1. **Scope (audience and applicability)**

These administration procedures applies to departmental employees involved in determining School Home-Areas and those responsible for their implementation in primary, secondary and combined schools. Senior secondary schools currently sit outside this procedure.

These procedures should be read in conjunction with the Enrolment, Attendance and Participation Policy and the Enrolment of Students in Out-of-Home-Area School Procedure.

2. **Purpose**

To outline the process for determining School Home-Areas and the associated roles and responsibilities and to ensure administrative arrangements are in place to support the Enrolment, Attendance and Participation Policy.

3. **Definitions**

**Home-Areas:** a geographical area from which a school is able to draw its enrolment. These are determined by the Department of Education for all schools, except the eSchool, and are based upon current demographic information.

**Local Home-Area:** is the School Home-Area where the student's home is situated.

**Out-of-Home-Area school:** a school that is outside the School Home-Area in which the child resides.

**Parent:** the term parent will be used for brevity, but also applies to the person who has legal responsibility for the care of the student.

4. **Determination of School Home-Areas**

Through the *Enrolment, Attendance and Participation Policy*, the determination of School Home-Areas is the responsibility of the Early Years and Schools division of the Department of Education.

School Home-Areas are based upon the location of current school building infrastructure and demographic information.

School Home-Areas have been determined to manage enrolments to schools and to ensure that there is an efficient and effective use of public resources. From 2015 there will be no shared School Home-Areas for primary schools.

(NB: Exception - there is one School Home-Area that is shared by Sandy Bay Infant School and Waimea Heights Primary School)
4.1. Process
   a) A School Home-Area will be determined for each Department of Education primary and combined school.

   b) For secondary schools, School Home-Areas are determined by allocating primary schools to an associated high school.

   c) On a five year cycle, primary and combined School-Home-Areas are determined using the following criteria agreed to by the School Home-Area Reference Group:

      - current school building infrastructure and current utilisation
      - student current home address and current student enrolment data
      - recent school closures and amalgamation decisions
      - road and transport infrastructure
      - distance of home address to local school
      - natural geographic boundaries

   d) Revision to School Home-Areas will be approved by the Secretary.

4.2. Student Enrolment Information
   e) A student’s permanent and primary place of residence determines the school in which a student is entitled to be enrolled. (Acceptable sources of evidence include a statement from a financial institution, a utility provider, council rates notice, rent or lease agreement, Australian Taxation Office assessment, or a Certificate of Title)

   f) Students whose primary residential address is within the Local-Home-Area of a school will make up the majority of the school’s enrolment.

4.3. Timeframes
   g) The department will review School Home-Areas every five years and areas may be modified in light of this review. These reviews will not impact upon students currently enrolled at the school but all new enrolments may be affected. Once decisions about new School Home-Areas have been made, the decisions will be implemented from 1 January of the following year.

   h) Where a school is in the process of amalgamating or closing, the consultation with the school community will include proposed School Home-Area changes. Once a decision about the new School Home-Area has been made, the decision will be implemented from 1 January of the following year or in line with the proposed amalgamation/closure process.

4.4. Publication
   i) General School Home-Area information will be published on the Department of Education internet site. Specific School Home-Area maps and associate school information will be published on schools’ internet sites.
5. Roles and Responsibilities

| Secretary is responsible for: | • Ensuring that the Education Act 1994 is adhered to.  
• Ensuring that School-Home-Area information is used to manage enrolments and to ensure the most effective use of public money.  
• Approving changes to School Home-Areas. |
| Deputy Secretary (Early Years and Schools): | • Overseeing the School Home-Area Administrative Procedures and the determination of the Home-Areas.  
• Undertaking a biennial audit of school enrolments to monitor the implementation of these procedures.  
• Notifying schools of any changes to School Home-Areas.  
• Strategically managing risks associated with these procedures. |
| General Managers and Principal Network Leaders are responsible for: | • Ensuring that principals are familiar with the policy and procedures in this area.  
• Ensuring that principals are informed of changes to their School Home-Area map and the list of associated schools. |
| School principals are responsible for: | • Adhering to the *Enrolment, Attendance and Participation Policy* and associated procedures.  
• Ensuring that priority is given to Home-Area enrolments.  
• Consulting with relevant principals in the implementation of policy documentation.  
• Ensuring that relevant school staff are familiar with these procedures.  
• Ensuring that Out-of-Home-Area enrolments are only accepted if there is capacity after catering for the Local Home-Area students and ensuring that, at the commencement of a school year, there is a 5% buffer in their enrolment numbers to ensure places for eligible local children throughout the year. |
| Parents are responsible for: | • Being aware of their school’s Local Home-Area.  
• Being aware that their child is entitled to be enrolled in their home area school. |
6. Risk Management

The Deputy Secretary (Early Years and Schools) is responsible for managing the risks in this area.

7. Associated Documents and Materials

The following documents are available from [www.education.tas.gov.au](http://www.education.tas.gov.au) (Search for the Doc ID)

- Education Act 1994
- [Enrolment, Attendance and Participation Policy](http://www.education.tas.gov.au) (Doc ID: TASED-4-1212)
- [School Enrolment Procedures](http://www.education.tas.gov.au) (Doc ID: TASED-4-1215)
- [School Attendance Procedures](http://www.education.tas.gov.au) (Doc ID: TASED-4-1214)
- Enrolment of Students in Out-of-Home-Area Schools Procedures (Currently in Draft)

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Authorised by: Liz Banks  
Position of authorising person: Deputy Secretary, Early Years and Schools  
Date authorised: Insert date  
Developed by: Strategic Policy and Planning  
Date of last review: Insert date  
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This document replaces: Insert previous policy/procedure/document