Timeline:

School Enrolment for Prospective Students in 2015

This timeline should be read in conjunction with the Enrolment of Students in ACT Public Schools Procedures

28 April 2014  Enrolment starts for 2015 school year. Forms available at Applications for Enrolment of Student in ACT Public Schools School Enrolment Management Plan completed and on school website

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. Principals who make an offer of enrolment send the template letter of offer.


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.