# Draft public notice advertising details of pre-enrolment procedures and subsequent balloting procedures

**For a school with a multiple pre-enrolment periods**

Enrolment at the school is governed by an enrolment scheme, details of which are available from the school office.

The board has determined that < *state number* > places are likely to be available for out-of-zone students next year. *(Alternatively state the number of places likely to be available at particular levels within the school.)* The exact number of places will depend on the number of applications received from students who live within the school’s home zone.

*If appropriate add:* The school operates an approved special programme for <*state name*> and expects that there will be about <*number*> places available in the programme for out-of-zone students next year.

Next year there will be <*state number>* enrolment periods. The first enrolment period runs from <*first day of school in the new year*> to <*last day of term 1, or last day of term 2, or whatever is decided*>.

For students seeking enrolment within the first enrolment period, the deadline for receipt of applications for out-of-zone places is < *state date* >. [This includes students applying to be treated as in-zone students under transition provisions.]

Parents of students who live within the home zone and intend enrolling their child at any time during the next year should notify the school by <*same date as above*> to assist the school to plan appropriately for next year. [This includes students applying to be treated as in-zone students under transition provisions.]

*<Insert details of how applications are to be made.>*

If the number of out-of-zone applications exceeds the number of places available, students will be selected by ballot (except in the case of special programmes, where the criteria in the enrolment scheme apply). *(Omit the preceding bracketed statement if it is not relevant.)* If a ballot for out-of-zone places is required, it will be held on <*date* >. Parents will be informed of the outcome of the ballot within three school days of the ballot being held.

Details relating to the second enrolment period are as follows.

Length of enrolment period: from <*first day*> to <*last day*>. Deadline for receipt of applications: <*state date*>

Date of ballot: <*state date*> *Repeat this pattern for any subsequent enrolment period(s)*