

**This procedure must be read in conjunction and interpreted in line with the [Education Participation \(Enrolment and Attendance\)](#) policy.**

## **1. OVERVIEW**

- 1.1 The *Education Act 2004* (the Act) requires all children of compulsory education age living in the ACT to be enrolled with an education provider or registered for home education. Public schools are a key education provider in the ACT.
- 1.2 This procedure deals with enrolment of children of compulsory education age in ACT public schools and includes students over the compulsory education age where they are placed in an ACT public school.
- 1.3 Enrolment is the statutory responsibility of the parents of the child of compulsory education age. This procedure applies to all children of compulsory education age living in the ACT.
- 1.4 ACT residents have priority for enrolment and placement in ACT public schools.
- 1.5 In accordance with the *Disability Standards for Education 2005* (Cwlth), students with disabilities are able to enrol and apply for placement at a school of their choice on the same basis as other prospective students. They have the right for reasonable adjustments to ensure they are able to enrol on the same basis as any other child.

## **2 RATIONALE**

- 2.1 This procedure provides the context for the enrolment and placement of children in ACT public schools.

### **1. DEFINITIONS**

- 3.1 In addition to the definitions detailed in the overarching *Education Participation (Enrolment and Attendance)* policy, the following definitions are specific to this procedure.
- 3.2 A school's **capacity** is the number of students that can be accommodated within the school. In determining an individual school's capacity, a range of design factors, specific educational programs and student-teacher ratios are taken into consideration.

- 3.3 A **disability** in relation to a person means: total or partial loss of the person's bodily or mental functions or the presence in the body of organisms causing or capable of causing disease or illness or the malfunction, malformation or disfigurement of a part of a person's body or that results in the person learning differently from a person without the disorder or malfunction or a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgement or that results in disturbed behaviour and includes a disability that presently exists, previously existed but no longer exists or may exist in the future or is imputed to a person.
- 3.4 **Enrolment** is the term used for the administrative procedure by which a person becomes a student of an education provider.
- 3.5 **Enrolment limit** refers to the number of students that can be accommodated to ensure adequate allowance for in-area growth and for students who move into the PPA during the school year.
- 3.6 Acceptable forms of **evidence** that a child lives in the ACT must be documents capable of providing proof that the child dwells permanently at an address in the ACT or that this is the child's regular home. The onus of proof of where a child lives rests with the parent or carer of the child.
- 3.7 **Giftedness** refers to a child's outstanding, innate ability in one or more of the following domains: intellectual, creative, socioaffective or sensorimotor (Gagne, 2007). A child may display particular abilities/levels of giftedness at any stage or point in their education.
- 3.8 Most ACT schools have a **priority placement area (PPA)** and those schools give priority to the placement of children living in its PPA. The Directorate determines and regularly reviews PPAs. PPAs may be one suburb, part of a suburb, or a group of suburbs. In some instances certain suburbs may be included within the PPA of two or more public schools.
- 3.9 **Placement** refers to the process of allocating a student to a particular school in accordance with the Directorate's *Placement Procedures in ACT Public Schools (Early Childhood Schools – Year 12)* which are available at: [ETD Publications and Policies](#).
- 3.10 **Proof of age and identity** of a child will be satisfied by presentation of a birth certificate or similar. Alternative acceptable forms of identity are provided for in the placement procedures published on the Directorate's website.
- 3.11 **Proof of immunisation status.** Where available an immunisation history statement should be provided to the school.
- 3.12 A **school term day** is a day at which a public school in the ACT is open for student attendance. School term days are determined by the Directorate and published on the Directorate's website at: [Term Dates and Public Holidays](#).

3.13 A **sibling** of a child or young person, has the meaning given in the Dictionary to the *Children and Young People Act 2008* (ACT), and means a stepbrother or stepsister of the child or young person and a half-brother or half-sister of the child or young person.

3.14 A **Student** is a person enrolled in an ACT public school in accordance with section 33 of the Act.

#### **4. PROCEDURES**

4.1 For most ACT public schools placement is determined according to the Priority Placement Area (PPA). A school may accept students from outside its PPA subject to the school's limit and capacity.

4.2 Schools may accept siblings of enrolled students who live in the ACT. *Placement Procedures in ACT public schools (Early Childhood Schools – Year 12)* are published on the Directorate's website at: [ETD Publications and Policies](#).

4.3 Particular placement requirements apply to Specialist Schools, Early Childhood Schools and the Allen Main Memorial Preschool. These requirements are published on the Directorate's website at: [ETD Publications and Policies](#).

4.4 The Telopea Park School (primary) does not have a priority placement area. Placement in the bi-national Australian-French program is allowed from children who live in the ACT subject to the limit and capacity of this program. Entry criteria and placement procedures are available at the school website at: <http://www.telopea.act.edu.au/School>.

4.5 Interstate residents, non-Australian citizens or non-permanent residents may enrol in ACT public schools, subject to certain conditions which are provided for in the *Placement Procedures in ACT public schools (Early Childhood Schools – Year 12)* and also under related policies available at: [ETD Publications and Policies](#) or by contacting (02) 6207 5111.

4.6 Placement at an Early Childhood School that is located in a primary school's PPA does not entitle placement at that primary school. Placement at a primary school that is located in a high school's PPA does not entitle placement at that high school. Placement at a high school located in a college's PPA does not entitle placement at that college. More information about the PPA boundaries is available at [Priority Placement Areas](#) or by contacting (02) 6207 5111.

#### **4.7 Complaints**

4.7.1 Where there are concerns regarding the application of this procedure or the procedure itself, people should:

- contact the school principal in the first instance;

- contact the Directorate’s Community Liaison section; or
- access the Directorate’s *Complaints Resolution* policy, which is available on the Directorate’s website at: [ETD Publications and Policies](#).

## **5. PROCEDURE OWNER**

Director, Information , Communication and Governance

For support in relation to this procedure please contact Information, Communications and Governance on (02) 6205 9328.

## **6. RELATED DOCUMENTS**

*Education Participation (Enrolment and Attendance) policy*

*Attendance at ACT Public Schools procedure*

*Complaints Resolution policy*

*Education Options (other than school) procedure*

*Exemption Certificates procedure*

*Non-compliance procedure*

*Post Year 10 Alternatives (training and employment) procedure*