

Department of Education

Enrolment in Public Schools Procedures – Pre Primary to Year 6

3.1.4 Compulsory: Pre-primary to Year 6

3.1.4.1 Pre-primary enrolment applications

The principal will:

- determine a process to manage Pre-primary enrolment applications, including from enrolled Kindergarten students, taking into account the school context; and
- assess all applications for Pre-primary enrolment.

3.1.4.2 Pre-primary to Year 6 enrolments

For a school with a local intake area, the principal will:

- assess all enrolment applications;
- enrol eligible students who reside within the local intake area;
- assess enrolment applications from outside the local intake area after the application closing date only if there are available places within available classroom accommodation and organisation of classes;
- give enrolment priority to students from outside the local intake area in the following order:
 - First priority - A student qualifying for an [approved specialist program](#) for that year.
 - Second priority - A student who will have a sibling also enrolled at the school for that year, other than a sibling in an approved specialist program, and who lives nearest to the school.
 - Third priority - A student who will not have a sibling enrolled at the school for that year or with a sibling in an approved specialist program and who lives nearest to the school.

For a school without a local intake area, the principal will:

- assess all enrolment applications; and
- give enrolment priority to students from those living nearest to the school to those living furthest from the school.