

Admission procedure

This is a mandated procedure under the operational policy framework. Any edits to this procedure must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

1. Overview

This procedure provides instructions to government schools and preschools on the admission process when accepting an enrolment for a child or young person.

2. Scope

This procedure applies to all department staff when processing applications for admission into a government school or preschool.

This procedure should be read along with the [school and preschool enrolment policy \(PDF 724 KB\)](#) and the:

- [placement procedure \(PDF 788 KB\)](#)
- [registration of interest process \(enrolment\) procedure \(PDF 713 KB\)](#)
- [transfer procedure \(PDF 716 KB\)](#)
- [year level progression and class placement procedure \(PDF 614 KB\)](#).



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4. Detail

4.1. General principles for admission

The following principles apply when accepting a child or young person into any school or preschool:

- make sure admission processes are consistent and transparent
- support the safety and wellbeing of the child or young person
- get appropriate authorisations before admission to the school or preschool.

4.2. Applications

Applications to enrol in a school or preschool can be lodged by:

- a parent, which includes:
- [parents with parental responsibility](#) for a child or young person
- [persons in loco parentis](#) with informal care of a child or young person
- an authorised caseworker on behalf of a [child or young person in care](#)
- a young person as an [independent student](#)
- an [adult student](#).

4.3. Determining authority to enrol a child

Schools and preschools should establish if a person claiming to be a parent has the appropriate authority to enrol the child or young person at a school or preschool. This includes seeking evidence of the:

- person's parent relationship to the child or young person
- primary day-to-day arrangements for the care of the child or young person.

Schools must consider the following factors:

- Does the child or young person primarily reside at their residence (known as home)?
- Do they have all or at least shared ongoing care of the child or young person?
- Do they make day-to-day decisions about the child or young person's care, welfare and development?

The list of types of evidence below are acceptable. Not all will apply to each child or young person's circumstance so parents should provide the most relevant to the school or preschool.

Evidence of the parent relationship and primary day-to-day care arrangements includes, but is not limited to:

- court orders, parenting plans, heads of agreement

- foster care documentation
- birth certificate
- marriage certificate for step parents
- adoption documentation
- where formal care arrangements do not exist, evidence from a third party verifying the person has responsibility for the day-to-day decisions about the child or young person's care, welfare and development. For example, a letter from a government agency, such as the Australian Department of Human Services, Department for Child Protection (DCP), Department of Home Affairs, SA Police, Office for Women, SA Health or registered health professional, such as a social worker who has a relationship with the child or young person.

Generally, parents will have access to documentary evidence or other forms of evidence that can support their application for enrolment regardless of whether there is a formal or informal care arrangement. However, there may be circumstances where they:

- do not have evidence readily available as they are providing care in an emergency situation
- they have not been caring for the child or young person for long enough and as a result cannot obtain the evidence.

In these cases a parent may use a statutory declaration.

Each child and young person's circumstances should be treated on a case-by-case basis and should consider their best interests.

4.4. Parents with parental responsibility

Where a parent has parental responsibility, they can make decisions about their child's education. This means they can decide whether to enrol their child at a preschool or school subject to the terms of any court orders.

Refer to the [signatures and consent](#) section for further information.

4.5. Persons in loco parentis

Persons standing in loco parentis of a child or young person should complete an [informal caregivers statutory declaration \(PDF 261 KB\)](#) (staff login required) stating that:

- they have primary day-to-day responsibility for the care of the child or young person
- the child or young person's primary place of residence is with the person making the declaration
- they authorise caregiving related services for the child or young person allowing the child or young person to participate in activities, such as preschool and school excursions (excluding overnight overseas excursions). Refer to the [consent](#) section for more information.

Before accepting an [informal caregivers statutory declaration \(PDF 261 KB\)](#) (staff login required) the Principal or Director must discuss the child or young person's particular circumstances with the person standing in loco parentis, and if possible all parents with parental responsibility for the child.

The principal or director must note that an [informal caregivers statutory declaration \(PDF 261 KB\)](#) (staff login required):

- is only valid until the child or young person stops living with and being cared for by the person – however the enrolment is valid until the enrolment ends as per the [transfer procedure \(PDF 689 KB\)](#), unless an alternative placement has been approved
- does not give the person legal guardianship, custody or responsibility for the child or young person, unless court orders are obtained to the contrary
- is a sworn statement under the [Oaths Act 1936 \(SA\)](#) and penalties may apply for people who make false declarations to gain entry to a school or preschool. A child improperly enrolled on the basis of false or misleading information may be directed to another school. The SA Government informal relative caregiver's statutory declaration can be accepted if used.

The school or preschool can rely on the declaration as authority to deal with the person directly, about the child or young person's education (including activities requiring consent) if:

- it's satisfied the person has assumed full-time care of the child or young person for the foreseeable future
- the person meets the definition of in loco parentis, as outlined in this procedure.

Where possible the school or preschool should also document any communication (or communication attempts) with all parents with parental responsibility for the child or young person to:

- ensure that they are aware and consent to the arrangement (where possible) and
- explain the reasons for the arrangement.

Circumstances where parents with parental responsibility may not be able to care for their child and there are informal arrangements, include issues such as:

- drugs
- alcohol
- mental health
- incarceration
- working or studying abroad for an extensive period of time
- child safety issues, including domestic violence.

Enrolment requests by a person standing in loco parentis are considered on a case-by-case basis. The principal or director should contact Legal Services at education.LegalRequests@sa.gov.au for advice before accepting the enrolment.

A principal does not need to accept an enrolment from a person claiming to be in loco parentis if, in their professional judgement, the claim is being made for the purpose of gaining a placement for their child in a

non-local school under enrolment pressure or with a Capacity Management Plan (CMP). Refer to [documentary evidence](#) in this procedure for more information.

4.6. Children and young people in care

Children and young people in care must be enrolled by their DCP caseworker, who should be recorded as the enrolling parent 1 on the enrolment form.

Schools and preschools must follow the [admission process for a child or young person in care changing schools](#), when where there is a transfer into or between educational services.

Schools and preschools can proceed with the enrolment process without waiting for the caseworker to sign the enrolment form. However, the principal or director should make sure the enrolment form is signed by the caseworker as soon as possible.

For more information refer to the [DCP website - Who can say OK?](#).

4.7. Signatures and consent

Only one parent is required to sign a child or young person's [enrolment form](#).

However, it is best practice for preschools and schools to get the consent of all parents with parental responsibility before accepting a child or young person's enrolment. This reduces the potential for future disputes about the child's education and one of the parents with parental responsibility later withdrawing the child from the preschool or school.

It may not always be possible to get consent of all parents with parental responsibility for a child or young person. Schools or preschools should make and document enquiries about the parenting arrangements for the child or young person. Documentation should include any reasons why all parents with parental responsibility cannot sign the enrolment form.

The school or preschool should also request parents disclose any court orders relevant to the child or young person (including parenting, recovery or intervention orders). If there are court orders in place, the school or preschool can be guided by the terms of the court orders, which will outline the obligations of each parent for a child or young person.

For help interpreting court orders contact at education.LegalRequests@sa.gov.au.

4.8. Enrolment disputes

If an enrolment is not supported by all parents, the principal or director should consider the general principles for placement set out in the [placement procedure \(PDF 788 KB\)](#). They should also gather all factual information relevant to the circumstances of the child or young person.

This includes:

- the child or young person's primary place of residence
- the child or young person's current parenting arrangements

- any social or family links to the preschool or school.

They can get this information from discussions with all parents with parental responsibility (if possible) and with the child or young person's current government school or preschool (if this applies).

Once the principal or director has considered the child or young person's circumstances, the decision to either accept or refuse the enrolment is ultimately up to them. In determining an outcome, the principal or director can:

- accept the enrolment if the child or young person is new to the South Australian government schooling sector (for example moving from an interstate, overseas or non-government school)
- accept the enrolment if they believe it is in the child or young person's best interests, based on the above factors, to be enrolled at the school or preschool
- maintain the enrolment (status quo) at the child or young person's current school or preschool if dealing with a transfer request from another SA government school or preschool – they can agree to a short-term alternative placement for a temporary period to allow for a pending family court outcome (refer to the [transfer procedure \(PDF 689 KB\)](#) for more information about alternative placements)
- refuse the transfer request from another SA government school or preschool.

If a parent is dissatisfied with the decision, encourage them to seek independent legal advice.

The principal or director must make all parents aware:

- of the reasons for their final decision (which must be documented and stored appropriately)
- that the school or preschool must maintain a neutral position in private family matters, and cannot take sides
- that the decision to accept the enrolment does not remove the legal authority that they, as a parent have for their child. All parents are entitled to appear on the [enrolment form](#) and preschool or school enrolment record, to participate in activities and to access educational information or documents (including reports and newsletters) except where prohibited by a court order
- that they should advise the school or preschool immediately if there are any changes in family circumstances that potentially impacts on their child at the school or preschool. If court orders are obtained a copy of the orders must be provided to the school or preschool as soon as possible.

The decision to accept or refuse an enrolment should be assessed by the principal or director on a case-by-case basis. The principal or director may seek more information from the child or young person's current school or preschool, support services, as well their local education director.

If a principal or director is unsure whether to accept an enrolment request for a child or young person contact Legal Services for advice at education.LegalRequests@sa.gov.au.

For more information about enrolment disputes for separated parents with parental responsibility during the registration of interest process refer to the [registration of interest \(enrolment\) process procedure \(PDF 716 KB\)](#).

4.9. Independent student

A person is generally only considered to be of full legal capacity once they are of or over the age of 18 years.

However, there are circumstances where a young person may find themselves in alternative living arrangements. For various reasons they may wish to make their own decisions about their education without their parents.

A principal can accept a young person's enrolment as an independent student if common law considerations about the young person are taken into account. This includes (but not limited to) their maturity, age (chronological, mental and emotional) and ability to understand the nature and consequence of their decisions. A principal should consider:

- the current living arrangements of the young person
- the circumstances that led to those living arrangements
- whether the parent(s) acknowledges the student's independence
- possible risks to the young person's health and safety
- whether the young person is subject to any court orders
- whether there is any available evidence of independence – such as documented evidence from the schools, or government agencies engaged with the young person.

Each young person's circumstances should be treated on a case-by-case basis and should consider their best interests.

If a young person's enrolment is accepted as an independent student, the principal must ensure appropriate management of school matters about the student. This includes recording emergency contacts for issues arising involving the young person (for example emergency situations, suspensions or exclusions, and consent for camps or excursions).

Principals should seek advice from the department's Legal Services before accepting enrolments from a young person living independently. This includes managing requests by parents who seek information from a school about an independent student.

Principals can email Legal Services at education.LegalRequests@sa.gov.au.

4.10. Information required at admission

When a child or young person is admitted to a preschool or school, a parent must provide the following information on a department enrolment form and provide supporting documentation in a timely manner:

- the child or young person's full name, date of birth and residential address(es)
- any other details as required on the form.

A parent must also provide:

- details of any school or approved learning program and information relating to the academic progress in which their child was previously, or is currently, enrolled – this includes achievement

levels and education history when transferring from interstate or overseas as per the [year level progression and class placement procedure \(PDF 614 KB\)](#)

- any other information as requested including copies of:
- any court orders
- relevant visas (or schools may seek permission to access [Visa Entitlement Verification Online](#) from the Department of Home Affairs) – refer to [check visa details and conditions](#)
- any medical and health care plans
- any other documented evidence for eligibility as outlined in the [school and preschool enrolment policy \(PDF 714 KB\)](#).

Parents enrolling a child in a preschool must provide evidence of their child’s immunisation records.

Parents must notify the school or preschool if there is a change in any or all of the information provided at enrolment.

Schools and preschools should not be using, or sending to parents, school (EMS, EDSAS, EYS or Replink) generated reports for the purpose of updating information. Schools and preschools are encouraged to remind parents of their responsibility to update school records.

If the parent of a child or young person refuses or fails, without reasonable excuse, to provide the school with the information required, the principal may inform them that they may be guilty of an offence and penalties may apply.

Refer to the [school and preschool enrolment form](#) section for more information.

4.11. Documentary evidence

Public agencies, including schools and preschools must ensure the information collected in their systems can be relied upon as trusted and authentic. They must make sure out of date or inaccurate personal information is corrected. These obligations are detailed in the [information management standard \(PDF 434 KB\)](#). The school and preschool will request evidence to make sure the information provided about a child or young person is true and factual before finalising the student’s enrolment.

Documents can be provided either as original documents or as copies of original documents. If a person responsible for child or young person provides original documents, the school or preschool must sight the documents, take a photocopy for the student’s record, and return the original documents immediately.

4.11.1. Name and date of birth of the child or young person

The school or preschool must ask a parent to supply evidence of their child’s full legal name and date of birth. One of the following primary documents will be accepted:

- the child or young person’s official birth certificate or extract
- a passport or travel document such as a visa, citizenship certificate or [ImmiCard](#) (see the [Overseas students](#) section for more information)

- Centrelink or other official government documentation stating the child or young person's name and birth date.

All formal preschool and school documents and the department's education system must refer to the child or young person's correct legal name as it appears on the official identification documents.

If a parent requests (and their child wishes) to use a preferred name on a daily basis, the use of the alternate name is at the principal or director's discretion. When considering the use of a preferred name schools and preschools should consider the following:

- generally the use of a preferred name is limited to the first name. Preferred surnames should not be processed by a school or preschool without official change of name documents
- any decision about a child or young person's preferred name must be documented.

The principal or director may seek further guidance from Legal Services at education.LegalRequests@sa.gov.au if there are any discrepancies between documents provided.

4.11.2. Gender diverse and intersex children and young people

For gender diverse and intersex children and young people, the principal or director must follow the student name and gender identifier change instructions as per the [gender diverse and intersex children and young people support procedure \(PDF 246 KB\)](#).

For information on maintaining gender diverse records school can refer to the [EMS user resources in edit](#) or contact either [ICT Service Desk](#) or data systems at education.DataReportingAnalytics@sa.gov.au.

Contact Engagement and Wellbeing at education.studentdiversityandinclusion@sa.gov.au for more information.

4.11.3. Overseas students

In some cultures, people have only one name, which may have one, two or three syllables and there may be no difference between first names and surnames. When recording names for families from overseas, schools and preschools should ask families how their name should be written (for example, if their single name should be used or repeated).

There may also be difference between what is on official documents and parents advice, often due to how information was recorded overseas. For example, some cultures do not record exact dates of birth and may use '1 January YYYY' as a default date.

To correct these discrepancies:

1. Refer families to the [Refugee Health Service](#) for a comprehensive health assessment. This free, a state-funded service is for all new arrival refugees and asylum seekers who have been in South Australia for less than 12 months.
2. If the ImmiCard details are incorrect, families:
 - Can request a change using the Request for amendment or annotation to personal records (Form 424C) or update details on my ImmiCard, DFTTA or PL056 on the Department of Home Affairs website.

- Must provide official documents to support the change.
- Once approved, will receive a letter confirming the student's accepted age.

Schools and preschools should not use the health assessment as proof of age or identity.

Further information about identity documents for overseas students is available from the [Refugee Council of Australia](#).

Contact the Intensive English Language program or New Arrivals program at education.EALDCurriculum@sa.gov.au for more information.

4.11.4. Inability to provide documentary evidence

When supporting evidence cannot be provided by a parent the principal or director will consider the particular circumstances of each case. The principal or director can request that the parent supply any secondary documents available, such as:

- a SA Child Health and Development record (known as the 'Blue Book')
- baptism, christening
- similar records.

If the parent indicates that there are no primary or secondary documents available as outlined above, or do not supply the information within the period of time specified by the principal or director, the principal or director may obtain a sworn SA Government [statutory declaration \(PDF 253 KB\)](#) under the [Oaths Act 1936 \(SA\)](#) from the parent. This should declare the date of birth of the child, the child's name, and the reasons why such documents are not available.

Parents should be reminded that providing false or misleading information may be grounds for withdrawing an offer for enrolment at the school or preschool.

The principal or director may seek further help from Legal Services at education.LegalRequests@sa.gov.au if a parent is unwilling to supply supporting documents.

4.11.5. Residential address of a child or young person

A parent is required to provide evidence of the child or young person's primary place of residence at enrolment and any time it changes. This refers to the home location where the child or young person is primarily living. The address provided must be residential, not a commercial, postal or mailing address.

As well as determining a child or young person's local school for placement purposes, confirmation of the child or young person's residential address(es) is required under the [Education and Children's Services Act 2019 \(SA\)](#). It also enables the department to meet attendance and child safety requirements.

The following primary documents will be accepted:

Parents who own their residence must provide:

- a copy of the contract of sale for the property (or recent council rates notice)
- a recent gas or electricity bill for that property.

Parents who rent their residence must provide:

- a rental agreement that covers the first 12-months at the school
- a bond receipt lodged with [Consumer and Business Services](#)
- a recent gas or electricity bill for that property.

When a school is under enrolment pressure (or with a CMP), the school will apply the following criteria when confirming local placements:

- During the registration of interest process for children and young people applying to attend the school for the coming school year, the rental agreement must be current and also cover the following 12 months of the child or young person's first year at the school.
- The renting of a room or rooms does not constitute a primary place of residence. Families must rent an entire property.
- A contract of sale or council rates notice on its own is not sufficient documentation as the property may have been purchased but rented to other occupants or may still be under construction.
- If claiming the child or young person lives with a person who does not have parental responsibility, the school may request evidence that the person is the child or young person's guardian. For example with a parenting order from the family court granting the person legal guardianship or custody of the child or young person. This is not required if the principal is satisfied that the child or young person meets the requirements of an informal care arrangement (refer to [persons in loco parentis](#) in this procedure).
- The principal may request documentation in addition to the primary evidence outlined above (for example driver's licence) to verify the child or young person's current living situation.

Stand-alone preschools will require some documents as evidence of the child's primary place of residence within the preschool's local catchment area. Required documents will be identified through the letter of offer to families and should be based on the school criteria for local families and modified for non-local families.

4.11.6. Short-term temporary accommodation

In some situations, short-term residential arrangements may be accepted, or the principal or director may waive the requirement for documentation of a permanent residential address.

For example where a child or young person is suspected of or experiencing [homelessness](#) (staff login required), escaping domestic violence, or Australian Defence Force families in temporary accommodation due to a new posting and may not be able to provide all documentation at the time of enrolment. Refer to the [placement procedure \(PDF 788 KB\)](#) for more information about enrolment offers due to special consideration.

4.11.7. Change of residential address

All schools should request evidence of a child or young person's residential address at:

- the time of enrolment
- each time there is a change of address reported to the school.

However, it's at the principal's discretion if modified evidence (for example a driver's licence) is appropriate for a change of address, such as change of address of a student that is already attending a secondary school.

If a parent does not provide information or documents to verify a new residential address for the child or young person that is reasonably required by the school or preschool about their child, the Chief Executive (or delegate) may request by written notice, such information or documents. Refusal or failure to provide this information, without reasonable excuse, may be an offence subject to a penalty.

4.11.8. Unable to provide supporting documentation

The principal may request secondary documentation when primary documentation cannot be provided.

Secondary sources of official documentation may include, but not limited to:

- a driver's licence
- a utility connection notice
- electoral commission documentation
- historical and current periodic leases
- Centrelink or other official documentation
- a letter from a landlord or agent
- phone, Wi-Fi and water rates bills.

For schools under significant enrolment pressure or on a CMP, the request for secondary documentation may also be applied when the principal is not satisfied that the documentation provided adequately demonstrates the child or young person's residential address. Or if in the principal's judgement, the information provided may be false or misleading to gain entry to the school.

The principal may also request interviews with all parents to discuss their child's living arrangement. In addition to documentation, they may request a sworn SA Government [statutory declaration \(PDF 253 KB\)](#) under the [Oaths Act 1936 \(SA\)](#) attesting that the child or young person's residential address is the place nominated in the application and will be for the foreseeable future.

Where the principal must make a determination of the legitimacy of an application using their professional judgment, no single piece of evidence should be considered conclusive. Parents must be provided with an opportunity to present a range of information to support their circumstances.

When a school is under significant enrolment pressure the following are examples of situations that may cause the principal to make further queries to verify the residential address is within their local area (for example school zone, catchment):

- the current primary school or preschool has a different residential address for the child or young person's siblings
- the address is commercial or been used multiple times by various families at the school
- the property has recently been purchased or rented, but there is no evidence or explanation as to why the whole family is not residing at the new address (for example it's not the family's primary place of residence)
- the family is temporarily residing at the property while they are looking for a permanent address
- the family claims the child or young person is going to live with a friend or relative, while the parents with parental responsibility continue to reside at a non-local (out-of-zone) address not far away and parental responsibility has not been granted to the friend or relative
- after an unsuccessful non-local application through the registration of interest process, the family makes a new application from an address in the local area (for example school zone).

4.11.9. False or misleading documentation

The parents must be advised that providing the school with false or intentionally misleading information about their child's primary place of residence may:

- amount to an offence and be reported to the police
- result in the principal [withdrawing their offer](#) to enrol the child or young person
- result in the Chief Executive (or delegate) directing the student, by written notice, to be enrolled at another school (for example their local school or nearby school with available vacancy).

4.11.10. Withdrawing offer for enrolment

If the principal determines they have been given false or misleading information to gain entry to the school, the principal can withdraw or refuse an offer of enrolment (or allocation through a registration of interest process) before the child or young person starts to attend the school.

The principal must document why they have withdrawn or refused the offer of enrolment. This document should detail how they have made a reasonable attempt to establish the validity of the situation. The principal needs to make sure they have not simply declined the application as it initially raised questions.

The withdrawn application may result in the school encouraging the student to be enrolled at their local school, or the next school with an available place to accommodate the enrolment. Refer to the [placement procedure \(PDF 788 KB\)](#) for more information.

4.11.11. School and preschool enrolment form

Principals and directors must double-check the accuracy of the information on the enrolment form. They must sign the enrolment form to indicate that the enrolment is accepted. For preschools, the principal or director must indicate that they can accommodate the child within the preschool's capacity.

Once the school or preschool is satisfied that they have received all required information and documentation, the school or preschool can confirm the enrolment.

The principal and director should remind parents to inform the school or preschool in a timely manner of any changes to details contained on the enrolment form.

4.11.12. Customisation of enrolment forms

To make sure the department complies with state and federal legislative requirements, schools and preschools are unable to customise the [preschool enrolment form](#) (staff login required) or [school enrolment form](#) (staff login required).

The forms are in PDF format and are only available for download from the intranet and the department's electronic system. Schools and preschools should not place a copy of the department's approved enrolment forms on their websites.

An enrolment form should only be provided when enrolment at the school or preschool is being offered.

Schools and preschools may request changes to the enrolment forms by contacting ICT services at education.SIS@sa.gov.au or [raise a ticket with the ICT service desk](#) (staff login required). The Schools and Preschools division considers these requests and the forms annually.

Schools or preschools can include their own introduction cover letter with their logo or letterhead with the department's enrolment form.

Schools and preschools will be notified of any amendments to the enrolment forms and must adopt the new version of the form when enrolling any new students into the school or preschool.

4.12. Pre-enrolment interview

Schools and preschools can arrange a pre-enrolment interview with parents once a place is offered. The pre-enrolment interview should be conducted with a member of the leadership group. For larger entry intakes, the school or preschool may offer the opportunity for families to attend a pre-enrolment information session.

Schools and preschools should make sure informed consent is provided about storing and using personal information. The pre-enrolment interview for late transfers during the school year should be conducted in a reasonable time frame to make sure a child or young person's education is not disrupted. Refer to the [transfer procedure \(PDF 689 KB\)](#) for more information.

4.12.1. Privacy of information

The disclosure of personal information held by schools, preschools and the department is regulated by:

- the [Education and Children's Services Act 2019 \(SA\)](#)
- the Department of the Premier and Cabinet (DPC) circular [PC012 – Information Privacy Principles \(IPPS\) Instruction \(PDF 643 KB\)](#)
- the [Public Sector \(Data Sharing\) Act 2016 \(SA\)](#)
- and the SA Government's [information sharing guidelines for promoting safety and wellbeing \(ISG\) \(PDF 1.5 MB\)](#).

All personal information including documentary evidence collected at enrolment is for the purpose of:

- student administration and communication
- reporting
- student welfare
- other matters about the coordination of the enrolment
- updating information provided on the enrolment form.

Schools and preschools must make sure information is used only for its intended purpose and is stored securely, kept private and remains confidential.

Schools and preschools must not disclose personal information about a child/ young person or parent to a third party without the consent of the parent who provided the information, unless required to do so:

- by a law of the State or Commonwealth
- as permitted by the IPPS
- in line with the department's [information sharing guidelines for promoting safety and wellbeing procedure \(PDF 387 KB\)](#).

Schools and preschools must adhere to the government's [operational records disposal schedule \(PDF 501 KB\)](#) and agency records disposal schedules when archiving records.

Further information about [information privacy](#) obligations and information sharing is available on the department intranet or schools and preschools can contact Legal Services at education.LegalRequests@sa.gov.au.

4.12.2. Completing the enrolment form

All parents should be recorded on the school enrolment form under 'enrolling parent' (1 or 2) and should sign the enrolment form. This does not apply if a parent is unknown or unavailable, has had their parental responsibility removed by a court, primary care has been assumed by another 'parent' (for example person standing in loco parentis) or authorised to another party (such as DCP caseworker for child or young person in care).

All other persons providing some level of care for the student (for example a step-parent) can be recorded as 'other person with responsibility for student' on the enrolment form. This is necessary so parents for a child or young person are clearly identifiable to the school or preschool. It also allows schools and preschools to determine who is entitled to make decisions for the child or young person and who is responsible for materials and services recovery.

Completing the enrolment form is different for independent or adult (18 years and over) students.

Where a parent makes themselves known to the school at a later date, after verifying their relationship with the child and providing appropriate photo ID, the school should ask that parent to complete an enrolment form as 'enrolling parent 2'.

4.12.3. Help for families from non-English speaking backgrounds

Schools and preschools can access interpretation and translation services if English (including Aboriginal languages) is not a parent's, or an independent student's, first language. Where required, interpreters must be made available when completing registration and enrolment forms and pre-enrolment interviews. This is to make sure parents, or independent students provide informed consent during the enrolment process and the relevant information or documentation required by the school or preschool.

Refer to the [translating and interpreter services](#) (staff login required) process or contact EALD cultural and bilingual support at education.EALD@sa.gov.au for more information.

4.13. Consent

Schools and preschools must obtain [informed consent](#) from parents in relation to:

- the use and taking of images of the student and their work (including group images) as per the [consent to use media and creative work procedure \(PDF 192 KB\)](#) (staff login required)
- the sharing of key information in relation to the student (i.e. name, date of birth, class, student ID) with external service providers for the [production of a student concession card](#) (staff login required).
- the appropriate use of internet services by students, including a school laptop, or bring your own device (BYOD) agreements. The [acceptable use acknowledgement form for managed BYOD \(PDF 119 KB\)](#) (staff login required) must be read, acknowledged and signed by all students and parents before the connection and use of managed BYOD devices on school networks.
- the use of [generative artificial intelligence \(AI\)](#) (staff login required) tools

Note: schools should contact Legal Services at education.LegalClaims@sa.gov.au before establishing any device program to manage potential liability issues, regardless of whether the device is preselected or a pre-bought device by the parent.

- viewing material deemed suitable by the teacher and school administration (for example Parental Guidance (PG) movies) as per the [selecting and using resources for educational purposes guideline \(PDF 626 KB\)](#)
- allowing children and young people to leave the school or preschool grounds with appropriate

supervision for excursions (including routine outings), overseas travel, camps, homestay and activities with inherent risk as per the [camps and excursions policy \(PDF 665 KB\)](#), [camps and excursions procedure \(PDF 856 KB\)](#), [overseas travel policy \(PDF 626 KB\)](#) (staff login required) and [overseas travel – student excursions procedure \(PDF 574 KB\)](#) (staff login required)

- allowing the school or preschool to seek support and expert advice from [student support services](#) (staff login required)
- allowing children to be dismissed early from school as per the [organising the school and preschool year, closure days and early dismissals procedure \(PDF 645 KB\)](#)
- allowing staff to act as per agreed [health care plans](#) and administer medication as per the [medication management procedure \(PDF 267 KB\)](#)
- allowing the choice not to participate in planned religious activities or receiving pastoral care as per the [National Student Wellbeing Program procedure for schools \(PDF 589 KB\)](#) and [religious activities in schools and preschools policy \(PDF 134 KB\)](#) (staff login required).

Department consent form templates are available for:

- [publishing media and creative work of children, students and the community](#) (staff login required)
- [camps, excursions, sporting or adventure activity \(ED170\) \(DOC 1.2 MB\)](#) (staff login required)
- [student support services \(PDF 580 KB\)](#) (staff login required)
- [health and complex needs support and management](#)
- [Chief Executive approved early dismissals \(DOC 75 KB\)](#) (staff login required)

4.14. Preschool enrolment authorisations

Preschools must obtain appropriate authorisations from parents to comply with the [Education and Care Services National Law](#).

The [Education and Care Services National Regulations](#) require parents to provide authorisation as part of their child's enrolment record as per the [acceptance and refusal of authorisations policy \(PDF 578 KB\)](#) (see the 'matters that require authorisation' section).

Preschools can seek emergency medical assistance for a child without seeking further authorisation from the parent.

Preschools must confirm the identification and authorisation of unknown parents or authorised nominees before releasing the child into their care.

Additional authorisations are required for the administration of camps and excursions as per the [camps and excursions policy \(PDF 665 KB\)](#), [camps and excursions procedure \(PDF 856 KB\)](#) and medications as per the [medication management procedure \(PDF 267 KB\)](#).

Matters requiring authorisation cannot occur unless an authorisation form has been correctly completed and appropriately signed. All authorisation forms received from families must be checked for completion and double-checked that the authoriser is the nominated parent as identified on the enrolment form.

Where the authorisation is incomplete or unsigned, the form should be returned to the parent for correction.

All authorisation forms must be filed with the child's enrolment form.

4.15. Admission process for a child or young person in care changing schools

4.15.1. 1. Identifying an educational placement

Note: Outside of the registration of interest process for major enrolment intakes, the following process should be followed in relation to children or young people in care transferring between schools.

4.15.1.1. DCP (case worker)

- Discuss the educational needs and school options with the child or young person, carer and current school if appropriate.
- Complete the [education information for a child or young person in care form \(DOCX 94 KB\)](#) (staff login required).
- Forward the [education information for a child or young person in care form \(DOCX 94 KB\)](#) (staff login required) to the [local Student Support Services](#).
- Contact the local Student Support Services to discuss the child or young person's educational needs.

4.15.1.2. Student Support Services

- Following receipt of the [education information for a child or young person in care form \(DOCX 94 KB\)](#) (staff login required), Student Support Services will gather education history.
- If required the nominated service provider will forward and ensure completion of the [school transfer information for a child or young person in care form \(DOCX 69 KB\)](#) (staff login required).
- The service provider will seek relevant information and reports from DCP (such as allied health reports).
- Contact the school to confirm transfer for child and organise enrolment meeting with the DCP caseworker, carer and nominated Student Support Services staff, if appropriate.
- Where there are no enrolment complexities, Student Support Services and the principal may agree that the school take the lead to facilitate the enrolment process.

4.15.1.3. Timeline

These actions must happen within 1 to 5 days within Student Support Services receiving the education information form for a child or young person in care.

4.15.2. 2. Enrolment meeting

4.15.2.1. DCP

- Share relevant information to support the child or young person's enrolment (for example academic, development, trauma, behavioural and medical assessments).
- Complete a part-time exemption form where part-time attendance has been negotiated.
- Complete and sign the enrolment form.

4.15.2.2. Student Support Services

- The team manager will ensure service providers are available to attend the enrolment meeting.
- Share relevant information to support the child or young person's enrolment (for example academic, development, trauma, behavioural and medical assessments).
- Discuss information provided in the [school transfer information for a child or young person in care form \(DOCX 69 KB\)](#) (staff login required).
- Support the development of an Education Plan/One Plan [personalised learning plan](#) (staff login required) by identifying supports required for the student.
- With the Principal, identify any additional funding support requirements for the child or young person. This will include new applications that may require submission to the [Inclusive Education Support Program](#) (IESP) (staff login required).

4.15.2.3. Principal

- Ensure the enrolment form is completed and details entered into the department's electronic student data management system.
- Identify and communicate agreed starting date for the child or young person.
- Apply for student support funding (in partnership with Student Support Services staff) if the child requires support to access the curriculum. Refer to IESP.
- Organise an induction process for child or young person and carer.

4.15.2.4. Timeline

Within 2 weeks after Student Support Services receiving education information for a child or young person in care unless an alternative timeframe is negotiated between DCP and Student Support Services.

4.15.3. 3. Education Plan meeting

4.15.3.1. DCP

- Provide all relevant information including, social, developmental screenings and psychological and intellectual assessments (including those undertaken by DCP psychologists).

4.15.3.2. Student Support Services

- Ensure all relevant information has been collected from previous educational settings to support the development of an IEP or [One Plan](#) (staff login required).
- Work with the school to ensure required assessments are completed prior to the Education Plan meeting.
- Complete a pre-One Plan document prior to meeting, including academic goals based on prior assessments.
- Assist with the completion of the [One Plan](#) (staff login required).

4.15.3.3. Principal

- Work with Student Support Services to make sure all assessments are completed before the Education Plan meeting, if possible. Where the assessments cannot be completed prior to the education plan meeting, to avoid delays, the meeting should still proceed and any new information can be considered and added as required. Note: PAT R, PAT M, Phonics screen only needs to be completed if they have not been completed at the previous school.
- Complete the [One Plan](#) (staff login required).
- Identify a review date for the One Plan. The initial document must be reviewed after 6 months at the new school and then annually or as required in consultation with DCP.

4.15.3.4. Timeline

Within 4 weeks of the child or young person commencing at the school.

5. Roles and responsibilities

5.1. Parents

Make sure an enrolment form is completed correctly, and the necessary supporting documents are supplied as requested by the school or preschool.

Ensure all information provided is true and factual.

Advise the school or preschool immediately if there are any changes in family circumstances or authorisations that potentially impact their child at the school or preschool.

5.2. Principal or Preschool Director ('Director')

Manage the day-to-day operations of the school or preschool.

Make sure parents have appropriate authority to enrol the child or young person at a school or preschool.

Maintain accurate records and complete data and ensure its correct storage and release.

Manage admission to the school or preschool in a transparent manner without discrimination or prejudice, and in the best interests of the child or young person.

Comply with and apply admission requirements outlined within this procedure.

5.3. Education Director

Make determinations about enrolment disputes that cannot be resolved at the school or preschool level.

Make sure principals and directors act in line with instructions set out by departmental policies and procedures.

5.4. Schools and Preschools

Make sure that this procedure is compliant and up to date with relevant legislative and state government obligations.

Monitor, evaluate and review this procedure and the departmental enrolment forms.

5.5. Department for Child Protection (case worker)

Work with the carer, student and the local Student Support Services to determine the child or young person's preschool or schooling options and education support requirements.

Complete registration of interest and enrolment forms as required.

6. Definitions

6.1. admission

The administrative process of enrolling or being allowed to enrol at a school and preschool.

6.2. adult student

A student who is 18 years of age or over. Any action required of a parent in this procedure may be done by an adult student on their own behalf.

Excludes those students who turned 18 years during their studies at school.

6.3. best interests of a child or young person

Consideration of the long-term and short-term welfare concerns for a child or young person, such as their safety and wellbeing, intellectual, cultural, social and emotional needs, aspirations and abilities.

6.4. capacity management plan (CMP)

A specific enrolment policy approved by the Minister. It allows a school to restrict enrolments, including those in their zoned area. The CMP is established in line with the [Education and Children's Services Regulations 2020 \(SA\)](#).

6.5. caseworker

A person allocated to children in care by the Department for Child Protection DCP.

6.6. child or young person

Person under 18 years of age.

6.7. children and young people in care

Where a child or young person is the subject of a custody or guardianship order, under the [Children and Young People \(Safety\) Act 2017 \(SA\)](#). This includes the following care arrangements:

- where a child or young person is under the custody or guardianship of the Chief Executive of the Department for Child Protection
- where there is an order granting a specified person care of a child (previously referred to as Other Person Guardianship)
- Voluntary Custody Agreements
- Where a child or young person is under registered child protection orders from other states.
- Where a child or young person is an unaccompanied refugee minor under the [Immigration \(Guardianship of Children\) Act 1946 \(Cth\)](#) with guardianship delegated from the Minister for the Department of Home Affairs to the Chief Executive of the Department for Child Protection.

6.8. enrolment pressure

When demand from families for enrolment is greater than places available at the school or preschool.

6.9. entitled preschool program

An approved early childhood educational program delivered by a qualified early childhood teacher to children in the year before they start schooling, or as defined within the [Education and Care Services National Regulations 2011](#).

Preschools may also be referred to as a kindergarten, school-based preschool, Children's centre, children's centre for early childhood development and parenting, early learning centre, child parent centre, childhood service centre or integrated children's centre.

Under the [National preschool reform agreement](#) a child may attend a preschool for 600 hours in the year before starting full time school delivered over 40 weeks across 4 terms. Aboriginal children or children who are or have been in care are entitled to commence a preschool program any time following their third birthday and are not limited to major enrolment intakes.

Variations to a preschool entitlement, including withdrawal, may be approved by the Lead Director, Preschools and Early Childhood Services on a case-by-case basis.

6.10. guardian

A person who has legal guardianship or custody of a child.

When a child in care is placed under the guardianship of the Chief Executive by court order, the Chief Executive is the lawful guardian of the child or young person. The DCP case worker is responsible for making sure a child or young person is enrolled in school. For more information see the [Department for Child Protection \(DCP\) website](#).

6.11. independent student

A student under the age of 18 years who has been assessed and determined by the principal as living separately and independently from their parents.

6.12. informed consent

This is not just a form or a signature, but a process of information exchange that takes place between parents and the school or preschool. Parents should be given adequate time and information when reviewing a consent form before the scheduled activity and have the opportunity to ask questions before signing.

6.13. in loco parentis

A person acting in a parental style relationship with a child, where the person has intended to place themselves in the position of a parent toward a child and has assumed the same duty and authority as a parent with respect to the nurturing, control and protection of a child. A person in loco parentis may include a person:

- in a de facto relationship with a child's biological parent where they have assumed responsibility for the child
- who has taken over care of a child after the death of both biological parents, or where there has been a family breakdown and the child is estranged from both biological parents
- who is a kinship carer for the child / children
- in an informal fostering arrangement.

This person does not have to assume any or all financial responsibility for a child to satisfy this definition.

6.14. misleading

Knowingly making a false statement, omitting or intentionally concealing information or creating a false impression to gain entry into a school or preschool.

6.15. parent

For the purposes of this procedure, the term 'parent' refers to all persons responsible for the child. A person responsible for the child means a person who is the child's:

- biological parent, adoptive parent or other person recognised as a parent if the child was conceived following a fertilisation procedure or under a surrogacy arrangement
- guardian
- person standing in loco parentis.

This does not include a person who has had their legal custody, guardianship or responsibility for the child removed by a court, Act or law. As an example, a biological parent who has had their custody, guardianship or parental responsibility, or guardianship for the child removed by a parenting order made under the [Family Law Act 1975 \(Cth\)](#) is not a person responsible for the child.

6.16. parental responsibility

Refers to all the duties, powers, responsibilities and authority which, by law, parents have in relation to children. It includes responsibility for the daily care and control of a child and the long-term welfare of a child. Each of the parents (within the meaning of the [Family Law Act 1975 \(Cth\)](#)) of a child under the age of 18 share parental responsibility for the child, subject to any parenting order that provides otherwise.

6.17. place of residence

The permanent residential home in which the child or young person primarily lives in South Australia.

Children or young people in shared care arrangements may have more than one primary place of residence (home).

6.18. registration of interest

A formal expression for a child or young person to apply to enrol to attend a school or preschool for the coming enrolment intake. This is not an enrolment but an application process.

6.19. school zone

A defined geographic boundary surrounding a school from which the school accepts its core intake of students. School zones are a tool that help schools manage enrolments within their school enrolment capacity and make sure local families have priority access to their local school.

Where a school zone description states ‘bounded by’ or ‘within’ it means residential addresses on the inside of a boundary are considered in the zone (for example one side of the road). Addresses on the other side of the boundary are generally not included (unless the description refers to ‘both sides’ of a road).

6.20. shared care arrangements

Children or young people who spend specific amounts of time with each parent are considered to be in a shared care arrangement. Each parent with care for the child may spend an amount of time with the child throughout the year, depending on what has been agreed to by the parties or allocated by a court.

6.21. transfer

The act or process of moving a student from one school or preschool to another.

6.22. visa sub-class

To enter Australia all temporary visitors to Australia who are not an Australian citizen are required to have a valid visa or electronic travel authority (ETA) issued by the Department of Home Affairs.

A visa sub-class is the classification of visa type the person has been authorised to lawfully enter Australia.

7. Supporting information

[Department for Child Protection – Who can say OK?](#)

[Comprehensive Health Assessments for people from refugee and asylum-seeking background \(PDF 184 KB\)](#)

[Refugee Health Service](#)

7.1. Related legislation

[Children and Young People \(Safety\) Act 2017 \(SA\)](#)

[Education and Children’s Services Act 2019 \(SA\)](#)

[Education and Children’s Services Regulations 2020 \(SA\)](#)

[Education and Care Services National Regulations](#)

[Education and Care Services National Law](#)

[Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(SA\)](#)

[Family Law Act 1975 \(Cth\)](#)

[Immigration \(Guardianship of Children\) Act 1946 \(Cth\)](#)

[Oaths Act 1936 \(SA\)](#)

[Public Sector \(Data Sharing\) Act 2016 \(SA\)](#)

[State Records Act 1997 \(SA\)](#)

7.2. Related policies

[Belonging, Being and Becoming: The Early Years Learning Framework \(EYLF v2.0\) \(PDF 25 MB\)](#)

[Camps and excursions policy \(PDF 665 KB\)](#)

[Camps and excursions procedure \(PDF 856 KB\)](#)

[Consent to use media and creative work procedure \(PDF 192 KB\)](#) (staff login required)

[Gender diverse and intersex children and young people support procedure \(PDF 246 KB\)](#)

[Information sharing for promoting safety and wellbeing procedure \(PDF 387 KB\)](#)

[Medication management procedure \(PDF 267 KB\)](#)

[National Student Wellbeing Program procedure for schools \(PDF 589 KB\)](#)

[Organising the school and preschool year, closure days and early dismissals procedure \(PDF 645 KB\)](#)

[Overseas travel policy \(PDF 626 KB\)](#) (staff login required)

[Overseas travel – student excursions procedure \(PDF 574 KB\)](#) (staff login required)

[Placement procedure \(PDF 788 KB\)](#)

[Registration of interest \(enrolment\) process procedure \(PDF 716 KB\)](#)

[Religious activities in schools and preschools policy \(PDF 134 KB\)](#)

[School and preschool enrolment policy \(PDF 714 KB\)](#)

[Selecting and using resources for educational purposes guideline \(PDF 626 KB\)](#)

[Supporting gender diverse, intersex and sexually diverse children and young people policy \(PDF 255 KB\)](#)

[Transfer procedure \(PDF 689 KB\)](#)

[Universal 3-year-old preschool enrolment policy \(PDF 669 KB\)](#) (staff login required)

[Year level progression and class placement procedure \(PDF 615 KB\)](#)

8. Record history

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8.1. Approvals

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File number: DE25/11310

Status: approved

Version: 1.7

Policy Officer: Manager, Enrolment Policy

Policy sponsor: Lead Director, Priority Learners
Responsible Executive Director: Deputy Chief Executive, Schools and Preschools
Approved by: Lead Director, Priority Learners
Approved date: 19 December 2025
Next review date: 19 December 2028

8.2. Revision record

Version: 1.7

Approved by: Lead Director, Priority Learners
Approved date: 19 December 2028
Review date: 19 December 2028

Amendment(s): Updated hyperlinks for policies on public facing webpage. Additional detail to clarify documentation for overseas students, especially for new arrivals and refugees.

Version: 1.6

Approved by: Lead Director, Priority Learners
Approved date: 5 November 2024
Review date: 5 November 2027

Amendment(s): Update to reflect realignment of the Office for Early Years into Partnerships, Schools and Preschools division and renaming the division to Schools and Preschools. Update to the departmental 'informal caregivers statutory declaration' due to amendment to *Oaths Act 1936* and new consent for the provision of student concession cards added to Consent section for parents.

Version: 1.5

Approved by: Lead Director, Priority Learners
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Review date: 5 March 2027

Amendment(s): Update to reflect changes to GDS 22 which has been superseded and replaced with RDS-2023-14 v1.0. Updated hyperlinks to school enrolment forms and the 'Early Years Learning Framework for Australia'. Updated business units in roles and responsibilities and amended definitions to be consistent with enrolment policy.

Version: 1.4

Approved by: Lead Director, Priority Learners
Approved date: 31 January 2024
Review date: 31 January 2027

Amendment(s): Updated hyperlinks.

Version: 1.3

Approved by: Director, Conditions for Learning
Approved date: 6 April 2022
Review date: 6 April 2025

Amendment(s): Updated terminology and minor amendments, including the removal of year 7 into high school and references to year 8.

Version: 1.2

Approved by: Director, Conditions for Learning

Approved date: 16 April 2021

Review date: 16 April 2024

Amendment(s): Incorporated new amendments to *Education and Children's Services Act 2019* requirements.

Version: 1.1

Approved by: Executive director, Partnerships, Schools and Preschools

Approved date: 24 June 2020

Review date: 24 June 2023

Amendment(s): New branding applied to document, published as HTML document on EDi, edited for plain English in consultation with Online Communications. Incorporated new *Education and Children's Services Act 2019* and Education and Children's Services Regulations 2020 requirements.

Version: 1.0

Approved by: Chief Operating Officer

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Review date: 16 April 2022

Amendment(s): New document amalgamates 'school and preschool enrolment procedure' related to the admission processes. Replaces the previous 'preschool enrolment procedure' and previous 'school enrolment policy' which now comprises a policy and suite of procedure documents.

9. Contact

Priority Learners Directorate

Email: Education.SchoolsandPreschools@sa.gov.au