



## Frequently asked questions about enrolment

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### **What is the first year of schooling in Queensland?**

The first year of school in Queensland is the Preparatory (Prep) year. To be eligible for Prep, a child must turn five years old by 30 June in the year they intend to commence Prep. It is compulsory for all Queensland children to undertake Prep prior to commencing Year 1. The only exceptions to compulsory participation in Prep are where:

- a child has undertaken education in another jurisdiction that is equivalent to Prep;
- a child was registered for home education in the year prior to enrolment in a state or non-state school; or
- the principal is satisfied the child is ready to be enrolled in Year 1 taking into account the child's attributes.

Parents/carers have the [flexibility to delay their child's entry to Prep](#) if they feel their child is not ready. [Early entry to Prep](#) may be considered in limited circumstances.

**It is expected that a child is enrolled in and attending school from the beginning of the school year unless they are transferring from another school or location. When is the prospective student considered to be 'enrolled' in school?**

The following conditions must be met before a prospective student can be considered as enrolled:

- an *Application for student enrolment* form has been completed for the prospective student and lodged at the school; **and**
- the principal has undertaken the necessary checks and verified the prospective student's eligibility for enrolment; **and**
- the principal has accepted the enrolment application and agreed that the prospective student can attend the school.

If these conditions have been met, the prospective student is considered to be enrolled at the school from the date recorded under 'Date enrolment processed' in the 'Office use only' section of the *Application for student enrolment* form.

**How is a student's year level decided?**

The age of the student is one criterion used by Queensland schools to make decisions about year level placement. Schools also take into consideration the work undertaken by the student in their previous school, and the student's attributes such as social and emotional competence, physical development and level of knowledge and understanding. The final decision is made by the principal, in consultation with parents/carers, and is not internally reviewable.

**Who can apply for a prospective student's enrolment in a school?**

Applications for enrolment may be made by a 'parent'/carer (as defined in section 10 of the [Education \(General Provisions\) Act 2006 \(Qld\)](#)) if the prospective student is a child, or by the prospective student if they are an adult, and must be made using the approved form ([Application for student enrolment form](#)). However, state school principals may deal with an application for enrolment at the school made by the child if the principal reasonably believes it is in the child's best interests for the child to make the application. This is subject to the principal being satisfied that the child is otherwise entitled to enrol (e.g. meets age and catchment criteria).

**Can a prospective student who is identified as being in care be enrolled as if in-catchment?**

Yes. Prospective students who are in care are entitled to enrol as if in-catchment (as per the [School enrolment management plans procedure](#)), subject to other factors that may affect the prospective student's entitlement to enrol. A prospective student must present with the relevant [supporting documents](#).

**Does the prospective student have to be enrolled using their legal name?**

Yes. A prospective student must be enrolled using their legal name (as recorded on their birth certificate or passport). The legal name will appear on semester reports unless parent/s/carers (or prospective student if mature age or independent) specifically request that the preferred name only is used. If the use of a preferred name is requested, then this is the name that should be used for the student in the school community and on internal school documents such as class rolls.



## What information will schools provide to parents/carers upon enrolment?

Schools develop [enrolment agreements](#) that outline rights, responsibilities and obligations about education at that school. The [Student Code of Conduct](#) and [Student Dress Code](#) are also provided to parents/carers, along with information on policies, programs and services.

## Can a child be enrolled in and attending more than one school?

A child cannot be actively enrolled in and attending more than one school at the same time unless it is part of an approved flexible arrangement, a dual enrolment between a non-state school and a state school for students with disability, or the student is on a charge-related suspension and is continuing their education through a school of distance education.

### *Flexible arrangement*

If it is in the best educational interests of a child, parents/carers may apply for a child to enrol in and attend more than one school simultaneously under an approved [flexible arrangement](#). Such an application can only be approved if it is planned and assessed. There must be a mutual agreement between the two school principals and the parent/carer (if student is of compulsory school age) or the student (if they are in the compulsory participation phase). All evidence to support the flexible arrangement must be fully documented on the forms attached to the procedure, [Flexible arrangements involving an alternative education provider](#).

### *Dual enrolment*

For students with disability, if a dual enrolment arrangement is sought for a Prep-aged student enrolled in a non-state school to access specialist education personnel in a state school, then evidence to support the dual enrolment must be fully documented on the [Dual enrolment of students with disability in state and non-state schools form](#) outlining the reasoning and benefit for the student.

For a dual enrolment of a student with disability between a non-state school and a state special school, the student must meet all criteria outlined in the [Special school eligibility \(“person with a disability” criteria\) policy](#), and the relevant special school must be able to cater for the educational needs of the prospective student. Follow the [Steps associated with dual enrolment between a state special school and a non-state school](#).

### *Charge-related suspension*

Students on [charge-related suspensions](#) may enrol in a school of distance education during their suspension to continue their educational program, but only if approved by the Director-General under s.329 of the [Education \(General Provisions\) Act 2006](#). In these circumstances, the student’s enrolment remains active at both the school at which they were suspended from, and the school of distance education.

## If a student can’t go to school because they (or their family member) are in hospital, can they still continue their education?

Students are eligible to attend a hospital education program if medical authorities indicate that they are likely to be hospitalised for four days or more, have a chronic or acute condition that is anticipated to require more than one period of hospitalisation, if they are regularly in and out of hospital, or if they are a family member of a hospitalised patient who is receiving extended medical attention. Students attending hospital education programs must be enrolled at a base school (state or non-state). The base school maintains enrolment of the student and records the student as absent using the ‘A – School activity’ absence reason code (if a state school) which does not count as an absence, as outlined in [Roll marking in state schools](#). An [exemption from compulsory schooling or compulsory participation](#) is not required

where the student is participating in a hospital education program. The principal of the hospital education program is responsible for providing educational services for registered students, establishing links with the student's base school, and maintaining and providing student data as required. If a child is unable to attend school (hospital education program or base school) for a period longer than 10 consecutive school days, an exemption may be applied for. Refer to [Exemptions from compulsory schooling and compulsory participation](#).

### **Can a student who is subject to a charge-related suspension, short/long suspension, suspension pending exclusion, exclusion, or cancellation of enrolment (compulsory participation phase students only) enrol at another school?**

#### *Suspensions*

Students on [suspension](#) maintain their enrolment at the school until the suspension has expired. Under s.329 of the [Education \(General Provisions\) Act 2006](#), a student may not enrol at another state school during the period of the suspension.

If a parent/carer advises that they are voluntarily ending the enrolment of their child at the school, the school should advise that the enrolment will remain active until the suspension has been completed. This includes students on charge-related suspensions that have no fixed end date.

Students on [charge-related suspensions](#) may enrol in a school of distance education during their suspension to continue their educational program, but only if approved by the Director-General under s.329 of the [Education \(General Provisions\) Act 2006](#). In these circumstances, the student's enrolment remains active at both the school at which they were suspended from, and the school of distance education.

The base school should record absences due to suspensions as follows (refer to Table 2 in the [Roll marking in state schools procedure](#)):

- 'B – Attendance not required' – student suspended with charge-related reasons and who has enrolled at a school of distance education
- 'P – Short suspension' – student is suspended for 1 to 10 days under s.283 of the [Education \(General Provisions\) Act 2006](#)
- 'Q – Long suspension' – student is suspended for 11 to 20 days under s.283 of the [Education \(General Provisions\) Act 2006](#), or for a student with charge-related reasons who has not enrolled at a school of distance education

#### *Cancellation of enrolment*

For students in the compulsory participation phase whose enrolment has been cancelled, the [Cancellation of enrolment](#) notice given to the student and parent/carer will advise of the period that the cancellation will apply, and when the student may apply to re-enrol at the school where their enrolment was cancelled.

Students may apply for enrolment at schools other than where their enrolment was cancelled.

#### *Exclusion from certain state schools or all state schools*

The enrolment of a student who is on suspension pending a decision about [exclusion](#) remains actively enrolled until the exclusion decision has been finalised by the principal. The student's absence from school for this reason should be recorded on the roll as 'R – Suspension pending exclusion', in line with the [Roll marking in state schools procedure](#).



Students who have been excluded from a Queensland state school are entitled to enrol as if in-catchment at a different state school, subject to approval of the Regional Director (refer to the [School enrolment management plans procedure](#)).

Where students have been excluded from *all* Queensland state schools (i.e. all state schools except schools of distance education), they may seek alternative pathways to continue their educational program. Options include, but are not limited to, applying for enrolment at:

- a school of distance education
- a non-state school.

### **When a student changes schools, how is their record transferred?**

Records of students transferring their enrolment from one Queensland state school to another Queensland state school can be accessed by principals through the OneSchool database.

If a prospective student in Queensland is enrolling from a non-state school into a state school (or vice versa), principals are able to request that certain student information is transferred from the old school to the new school via a [Transfer note](#). Parent/carer (or student if mature age or independent) consent is not required for a principal to complete or obtain a Transfer note. Additional information not included in the Transfer note may be sought by the new principal either from the parent/carer (or student if mature age or independent), or from the previous principal with the consent of the parent/carer (or student if mature age or independent).

In cases where a prospective student has moved from interstate, principals, with consent from the parent/carer and the student (if aged 16 years and over), are able to obtain student information from the previous school using the Interstate student data transfer note [protocol](#) and [related forms](#).

### **If a student is in Youth Detention and/or attending the youth detention education and training centre, can the school end their enrolment?**

No. The student's enrolment at their base school must be maintained to ensure they are supported in their education when they transition out of detention. The school should record absences due to being in Youth Detention using the 'B – Attendance not required' absence reason code (refer to Table 2 in the [Roll marking in state schools procedure](#)).

Students attending a youth detention centre's education unit are considered as registered, and not enrolled, because these facilities are not gazetted. The educational units use OneSchool's enrolment process to record students' details since there is no process for registrations available in OneSchool.

### **Can a school end a student's enrolment if they are receiving support from a Regional Youth Engagement Service?**

No. Schools should retain the student's enrolment and continue to record any unexplained absences. This will support the [failure to attend process](#) if this is being undertaken.

Due to the way [Regional Youth Engagement Services](#) (RYES) have been established in OneSchool, a student who is registered with a RYES will appear to have an active enrolment in OneSchool, but this **should not** be used as a reason to end the student's enrolment in a state school.

RYES are not schools and are not physical locations that students attend. Engaging and re-engaging students is the core business and responsibility of schools. However, schools can seek support from RYES to re-engage students as follows:

- Where the student has not attended school for 30 days or more, schools may request the support of the RYES to reconnect students.
- Where the student's non-attendance is less than 30 days, the school may seek support from the RYES. However, the school will be required to demonstrate that they have made every effort to support the student's engagement.

### **In what circumstances will a student's emergency contact be contacted by the school?**

On the [Application for student enrolment form](#), applicants are asked to provide contact details for at least one emergency contact. When nominating an emergency contact, applicants should choose an adult who is likely to be able to reach the student's parent/carer during school hours if asked to do so by the school.

In the event there is a health or safety emergency regarding a student and their parents/carers cannot be reached, the school will contact the emergency contact.

If there are multiple emergency contacts, they will be contacted by the school in the order they were provided on the enrolment form.

The school will not use the emergency contact as a general point of contact.

### **Can a student be released into the care of an emergency contact without parent/carer permission?**

Schools have a duty of care to ensure the safe collection of students from school. The student may only be collected by the emergency contact if the parent/carer has provided written authorisation for that to happen. The authorisation should include explicit instructions about when the emergency contact can collect the student from school (e.g. in case of sickness or injury and the parent cannot be contacted).

Schools should keep a record of consent given by the parent/carer.

### **What information can be reasonably requested to confirm an application for home education registration has been made?**

If the application for full registration for home education (made under [s 208 of the Education \(General Provisions\) Act 2006](#)) is made via the online form or submitted by email, the applicant will receive an automated email response from the Home Education Unit. This response can be provided to the school.

For applications for short-term provisional registration (for a period of 60-days only) that are submitted by email, the applicant will receive an automated email response from the Home Education Unit. This can be provided to the school.

If the application for (full or short-term provisional) registration is submitted by post, an acknowledgement will not be received. However, the principal of the student's school can [email the Home Education Unit](#) to confirm an application has been made.