



## 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 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 form

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

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)

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:

- School Representative (Usually Deputy Principal)
- Parents and Citizens Representative
- Principal Chairing the panel (has the casting vote where there is tie in the decision)
- Panel convenes as required.

Panel reviews application and makes recommendation

No

Yes

Panel informs unsuccessful applicant

Applicant may submit appeal to Principal

Panel informs successful applicant

Student may be placed on waiting list due to availability of spaces

Student offered place

Transfer of student

Enrolment of student is based on correctly supplied information and risk assessment of student where applicable. Enrolment may be delayed where appropriate support services are required

# 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.

