

Kaleen Primary School – *Enrolment Guidelines*

School Procedure:

Enrolment Guidelines

Review Date:

2026

Related Policies and Procedures:

*ACT Public Schools Enrolment Procedure Kindergarten
- Year 12, ACT Public Schools Preschool Enrolment
Procedures*

Purpose

This set of guidelines outlines Kaleen Primary School's approach to Enrolments as a category B school.

Priority Enrolment Area

A school's Priority Enrolment Area (PEA) is the geographical area from which the school is to have its core intake of students. The school Principal will hold places for those students who relocate to within the PEA throughout the school year. The PEA list defines the area for Kaleen Primary School which can be found at <https://www.act.gov.au/education-and-training/find-a-school-and-enrol/find-a-school-in-your-priority-enrolment-area>

Out of Area Enrolments

In some circumstances students may be enrolled at an out of area school (i.e. a school other than their PEA school). Eligibility is determined by two factors: the capacity of the school to enrol students from outside its PEA; and out of area enrolment criteria. ACT residents may apply to a Kaleen Primary School as it is classed as a category B school but there is no guarantee that the application will be successful. Category B schools must consider such enrolment applications against the following criteria: Legal Considerations, Wellbeing, or Concurrent Siblings already enrolled at the school. More information about these criteria's can be found in the ACT Public Schools Enrolment Procedure Kindergarten - Year 12 booklet.

Enrolment Procedure

Enrolment forms are to be completed on the Education Directorate Website. Once an enrolment form is completed to school will review the application. You will be notified of the outcome via email. If the enrolment is successful, we will ask for a list of documents for the acceptance of the enrolment. If the application is unsuccessful (Only applies to out of area enrolments) you will be notified by email, and the enrolment will be forwarded to the PEA school.

International Enrolment Procedure

A prospective student's entitlement to enrol in an ACT public school will vary according to their residential status. This policy does not apply to International Students studying in Australia on a 571 student visa. Non-Australian citizens or non-permanent residents may enrol in ACT public schools subject to conditions, which may include the payment of tuition fees. They must hold a valid visa and must meet the specific travel, entry and residency conditions set by the Department of Immigration and Citizenship (DIAC). Enrolment is only for the period of the visa. More information for international enrolments can be found here <https://www.act.gov.au/education-and-training/international-students-and-temporary-visa-holders/international-students>



Preschool Enrolment Procedure

Children who turn four on or before 30 April of that year can access up to 15 hours of free preschool a week at an ACT public school. This service is provided under the authority and oversight of the Education and Care Services National Law (ACT) Act 2011 and the Education and Care Services National Regulations 2011. Enrolment forms are to be completed on the Education Directorate Website. Applicants are not guaranteed a place at the preschool site of their preference due to capacity constraints at some sites. Applicants are encouraged to apply for the preschool at their Priority Enrolment Area (PEA) primary school which offers the greatest continuity for the transition to Kindergarten. Where there are not enough places for all children living in the PEA of the primary school, applications will be ranked by 'proximity', that is the distance that your child lives from the preschool. The distance is measured 'as the crow flies'.

Preschool applications for the following school year received between the opening of enrolments early in Term 2 and the closing of the bulk allocation round later in Term 2 will be centrally processed and allocated. Preschool applications received outside the bulk allocation round will be processed by the school to which the applicant has applied. This applies to applications for the current and the next school year.

Rationale

This set of procedures will be reviewed and publicised at the beginning of each school year.