

## Primary school enrolment queries and scenarios

### Families wanting to apply for reception for the coming school year

#### **How to apply**

Every year there is a registration of interest process for students applying to attend public primary school. Parents are encouraged to lodge their registration of interest forms with the nominated primary school/s by the end of term 2, the year before the student is due to commence primary school.

Families can check their local school by using the [find a school tool](#).

#### **Enrolment Offers**

Primary school enrolment offers occur in 2 rounds.

##### **Round 1 – offer of enrolments to local families**

- Round 1 offers to local families start at the beginning of August.
- Primary schools will offer places to local families up to their agreed enrolment ceiling. Primary schools can also confirm non-local applicants with automatic entry as per the [placement procedure](#) in this round.
- Non-local families that are not offered a place in round 1 will be placed on the primary school waiting list – schools can refer to the ‘Non-local (out of zone) waiting list’ section of the [registration of interest process procedure](#).
- Schools will allocate points to each application according to the criteria outlined in the placement procedure.

##### **Round 2 – offer of enrolments to non-local families**

- If places are available after confirming all local applicants and applicants that meet the automatic entry criteria, primary schools can offer enrolments to non-local families in round 2, starting at the beginning of September.
- Noting that schools should keep some places available to accommodate late applications from families that move into the zone, priority groups, and special consideration enrolments.
- For students unable to be offered enrolment, they may be placed on a ranked waiting list

For further information schools can refer to the ‘Process for student’s starting primary school’ section of the [registration of interest process procedure](#).

Families can be referred to [Starting School](#).

### Reception to Year 6 families wanting to change schools (transfer)

Students can request to change schools at any time during the year, when:

- the student is/or becomes eligible for a place at their local school. For example, students who have moved into the school zone, missed the registration process (eg late applications) or recently completed an Intensive English learning program and is ready to transition into their local school. Families can check their home address by using the [find a school tool](#).
- It’s in the best interests of the student due to a special consideration enrolment, including children in care, or alternative placement arrangements.

#### **Proof of residence**

Suggested response:

“We need some documentary evidence, or proof, your home address is in the school zone before finalising the enrolment.”

See proof of residence information at [confirming enrolment](#).