# Timeline for ACT public school enrolments/transfer for the 2017 school year\*

| **Timing** | **What** |
| --- | --- |
| Phase 1 - Enrolment application period | |
| 8:00am 26 April - Midnight 27 May 2016 | The online enrolment application form can be accessed from the Education Directorate’s website [www.det.act.gov.au](file:///\\act.gov.au\education\decs\Governance%20and%20Assurance\Liaison%20Unit\ENROLMENT\enrolment%202016%20to%202017\www.det.act.gov.au) |
| Phase 2 – Enrolment processing period | |
| 30 May – 23 June 2016 | Applications processed by schools. |
| 24 June 2016 | Offers of enrolment sent to all parents/carers \*\*.  This offer will be sent from the school offering enrolment and will list any school preferences that were unable to be accommodated. |
| Phase 3 – Response to enrolment offer period | |
| 27 June – 22 July 2016 | Parent/carer accepts offer of enrolment and arranges to visit the school with the relevant documentation.  Where an application for enrolment has been declined a parent/carer may request a review of the enrolment decision directly with the relevant school.  Requests for review close on 22 July 2016. |
| Phase 4 – Review period | |
| 25 June – 29 July 2016 | Schools consider requests for review of declined enrolments.  Review decisions sent by 29 July 2016\*\*. |
| Phase 5 – Appeal period | |
| 12 August 2016 | Where a request for a review of an enrolment decision has not been successful, parents/carers may appeal this decision with the Directorate.  Closing date for appeals is 12 August 2016. |
| 2 September 2016 | Appeal decisions sent by 2 September 2016\*\*. |

\*Applications for enrolment or transfer for 2016 can be made throughout 2016.

\*\*Offers of enrolment, reviews of decisions and appeal decisions are sent by email to the email address supplied on the online enrolment form. Where an email address is not provided a letter will be posted to the applicant’s home address.