Timeline: 

School Enrolment/transfer for Prospective Students in 2015

This timeline should be read in conjunction with the Parent/carer guide to enrolment/transfer for ACT public schools

28 April 2014 
Enrolment starts for 2015 school year. Forms available at Application to Enrol in an ACT public school
School Enrolment Management Plan completed

30 May 2014 
Applications for Enrolment/Transfer in 2015 closing date

2-6 June 
Schools process applications.

9-13 June 
Schools unable to make offers email applications to the designated school enrolment email box of the next choice school.
Schools who receive applications that do not include a 2nd or 3rd choice and are unable to accept send email to the enrolment email box of the Priority Enrolment Area school. NSW applications are to be forwarded to the Office for Schools for offers in another ACT school.

16 June 2014 
Offers of enrolment dispatched by schools. The template letter of offer enclosed.

27 June 2014 
Parents and carers advise schools of student’s acceptance of offer.
Enrolment conditional on presentation of appropriate documents.

4 July 2014 
Applications for Review of decision by school closing date.
Reviews to be sent to the principal of the school where the application was unsuccessful.

25 July 2014 
Review decisions dispatched to parents. Information on Appeals Process enclosed. Please send appeals to:
Letters of Appeal
Office for Schools
PO Box 158
CANBERRA ACT 2601
or email: officeforschools@act.gov.au

8 August 2014 
Appeals closing date

13 August 2014 
Appeal Panel convenes

19 August 2014 
Decisions of Appeal dispatched for parents and carers.

- Ongoing - Applications continue to be received by schools and processed.
- Ongoing - Priority Enrolment Area students placed in designated school.
- High demand schools make second round offers for out-of-PEA students (ACT only) after appeal decisions.