

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

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**