

POLICY

ENROLMENT

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| Responsibility of: | School Support Services | FILE2015/90 |
| Effective Date: | May 2016 | EDOC2016/19480 |
| Next Review Date: | May 2018 | Version Number: 1.1 |
| Target Audience: | Corporate and school staff, parents and students | |

This policy should be read in conjunction with:

- [Allocation of Government School Education \(26 Semesters\) guidelines](#)
- Enrolment Eligibility guidelines
- Enrolment Enforcement guidelines
- Enrolment in Distance Education Centres guidelines
- Enrolment in Special Schools and Special Centres guidelines
- Enrolment Management and Priority Enrolment guidelines
- Enrolment procedures.

1. POLICY

The department provides all eligible children access to enrolment in a Northern Territory (NT) government school to ensure they are provided with quality education services that will assist them in becoming confident and capable global citizens.

In the NT, a child who turns six years of age on or before the 30 June of the school year is of **compulsory school age** and must be:

- enrolled in a school; or
- enrolled in a distance education centre; or
- participating in an approved home education program (refer to the [Home Education policy](#)).

Once a student has completed Year 10 the child must participate in an eligible option until they reach 17 years of age. An eligible option is approved education or training or, provided the student is 15 years or over, paid employment or a combination of the two. This is referred to as the **compulsory participation phase**.

Under the [Education Act](#) (the Act), a parent of a child of compulsory school age has a legal obligation to ensure the child is enrolled in and attends school each school day, or each part of a school day, where instruction is provided. Similarly, once a child enters the compulsory participation phase, a parent must ensure the child is participating in an eligible option.

Where a student is living independently, the student becomes responsible for complying with the above compulsory enrolment and participation requirements.

The department also provides early childhood education programs such as Families as First Teachers, preschool and Transition which, although not compulsory, are strongly recommended to commence a child's learning and engagement in school.

2. BUSINESS NEED

The Act outlines the enrolment, attendance and participation requirements for all children residing in the NT and establishes parameters around the enrolment of students in NT government schools.

This policy and its associated guidelines and procedures provide quality and consistent processes for all schools and departmental staff to adhere to when assessing student eligibility for enrolment, processing and recording student enrolments and ensuring enrolment is enforced.

3. SCOPE

All Northern Territory government schools and department staff must adhere to this policy and the associated guidelines and procedures when:

- assessing prospective student eligibility for enrolment
- processing student enrolments
- recording student enrolments
- enforcing compulsory enrolment.

The enrolment of students in all stages of schooling from pre-compulsory school age programs through to the compulsory participation phase is governed by this policy and the associated guidelines and procedures unless stated otherwise.

4. DEFINITIONS

Child of compulsory school age is a child that turns six years of age on or before 30 June of the school year until the child completes Year 10 or turns 17 years of age, whichever comes first.

Compulsory participation phase applies to students who have completed Year 10, but have not turned 17, where the student must participate in an eligible option on a full time basis until they turn 17.

Daily care and control of a child (in regards to the definition of parent) refers to a person who is entitled to exercise all the powers and rights, and has all the responsibilities, in relation to the day-to-day care and control of the child.

Eligible option is participation on a full time basis in one of the following:

- approved education or training
- if 15 years or over, paid employment (minimum average of 25 hours per week) or
- a combination of approved education/training and paid employment.

Parent signifies a child's father, mother or any other person who has parental responsibility for the child, including a person who is regarded as a parent of the child under Aboriginal or Torres Strait Islander customary law or tradition.

Parental responsibility (in regards to the definition of parent) refers to a person who has:

- a) daily care and control of the child, or
- b) is entitled to exercise all the powers and rights, and has all the responsibilities, in relation to the long-term care and development of the child, or
- c) has daily care and control of the child and the entitlement and responsibilities at (b)

and includes a person who has been given the above responsibilities under another state or territory law.

Student living independently is a child who is of or above the age of 14 years and not living with a parent. A child is also considered independent, although living with the parent, if the parent is **unable to control** the child's behaviour in relation to enrolment, attendance and participation.

5. ROLES AND RESPONSIBILITIES

General Manager Early Childhood Education and Care Services will:

- provide current and valid policy advice to School Support Services in relation to early childhood enrolment and pre-compulsory school age.

Director Enrolment and Attendance, School Support Services will:

- provide timely advice to schools on changes in policy and legislation that affects the enrolment of students in Northern Territory government schools.

Executive Directors and Regional Directors will:

- work with principals to ensure compliance with the Enrolment policy and associated guidelines by all schools within their area of responsibility.

Principals will:

- assess and approve or decline applications for enrolment at their school in accordance with this policy and related policy, legislation and documents (section 6 refers)
- ensure accurate and timely enrolment records are maintained for all students enrolled in the school
- ensure school staff have an understanding of, and actively apply, department policy and guidelines.

School staff will:

- process enrolments in accordance with this policy and the associated guidelines and procedures.

6. RELATED POLICY, LEGISLATION AND DOCUMENTS

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| Northern Territory | • Education Regulations |
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