



Department of
Education

Enrolment in Public Schools Policy

Effective date: 18 July 2022

Version: 3.0

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1. Policy statement

Enrolment decisions in public schools are made according to criteria based on age, usual place of residence, citizenship and visa status, and educational needs.

2. Policy rules

Principals will:

- communicate relevant and accurate enrolment information to parents and prospective applicants;
- manage enrolment of students in schools in a transparent manner without discrimination or prejudice;
- approve the enrolment application prior to offering a place and finalising an enrolment with parents;
- manage enrolment of students and enrolment disputes in accordance with the Enrolment in Public Schools Procedures; and
- plan the accommodation at the school to be available for the enrolment of eligible current and future students.

Guidance

All children in Western Australia are entitled to enrol in a public school.

Principals are expected to provide parents with assistance and support so they can engage with a school and enrol their child.

3. Responsibility for Implementation and Compliance

Implementation of the policy is the responsibility of the principal.

Compliance monitoring is the responsibility of line managers.

4. Scope

This policy applies to all principals.

5. Supporting Procedures

[Enrolment in Public Schools Procedures](#)

6. Related documents

Relevant legislation or authority

[School Education Act 1999](#)

[School Education Regulations 2000](#)

Department policies

[Home Education](#)

[Records Management](#)

[Student Attendance in Public Schools](#)

[Student Health Care in Public Schools](#)

Other documents

[Enrolment Disputes – Parent Information and Forms](#)

[Enrolment Framework for Students with Disability](#)

[Enrolment Framework for Students with a Visa](#)

[Exemption](#)

[Notices of Arrangements](#)

[Manage the enrolment process at your school \(internal staff use only\)](#)

7. Contact information

Policy manager:

Director, Public Schools Planning

Policy contact officer:

Manager, Schooling Planning

T: (08) 9264 4318

(To be contacted for general Enrolment in Public Schools Policy and Enrolment in Public School Procedures enquiries).

For information on specific topics, please refer to the Contact Information in the Enrolment in Public School Procedures or contact the [local education regional office](#).

8. History of changes

Effective date	15 March 2013
Last update date Policy version no.	2.0
Notes	Policy has undergone major review. Policy and procedures endorsed by Corporate Executive 15 February 2013. Additional changes approved by Corporate Executive out-of-session D13/0123226.
Effective date	15 March 2013
Last update date	3 December 2013
Policy version no.	2.0
Notes	Minor changes to links and contact information endorsed by Corporate Executive 20 September 2013.

Effective date	15 March 2013
Last update date	5 August 2014
Policy version no.	2.1
Notes	Update contact information D14/0370243

Effective date	15 March 2013
Last update date	15 December 2014
Policy version no.	2.2
Notes	Update contact information D14/0544453

Effective date	15 March 2013
Last update date	23 September 2015
Policy version no.	2.3
Notes	Updated links D15/0388650

Effective date	15 March 2013
Last update date	3 October 2018
Policy version no.	2.4
Notes	Minor changes contact information D18/0437111, reference to Public Schools D18/0151652 and updated legislation links D18/0207680.

Effective date	15 March 2013
Last update date	8 July 2020
Policy version no.	2.5
Notes	Updated links and remove outdated references. Enrolment pack replaced by Ikon information. D20/0346799

Effective date	15 March 2013
Last update date	28 January 2021
Policy version no.	2.6
Notes	Updated links D21/0043136

Effective date	15 March 2013
Last update date	18 October 2021
Policy version no.	2.7
Notes	Minor changes to links under Related Documents D21/0579953

Effective date	18 July 2022
Last update date Policy version no.	3.0
Notes	<p>The Enrolment Policy and Procedures have undergone a major review, endorsed by Director General on 3 March 2022 D22/0157409</p> <p>Summary of changes to the Enrolment in Public Schools policy and procedures <u>on Ikon</u> (staff only)</p>

9. More information

Supporting content

Framework

[Enrolment Framework for Students with Disability in Public Schools](#)

[Enrolment Framework for Students with a Visa in Public Schools](#)

Guideline

[Enrolment Disputes – Parent Information and the Form](#)

Procedure

[Enrolment in Public Schools Procedures](#)

Policy review date

18 July 2025
