



## **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 for non-local enrolment applications must be documented and cannot be unlawfully discriminatory. Criteria may include:

- siblings already enrolled at the school
- proximity and access to the school
- medical reasons
- safety and supervision of the student before and after school
- compassionate circumstances
- structure and organisation of the school

Criteria must not include student ability, performance or achievement. Priority should be given to siblings of currently enrolled students, where possible.

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 as required.

**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

Student not within local intake area of school applies for out of intake area enrolment

Parent / carer fills in out of intake area application

Criteria for out of intake area application must be addressed in supporting documentation

Criteria (Not in any order of priority)

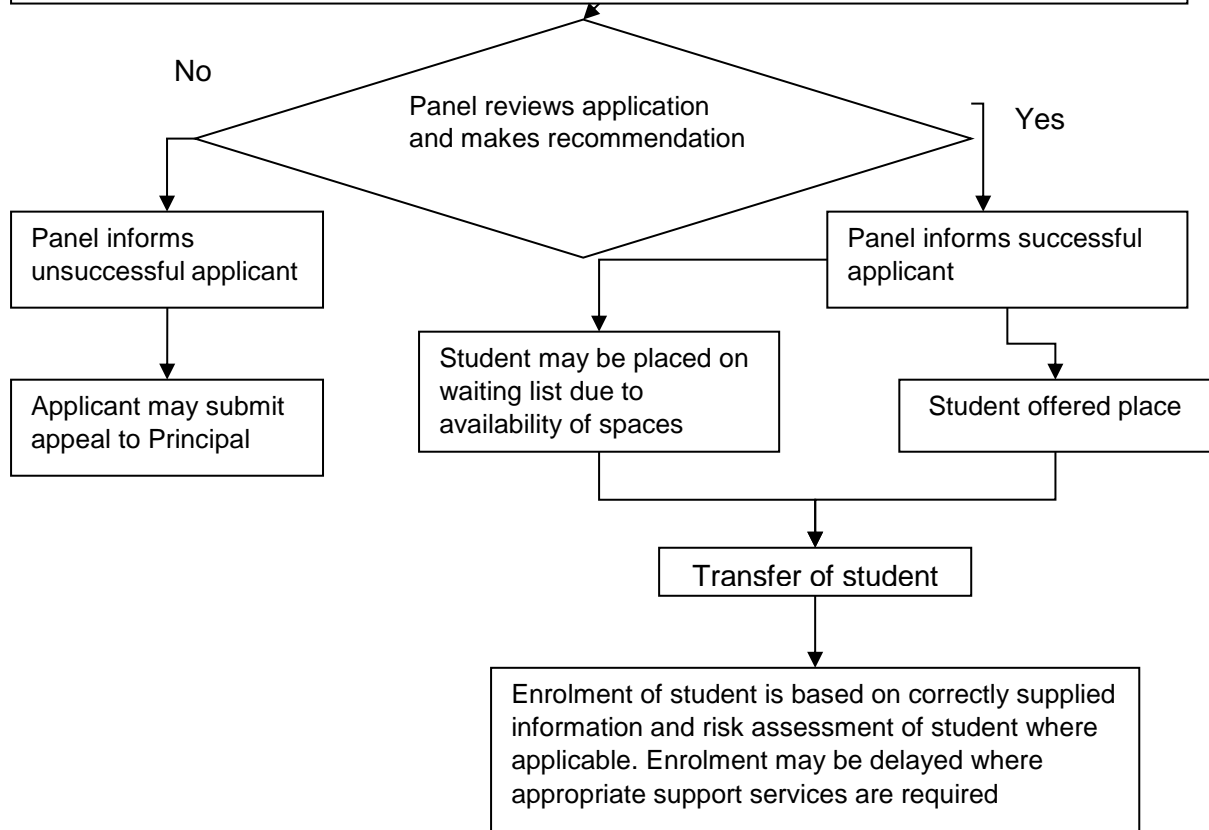
- **siblings already enrolled at the school**
- **proximity and access to the school**
- **medical reasons**
- **safety and supervision of the student before and after school**
- **compassionate circumstances**
- **structure and organisation of the school**

The written application form must contain the evidence against the criteria for selection.

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

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

- Teacher Staff member
- Parents and Citizens Representative
- School Executive Chairing the panel (has the casting vote where there is tie in the decision)
- Panel convenes as required.



## Application for non-local enrolment

### Student Information

Family Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Given Name(s): \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Parent/carer name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Current school: \_\_\_\_\_

Current scholastic year (K-12): \_\_\_\_\_

#### **Non local school placement request**

Proposed scholastic year (K-12): \_\_\_\_\_ Proposed date for enrolment: \_\_\_/\_\_\_/\_\_\_

Please provide reasons for your application for non-local enrolment, **based on the school's selection criteria published on front page of this application**, and attach supporting documentation:

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Signature of parent/carer: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

#### **School use only**

Date received: \_\_\_/\_\_\_/\_\_\_ Places available: \_\_\_\_\_

Parents advised on: \_\_\_/\_\_\_/\_\_\_

Designated local school: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 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.

