

## NON-LOCAL ENROLMENT APPLICATION AT NSW GOVERNMENT SCHOOL INFORMATION FOR PARENTS AND CARERS

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Parents / Carers may apply for the non-local enrolment of their child. A separate application form is required for each school.

To be eligible for a non-local placement one or more of the following criteria must be addressed.

Criteria (Not in any order of priority)

- **Medical reasons.** Eg, Access to specialist local medical services
- **Disability:** Eg, Wheelchair access
- **Curriculum:** Eg, Specific subject availability or availability of subjects
- **Siblings:** Other siblings already enrolled at the school
- **Compassionate:** Case for supporting enrolment at the school
- **High academic achievement:** That complements school focus areas (with documentary evidence)

A written application on the out of intake area application form must be completed addressing the criteria.

When addressing the criteria it should be clear and concise and specifically prove the case for enrolment of the student to the placement panel.

Appropriate documentation relating to the criteria should be included as the placement panel will base their decision on this information. Applications are often rejected based on insufficient documentation and an inappropriate case.

- *Oral or other submissions will not be accepted.*
- *Applications containing false or misleading information will be rejected.*

The number of students a school may enrol is limited by the availability of classroom space. This means that some schools may not have room left for non-local enrolments after accommodating local children.

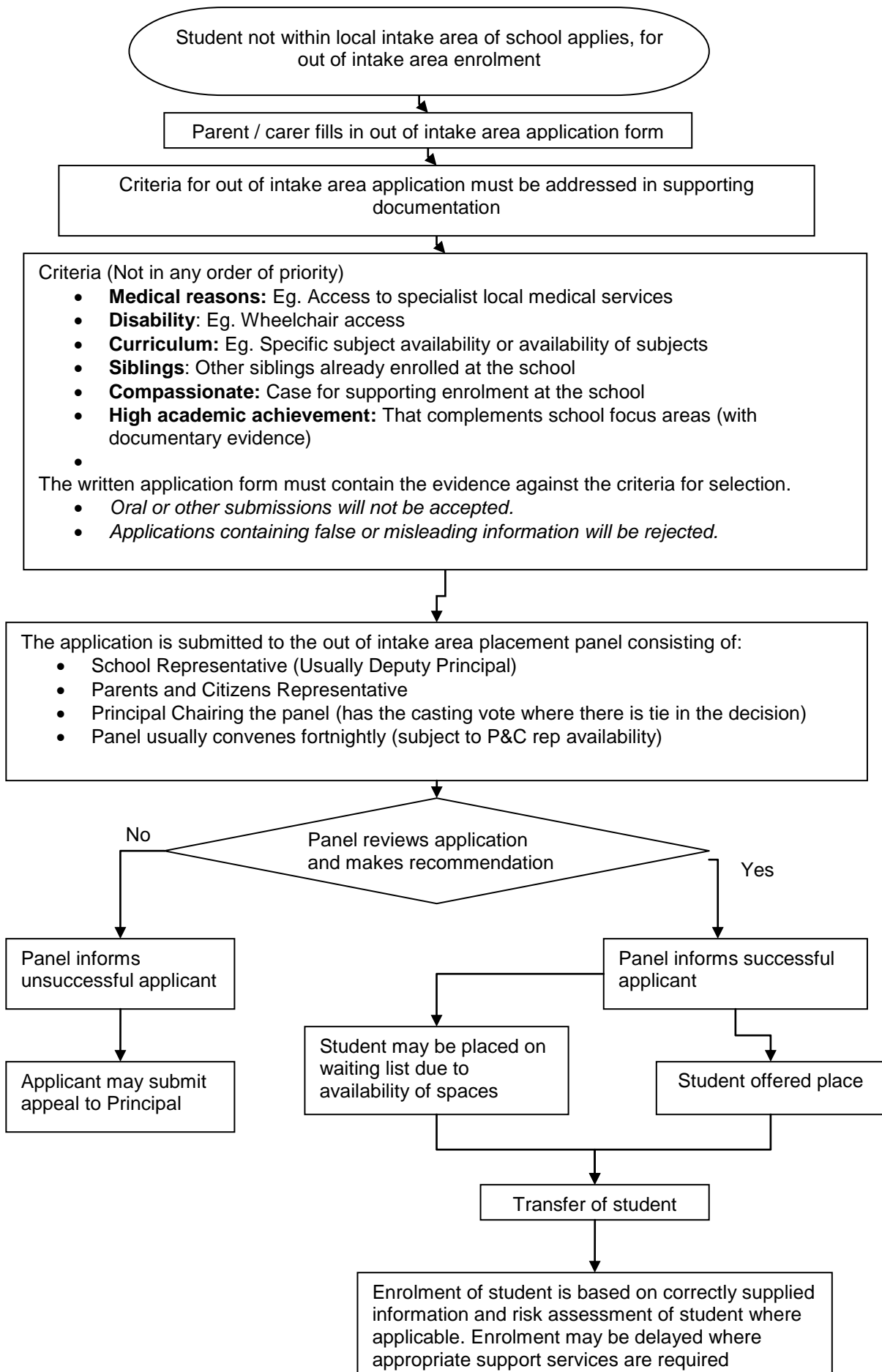
To avoid disappointment parents should check that there are places available in a school before applying.

The flowchart on the following page highlights the procedure for assessing an out of intake area application form.

The out of intake area application placement panels are held on a fortnightly basis or longer based on the availability of the Parents and Citizens member.

**FORWARD THE APPLICATION FORM WITH THE SUPPORTING INFORMATION TO  
THE PRINCIPAL OF THE NON-LOCAL SCHOOL AT WHICH YOU ARE SEEKING  
PLACEMENT**

# Out of Intake Area Application Procedure



# Generic High School Enrolment Policy

## General Principle Governing Enrolment at Generic High School

Students are entitled to be enrolled at the government school that is designated for the intake area within which the student's home is situated and that the child is eligible to attend.

The school will set an enrolment number to cater for local demand and to seek to ensure that every eligible local student has a place at his or her local school if he or she chooses to attend it.

Non-local enrolments will be accepted based on assessment against the criteria specified in the Generic High School Enrolment Policy.

The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

## Non-local enrolment

Where non-local placements exceed availability of positions the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications.

The application is submitted to the out of intake area placement panel consisting of:

- School Representative (Usually Deputy Principal)
- Parents and Citizens Representative
- Principal Chairing the panel (has the casting vote where there is tie in the decision between the School Representative and Parents and Citizen Representative)

The panel usually convenes fortnightly (subject to Parent and Citizen representative availability)

A written application on the out of intake area application form, must be completed addressing the following criteria.

## Non-local enrolment criteria (Not in any order of priority)

- **Medical reasons:** Eg, Access to specialist local medical services
- **Disability:** Eg, Wheelchair access
- **Curriculum:** Eg, Specific subject availability or availability of subjects
- **Siblings:** Other siblings already enrolled at the school
- **Compassionate:** Case for supporting enrolment at the school
- **High academic achievement:** That complements school focus areas (with documentary evidence)

When addressing the criteria it should be clear and concise and specifically prove the case for enrolment of the student, to the placement panel.

The panel will evaluate the application and make a recommendation to accept or reject the application based against the criteria.

## Waiting Lists

Waiting lists may be established for non-local students. Waiting lists are current for one year.

## Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. The principal will seek to resolve the matter.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

# NON- LOCAL ENROLMENT APPLICATION AT A NSW GOVERNMENT SCHOOL



Education &  
Communities

*Please read the information and Privacy Statement on this page before completing this form.*

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## Section A – Student information

Student's family name \_\_\_\_\_ Date of birth \_\_\_ / \_\_\_ / \_\_\_  
Student's given name \_\_\_\_\_ Male  Female   
Student's address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Name of parent/carer \_\_\_\_\_  
Phone contact numbers Work \_\_\_\_\_ Home \_\_\_\_\_ Mobile \_\_\_\_\_  
Student's current primary school \_\_\_\_\_

## Section B – Placement at your local government school

The designated local school for your child is:

\_\_\_\_\_

*Please tick this box if you have another child enrolled at this school*

Signature of parent/carer \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

### PRIVACY STATEMENT

The personal information provided on this form entitled is being collected for the purpose of coordinating potential enrolments applications in NSW Government Schools. It will be used by staff of the Department of Education and Training for general student administration and communication and for other matters relating to the coordination of potential enrolment applications. The information provided on this form may be disclosed to other schools. While the provision of this information is voluntary, if you do not provide all or any of this information it may limit the Department's ability to promptly assist you in coordinating your child's future application for enrolment in a NSW government school. This information will be stored securely. You may access or correct any personal information provided by contacting the school.

