsible for determining whether exceptional circumstances apply, using the examples in Section 3.7 and other circumstances at their discretion.

Student Support Leaders and the Directors Operations or their delegates can direct a school to accept an out-of-area enrolment under exceptional circumstances, including at schools that are at-capacity or nearing capacity.

3.7.2 Evidence requirements

The relevant decision-maker (i.e. Student Support Leader or Director Operations) will review all available evidence to determine:

- Whether exceptional circumstances apply
- If it is in the student's best interests to enrol at the out-of-area school.

Evidence to support out-of-area enrolment under exceptional circumstances **MAY** include:

- Reports or letters from allied health and/or medical professionals, Child Safety, Tasmania Police, Youth Justice and/or family violence services.
- Court orders.
- Written statements from the student (where appropriate given the circumstances, and the age and maturity of the student).

The relevant decision-maker must ensure that records of decisions under exceptional circumstances are retained, including the justification for those decisions.

3.8 Communication

3.8.1 Required communication between the Current Principal and the Receiving Principal

When a parent has accepted an offer for out-of-area enrolment, the Receiving Principal is to liaise with the Current Principal to gather any information that is relevant to supporting the new student.

3.8.2 Documents used for communication between Parent and Principal

DOCUMENT TYPE	RESPONSIBLE PERSON	TIMELINE
Expression of Interest Form (EOI)	Parent/independent student	No more than 12 months before enrolment start date.
Letter of Acknowledgement – to acknowledge receipt of EOI	Principal or their delegate	Within 3 days of receiving an EOI.
Decision Letter* – to communicate acceptance or rejection of application. <i>*This letter must set out any relevant transport considerations (e.g. bus transport may not be available).</i>	Principal or their delegate	Week 8, Term Three – for EOIs for enrolment in the next year. Within 7 days – for EOIs for enrolment in the current year.
Enrolment Form – to accept an offer of enrolment.	Parent/independent student	Within 14 days of receiving Decision Letter advising that application was accepted.

3.9 Record-keeping

Principals must ensure that the following records are kept:

- Retain a copy of all EOIs and record the type of evidence provided. (It is not necessary to retain copies of supporting evidence, just the type of evidence provided.) Record dates that the following letters are sent to parents, and retain copies of those letters:
 - Acknowledgement of EOI Letter
 - Out-of-Area (OOA) Decision Letter.
- Record all decisions made (i.e. to accept or reject the EOI)
- Record the basis of any decisions made (i.e. under which criterion the EOI was accepted or rejected).

3.10 Request for review

If an EOI for out-of-area enrolment is rejected, the parent may ask the Director Operations for a review of the decision made by a principal unless the EOI was rejected because:

- the school is at-capacity and cannot accept EOIs for out-of-area enrolment
- the school is a feeder primary school to an at-capacity high school and cannot accept EOIs for out-of-area enrolment
- the school has an EMP that restricts out-of-area enrolment for certain year levels/the entire school.

Applications for review of an out-of-area enrolment decision must be submitted by the parent within 28 days of receiving the decision from the school.

Applications for review must be made using the [Review of Out-of-Area Enrolment Decision Form](#) and forwarded to Learning Services (marked Attention - Director Operations):

Learning Services

Email: Learning.Services@decyp.tas.gov.au

Launceston Office: (03) 6777 2440

Devonport Office: (03) 6478 4329

Hobart Office: (03) 6165 6466

3.11 Enrolment Management Plans

Schools may request to have an Enrolment Management Plan (EMP) to set out the school's approach to managing out-of-area enrolments, in the following circumstances:

- School is at-capacity (schools between 85 and 89 per cent occupancy only) – seeking to accept limited out-of-area enrolments for up to two year levels.
- School is a feeder school to a high school that is at-capacity – seeking to accept limited out-of-area enrolments for up to two year levels.
- New school in first years of operation – seeking to accept enrolments for certain year levels only in the first years of school operation (e.g. Years 7 and 8). Seeking to limit or restrict out-of-area enrolments for the first years of operation.

- School undergoing significant redevelopment - seeking to limit or restrict out-of-area enrolments while under redevelopment.
- School with one or more year level that is at-capacity and unable to accommodate out-of-area enrolments – seeking to restrict out-of-area enrolments for relevant year level/s.

To request an EMP, a principal MUST do the following:

- Consult with the School Association Committee for their school before requesting an EMP.
- Complete the [EMP Form](#).
- Send the completed form to the Director Operations by the end of Week Five, Term Two.

If the EMP requested by a principal creates any risk in terms of the school's ability to accommodate in-area students using existing infrastructure, the Director Operations may:

- Determine that the EMP is not approved
- Direct the Principal to change the number of limited out-of-area enrolments that the school is approved to accept.

The Director Operations will then:

- Send the completed EMP form to Facility Services for comment and signing.
- Determine whether to approve or not approve the EMP.
- Notify the school Principal regarding approval/non-approval of the EMP by the end of Term Two.
- Arrange for approved EMPs to be published on DECYP's [At-Capacity Schools](#) webpage.

Enrolment Management Plans must be approved by the Director Operations prior to implementation.

3.12 Determining capacity to accept out-of-area enrolments

- When determining their school's capacity to accept out-of-area enrolments, the Principal must:
 - ensure that there is capacity at the school to cater for any in-area students who enrol at the school throughout the year before accepting EOIs for out-of-area enrolment. This includes consideration of the current size and arrangement of classes at the school.
 - consider whether the school has sufficient staff to accommodate out-of-area enrolments before accepting any EOIs (e.g. If classes in a particular year level are at the maximum number of students allowed, and accepting an out-of-area enrolment/s would require creating a new class; even if the school has an extra learning space, the school might not have the staff needed).
- The Principal must also consider past enrolment trends and future enrolment projections in determining whether the school has ability to accept out-of-area enrolments including:
 - number of siblings of currently enrolled students who are likely to enrol
 - number of students who leave during the year, creating additional spaces.
- If the school currently has capacity to accept out-of-area enrolments but projections show that could create capacity issues for the school in future, the Principal must seek the advice of the Director Operations before accepting any EOIs.

3.13 School Capacity

- School capacity is the maximum number of enrolments the school can physically accommodate. School capacity is determined by the department's Facilities Services using a standard, nationally applied formula.
- A school's capacity is calculated by multiplying the number of learning areas by the average class size of 25 FTEs (full time equivalent students). Current enrolments are deducted to determine current or future excess or deficit in capacity. For example:
 - A school with 12 learning areas = capacity for 300 FTE.
 - If current enrolments are 250 FTE = excess capacity of 50 FTE.
 - If current enrolments are 350 FTE = deficit in capacity of 50 FTE/two learning areas.
- School capacity is based on general and specialist learning areas (including science, music and art areas or other areas that may be used as a general learning area).
- The following areas are excluded from capacity calculations: Modular classrooms (temporary, demountable learning spaces), Media, Design and Technology (MDT), Hospitality, Commercial Cooking, Library, Gymnasium, Multipurpose Hall and Support Areas.

4 Related procedures

- [Enrolment Procedure](#)

5 Supporting information/tools

- [Expression of Interest \(EOI\) Form](#)
- [Decision letter - acceptance](#)
- [Decision letter - unsuccessful](#)
- [Letter of acknowledgement - current year](#)
- [Letter of acknowledgement - next year](#)
- [Letter – cannot accept EOIs – at-capacity or Enrolment Management Plan](#)
- [Letter – cannot accept EOIs – feeder school to at-capacity high school](#)
- [Standard Enrolment Form](#)
- [Enrolment Management Plan form](#)
- [FAQs – Out-of-area enrolment](#)
- [Review of Out-of-Area Enrolment Decision Form](#)

6 Definitions

Current Principal

The Principal of the student's current school – if that school is a Tasmanian State school.

Enrolment Management Plan

A document prepared by a principal for their school and approved by the Director Operations. Enrolment Management Plans set out approved strategies a school is using to manage its enrolments.

Feeder primary school

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.

In-area student

A student who has an entitlement to enrol at a State school because they live 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

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

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

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 live outside the intake area for the primary school that feeds into the intake high school at which they are seeking to enrol.

Parent

As defined in section 5 of the *Education Act 2016* (Tas), a parent is:

- (a) a legal guardian of a child
- (b) another person who has the care, control or custody of a child
- (c) another person who generally acts in the place of a parent of a child and has done so for a significant length of time.

Receiving Principal

The Principal receiving the application for out-of-area enrolment.

School capacity

Determined by DECYP'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

Siblings include 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.

7 Legislation

The Statutory document/s that provide authority for this procedure are:

Education Act 2016 (Tasmania)

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

Authorised by: Jenny Burgess, Associate Secretary, DECYP

Contact: Strategic Policy and Projects; intake.areas@decyp.tas.gov.au

Last significant review: 13 September 2024

Minor review: 30 October 2025

Review due: 30 September 2029

This document replaces: Out-of-Area Enrolment Procedure V 6.2 (2024)

Key search words: operational school policy, out-of-area, out of area, outside catchment, enrolment