

Policy and Procedure Register updates

Summary of changes to:

State special school enrolment (additional requirements) procedure and associated documents



1. Reason for new/updated policy or procedure

- | | |
|---|--|
| ☐ Change of policy/procedure requirements | ☐ Audit/review recommendation |
| ☒ Change to legislation/delegations | ☐ Due for review ☐ Other |

The *State special school enrolment (additional requirements) procedure* and supporting documents have been updated to align with amendments to section 156 of the *Education (General Provisions) Act 2006* (Qld), commencing on 5 October 2026.

The eligibility requirements for enrolment in a Queensland state special school have not changed. The amendments support a more streamlined process for students moving between Queensland state special schools by enabling principals to make enrolment decisions for current special school students, while maintaining appropriate safeguards where the principal is not satisfied that enrolment requirements are met.

2. Summary of changes

Under these amendments, provision is made for Queensland state special school principals to:

- enrol a current state special school student (that is, a prospective student who is already enrolled at a Queensland state special school), if satisfied that:
 - the student is a person with a disability, with all four criteria set out in the [Special school eligibility \('person with a disability' criteria\) policy](#) (the policy) being met; **and**
 - the special school is able to cater for the educational needs of the prospective student; **or**
- refer the enrolment application to the chief executive or delegate if not satisfied that the continuing state special school student is a person with a disability or that the state special school is able to cater for the educational needs of the prospective student.

The procedure and supporting documentation have been updated to include this new provision.

The changes will reduce:

- the administrative burden on state special school principals and school team members as there will no longer be a requirement to refer enrolment applications of current state special school students to the chief executive delegate (Senior Guidance Officer (SGO) or Regional Director (RD)) in circumstances where enrolment is satisfied;
- workload for the chief executive's delegates (SGOs, RDs) as the only enrolment applications they will consider for a current state special school student is when a state special school principal is not satisfied or cannot decide if the student is eligible for enrolment;
- uncertainty for parents waiting for enrolment decisions for their child; and
- the loss of school days for students moving from one Queensland state special school to another.

OneSchool functionality has also been enhanced to support the new process providing functionality for state special school principal to record their decision and automatically providing relevant enrolment, verification and student support information to inform decision-making.

3. Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*? ☒ Yes ☐ No

If yes, select the type of change: (select all that apply)

☐ Revised responsibilities ☒ New/additional responsibilities ☐ Removed responsibilities

Position title	Summary of change	Page#
Proposed Special School Principal	Legislative amendments provide Queensland state special school principals with decision-making powers when a continuing state special school student applies to enrol from one Queensland state special school to another. The state special school principal may approve the enrolment where satisfied the student is a person with a disability and the state special school is able to cater for the prospective student's educational needs.	3
Chief executive delegate (SGOs, RDs)	For students currently enrolled in Queensland state special schools, delegates will consider enrolment applications referred by the proposed school principal where the principal is not satisfied, or cannot determine, that the student meets the enrolment requirements.	7

4. Communication and support for implementation

The updated procedure will be communicated via a communication plan, with key components to include:

- supporting guidance materials, including updated factsheets and quick reference guides, will be published with the updated procedure;
- email distribution to RDs, school supervisors, state special schools, SGOs, and Queensland Association of Special Education Leaders advising of the updated procedure, supporting documentation and professional resources;
- professional development training sessions scheduled for state special school principals, special school enrolment officers, SGOs and guidance officers on the updated procedure and OneSchool functionality in early Term 4, 2026, and
- information about the updated procedure and OneSchool help materials will be outlined in the 6 October 2026 edition of ConnectEd.

For further assistance, please contact:

- Disability, State Schools Strategy:
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