



Procedure

Enrolment in state primary, secondary and special schools

Audience

All state schools

Implementation Date: 14/10/2019

Version: 6.4

Purpose

The Department of Education (the department) provides access to state education to ensure all students can participate in and gain positive outcomes from schooling.

This procedure outlines the protocols for school-based staff and regional office staff to follow when enrolling prospective students in the Preparatory Year (Prep) to Year 12 in state primary, secondary and special schools.

Overview

All eligible children and young people are entitled to 26 [semesters of state education \(including Prep\)*](#) and are able to enrol in any state primary and secondary school, unless there is an [Enrolment management plan](#) in place.

This means students may not be entitled to enrol unless they live within the local catchment area, or for students from outside the local catchment area, have met eligibility criteria contained in the plan. Other [conditions](#) may also affect a prospective student's entitlement to enrolment.

Queensland state schools offer enrolment to children of compulsory school age and to young people in the compulsory participation phase. There are specific [legal obligations about enrolment and attendance](#) that apply to parents of children of compulsory school age and young people in the compulsory participation phase.

Specific provisions apply to those [students who are over 18 years of age](#) at the time of enrolment.

People from the communities of Aurukun, Coen, Doomadgee, Hopevale and Mossman Gorge may be subject to the [requirements of the Family Responsibilities Commission](#) in relation to enrolment of their children.

In certain [circumstances](#) schools may treat a student's enrolment as having ended.

Additional requirements must be met for a prospective student to be enrolled in a state special school as outlined in the [State special school enrolment \(additional requirements\)](#) procedure.

*Students who commenced schooling in Year 1 prior to 2007 (i.e. prior to the introduction of the Prep Year in Queensland) are entitled to a basic allocation of 24 semesters of state education, not 26 semesters.

Responsibilities

Principals – state primary, secondary and special schools

- Providing all relevant information to parents and/or prospective students.
- Overseeing the enrolment process.
- Making enrolment decisions (primary and secondary principals only).
- Making decisions about early entry to Prep (**primary and P–10/P–12 principals only**).
- Maintaining enrolment of students in specific circumstances (e.g. if a student is in a youth detention centre, [out-of-home care](#) or attending a hospital education program) and recording their absence using the appropriate reason code as outlined in [Roll marking in state schools](#).

State special school principals only

- Comply with the requirements set out in the State special school enrolment (additional requirements) procedure.

Senior Guidance Officer

- Discussing with parents on request, available programs/services for students with disability and keeping records of meetings.

Principal Education Officer, Student Services (or delegate where appropriate)

- Discussing with parents on request, available programs/services for students with disability and keeping records of meetings.
- Decision making on applications for transport assistance on a case-by-case basis in accordance with the [School transport assistance programs for students with disabilities](#).

Principal Advisor, Education Services; Principal Advisor, Regional Services; and Director Regional Services

- Making decisions on applications for transport assistance on a case-by-case basis in accordance with the [School transport assistance programs for students with disabilities](#).

Process

Process for enrolling in any state primary, secondary or special school

1. Applicant contacts school to enquire about specific enrolment procedures. For example, school should advise whether there is an [Enrolment Management Plan \(EMP\)](#) in place at the school, or an enrolment eligibility plan for [Queensland Academies](#), or for state special schools the application process for enrolment to a state special school as outlined in the [State special school enrolment \(additional](#)

[requirements](#)) procedure If considering early entry into Prep, arrange to meet with the principal of the school to discuss the early entry requirements and request an application form.

2. School provides the following to the applicant:

- [Application for student enrolment form](#). If student was previously enrolled in a state school, a pre-populated enrolment form can be created using OneSchool. Schools should explain to parents that failure to complete the mandatory sections of the form marked with an (*) or to provide required documentation may result in a refusal to process their application. Schools must not amend/change/add to the questions on the enrolment form; however, the [school logo may be added to the form](#).
- [Enrolment agreement](#)
- [Responsible behaviour plan for students](#)
- [Student dress code](#)
- Details on [School transport assistance scheme](#) and [School transport assistance program for students with disabilities](#)
- Other school policies, programs and services including those for students with disability.

3. Applicant completes and provides to the school:

- if prospective student is under 18 years of age, an [Application for student enrolment form](#), answering all questions on the form marked with an (*); or
- if over 18 years of age at time of applying, refer to the [Mature age student applications](#) procedure to determine if an application for enrolment needs to be made in accordance with these provisions; or
- if student with disability is enrolled in a non-state school, and seeking a dual enrolment arrangement with a state special school, provide completed Part A of the [Dual enrolment of students with disability in state and non-state schools](#) (Dual Enrolment Form) as outlined in [Steps associated with dual enrolment of students with disability between a state and non-state school](#). Please note that the process for enrolment in a special school must still be applied as outlined in the [State special school enrolment \(additional requirements\)](#) procedure

4. School receives and processes the completed Application for student enrolment form ensuring that:

- all questions marked with an (*) are answered;
- any pre-populated data on the form extracted from OneSchool is checked with parents for accuracy;
- the birth certificate is sighted and the birth certificate number is recorded on the enrolment form if this is the first time the child has enrolled in a state school. An alternative to a birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. child born in a country without a birth registration system - passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. For international students approved for enrolment by Education Queensland International, a passport or visa will be acceptable. The birth certificate requirement does not apply to enrolment in state high schools except where the prospective student was not enrolled in a state school in their last year of primary school, or in exceptional circumstances where a birth certificate is not marked in OneSchool as having been previously sighted. For mature age students, photographic

- identification, which proves their identity, must be provided (e.g. current drivers licence, adult proof of age card, or passport). Mature age students who provide appropriate photographic proof of identity do not need to present a birth certificate
- a certified copy of any relevant current Family Court or other court orders concerning the welfare, safety or parenting arrangements for prospective student is provided, if applicable
 - [satisfactory evidence and appropriate documentation](#) that the prospective student is entitled to apply for enrolment at school is provided (e.g. a satisfactory criminal history check if a [mature age student](#), proof of residency documents if school has an [Enrolment Management Plan](#), Australian citizenship document, Permanent Residence status or eligibility under a Visa category)
 - if the prospective student has a medical condition, details of symptoms and any associated health management plans are provided
 - the legal name (on birth certificate) is recorded as well as the preferred name if requested. Ensure that parents nominating a preferred name for their child are made aware that the preferred name can appear on semester reports (instead of legal name) if requested and will be used on internal school documents such as class rolls. If a preferred name has been requested, school staff should respect this choice. If parents cannot agree on the use of the preferred name, then the legal name is to be used until an agreement can be reached or there is a court or custody order in place which determines the name to be used
 - the form is signed by at least one parent if student is enrolled by parents, or signed by the student if an independent student
 - the enrolment application has been approved by the Chief Executive Delegated Officer and referred back to the principal (state special schools only).
5. School assesses the prospective student's [entitlement to enrolment](#), to determine if the prospective student is eligible to be enrolled at the school and advises applicant of the decision as soon as practicable.
 6. School discusses with parents the appropriate year level their child is to be placed in (if from another school, interstate or overseas) and advises them of their remaining [allocation of state education](#).
 7. School discusses with parents the [enrolment agreement](#) and seeks signature from parents and students (if appropriate) as acknowledgement of expectations of enrolment agreement, including the Responsible Behaviour Plan for Students, Student Dress Code and other school policies, programs and services. If not signed, the school makes a notation on the enrolment agreement that information has been provided and discussed.
 8. If student is enrolling from a non-state school to a state school (or vice versa), the school requests a [transfer note](#) from the previous school and advise parent (or student if living [independently](#)) that a transfer note has been requested. A transfer note is not required for students transferring their enrolment from one state school to another (including between primary, secondary or special school).
 9. If the student has moved from interstate, the school requests consent from parents to obtain student information from the previous school using the [Interstate student data transfer note](#).
 10. Applicant provides relevant information to school about the prospective student's educational needs from other agencies or other professionals.

11. School enrolls prospective student if entitled to enrol (including when application for enrolment is referred back from the Director-General after determination that student is not a [risk to safety and wellbeing of the school community](#)).
12. Principal makes decisions regarding applications for early entry into Prep using the decision-making tool in the [Early entry to Prep – Guideline for principals](#) (departmental employees only), considering whether the child:
- will turn 5 years by 31 July in the year of proposed attendance and is ready for education in Prep, having regard to the child’s attributes (including aptitude and ability, social and emotional competence, physical development, and level of knowledge and understanding)
- OR**
- has started education in another state or country that is equivalent to Prep **and** is ready for education in Prep, having regard to the child’s attributes (including aptitude and ability, social and emotional competence, physical development, and level of knowledge and understanding).
13. School informs parents of decision regarding early entry to Prep, outlining the reasons for the decision if the application is unsuccessful (refer to Appendix 2 in the [Early entry to Prep guideline for principals](#) (departmental employees only)).

Definitions

Applicant for enrolment	<ul style="list-style-type: none"> • A parent of a prospective student who is under 18 years of age. • A child, in their own right, where the school principal believes it is in the child’s best interests to make the application. • A legal guardian of a prospective student who is over 18 years of age.
Compulsory school age (Education (General Provisions) Act 2006 (Qld) section 9)	<p>A child is of compulsory school age if the child is at least 6 years and 6 months, and less than 16 years.</p> <p>However, a child is no longer of compulsory school age if the child has completed year 10.</p>
Compulsory participation phase	<p>A young person's compulsory participation phase starts when s/he stops being of compulsory school age (i.e. turns 16 or completes Year 10 whichever comes first) and ends when the person:</p> <ul style="list-style-type: none"> • gains a Certificate of Achievement, Senior Statement, Certificate III or Certificate IV or • has participated in eligible options for 2 years after the person stopped being of compulsory school age or • turns 17 years of age.
Early entry into Prep	<p>Children who are younger than the prescribed age for Prep may be enrolled in Prep if they:</p> <ul style="list-style-type: none"> • turn 5 years by 31 July in the year of proposed attendance and the principal is satisfied the child is ready for education in Prep, having regard to their

	<p>attributes (including ability, aptitude, social and emotional competence, physical development, and level of understanding); OR</p> <ul style="list-style-type: none"> • have previously started education that is equivalent to Prep in another state or country and the principal is satisfied the child is ready for education in Prep, having regard to their attributes (including ability, aptitude, social and emotional competence, physical development, and level of knowledge and understanding). <p>A program is considered to be equivalent to Prep if it is full-time, school based, and has a defined curriculum delivered in the year prior to Year 1.</p> <p>There are no exceptions to these requirements. The conditions for early entry to Prep are set out in legislation, specifically Part 4, Section 17 of the Education (General Provisions) Regulation 2017.</p>
<p>Eligible option <u>(Education (General Provisions) Act 2006 (Qld) section 232)</u></p>	<p>An eligible option is a recognised education or training program or course, offered by a recognised provider, which will enable a young person to gain a Certificate of Achievement, Senior Statement and/or a Certificate III or IV in a Vocation Education Program. Eligible options and providers are:</p> <ul style="list-style-type: none"> • an educational program provided by a state school under the Education (General Provisions) Act 2006 (Qld) • an educational program provided by a non-state school under the Education (Accreditation of Non-State Schools) Act 2017 (Qld) • a course of study provided by a registered higher education provider under the Tertiary Education Quality and Standards Agency Act 2011 (Cwlth) • a Vocational Education and Training (VET) course provided by a registered training organisation under the National Vocational Education and Training Regulator Act 2011 (Cwlth) • an apprenticeship or traineeship provided by a registered training organisation under the Further Education and Training Act 2014 (Qld) • A departmental employment skills development program provided by the chief executive administering the Further Education and Training Act 2014 (Qld)
<p><u>Enrolment Agreement</u></p>	<p>A document that states the respective rights and obligations, about the education of a person at a state school, with respect to the responsibilities of the:</p> <ul style="list-style-type: none"> • student • parents of students • staff of the school.
<p>Enrolment Eligibility Plan</p>	<p>A document outlining specific criteria which must be satisfied in order for a prospective student to enrol in a particular school, such as the Queensland Academies. These criteria are in addition to the general enrolment requirements for state schools</p>

Enrolment Management Plan (EMP)	<p>A document outlining:</p> <ul style="list-style-type: none"> • the school's catchment area (the geographical location where a state school's core intake of students must live); and • the school's enrolment capacity for a student whose principal place of residence is outside the catchment area; and • the requirements for enrolment at the school to be satisfied by a student whose principal place of residence is outside the catchment area.
Parent (Education (General Provisions) Act 2006 (Qld) section 10)	<ol style="list-style-type: none"> 1. A parent, of a child, is any of the following persons— <ol style="list-style-type: none"> a. the child's mother; b. the child's father; c. a person who exercises parental responsibility for the child. 2. However, a person standing in the place of a parent of a child on a temporary basis is not a parent of the child. 3. A parent of an Aboriginal child includes a person who, under Aboriginal tradition, is regarded as a parent of the child. 4. A parent of a Torres Strait Islander child includes a person who, under Island custom, is regarded as a parent of the child. 5. Despite subsections (1), (3) and (4), if— <ol style="list-style-type: none"> a. a person is granted guardianship of a child under the <i>Child Protection Act 1999</i>; or b. a person otherwise exercises parental responsibility for a child under a decision or order of a federal court or a court of a State; <p>then a reference in this Act to a parent of a child is a reference only to a person mentioned in paragraph (a) or (b).</p>
Prospective student	<p>A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.</p>
Special school	<p>Special school means a state school only providing special education.</p>

Legislation

- [Anti-Discrimination Act 1991 \(Qld\)](#)
- [Education \(General Provisions\) Act 2006 \(Qld\)](#) Chapter 8 Parts 1 – 3, and Section 426
- [Education \(General Provisions\) Regulation 2017 \(Qld\)](#) Part 4
- [Disability Discrimination Act \(1992\) \(Cwlth\)](#) Part 2 Division 2 Section 22
- [Disability Standards for Education 2005 \(Cwlth\)](#) Part 4
- [Further Education and Training Act 2014 \(Qld\)](#)
- [National Vocational Education and Training Regulator Act 2011 \(Cwlth\)](#)



- [Tertiary Education Quality and Standards Agency Act 2011 \(Cwlth\)](#)

Delegations/Authorisations

- [Delegation of Director-General's Powers under the Education \(General Provisions\) Act 2006 \(Qld\)](#) Chapter 8 Part 1 Division 3

Related policies

- [Special school eligibility \("person with a disability" criteria\) policy](#)

Related procedures

- [Allocation of state education](#)
- [Exemption from compulsory schooling and compulsory participation](#)
- [Flexible arrangements for school students](#)
- [Managing student absences and enforcing enrolment and attendance at state schools](#)
- [Mature age student applications](#)
- [Refusal to enrol: Risk to safety or wellbeing](#)
- [School Enrolment Management Plans](#)
- [School transport assistance program for students with disabilities](#)
- [State special school enrolment \(additional requirements\)](#)

Supporting information/websites

Forms and letters

- [Application for early entry to Prep for Queensland state schools](#) (departmental employees only)
- [Application for student enrolment form](#)
- [Application for student enrolment form](#) (Word version to insert school logo)
- [Dual enrolment of students with disability in state and non-state schools](#)
- [Enrolment agreement](#)
- [Interstate student data transfer note](#)
- [Notice to parent \(or student if living independently\) – Transfer note requested](#)
- [Notice – Request for student transfer note](#)
- [Student transfer note](#)

Supporting documents

- [Entitlement to enrolment](#)
- [Frequently asked questions about enrolment](#)
- [Steps associated with dual enrolment of students with disability between a state and non-state school](#)

- [Circumstances where a student's enrolment has ended](#)
- [Early entry to Prep – Guideline for principals](#) (departmental employees only)
- [Information to support application for student enrolment form](#)
- [Requirements of the Family Responsibilities Commission](#)
- [Supporting documents for enrolment](#)

Contact

For general information on enrolment, please contact your [closest regional office](#).

Review date

21/01/2021

Superseded versions

Previous seven years shown. Minor version updates not included.

- 2.0 SMS-PR-027: Enrolment in state primary, secondary and special schools
- 3.0 Enrolment in state primary, secondary and special schools
- 4.0 Enrolment in state primary, secondary and special schools
- 5.0 Enrolment in state primary, secondary and special schools
- 6.0 Enrolment in state primary, secondary and special schools

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