



Avoca Beach Public School

APPLICATION FOR NON-LOCAL ENROLMENT

INFORMATION FOR PARENTS AND CARERS

Please read carefully before completing the form.

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)

- proximity and access to the school
- siblings already enrolled at the school
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- special interests and abilities
- compassionate circumstances
- enrolment numbers in specific grades
- structure and organisation of the school.

A written application on the non-local 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 explains the process for non-local enrolment applications.

The placement panel is convened as required.

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

Inquiry made for non-local enrolment.



**Parent / carer completes the non-local application form addressing the criteria for non-local enrolment.
Documentation or evidence supporting the application is attached.**



The non-local application is submitted to the Placement Panel.



The Placement Panel reviews the application and makes a recommendation.

No ↓

**Panel informs
unsuccessful applicant.**



**Applicant may submit a written
appeal to Principal.**

Yes ↓

**Panel informs
successful applicant.**



**Student placed
on waiting list.**



**Student
offered a
place.**



**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 attached enrolment information as well as the Privacy Statement on this page before completing this form.

SRN																			
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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 Communities 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.

SECTION A: STUDENT INFORMATION

Student's family name:

Student's given name/s:

Date of birth:

☐

Male

☐

Female

Student's address:

Postcode:

Student's current school:

Student's current year / grade:

SECTION B: PARENT/CARER INFORMATION – 1

Parent / Carer's family name:

Parent / Carer's given name:

Relationship to student:

Parent / Carer's address:

Home phone:

Work phone:

Mobile:

Email address:

SECTION B: PARENT/CARER INFORMATION – 2

Parent / Carer's family name:

Parent / Carer's given name:

Relationship to student:

Parent / Carer's address:

Home phone:

Work phone:

Mobile:

Email address:

SECTION C: NON-LOCAL PLACEMENT REQUEST FOR AVOCA BEACH PUBLIC SCHOOL

PROPOSED DATE OF ENROLMENT:**YEAR/GRADE:**

REASONS FOR APPLICATION (please address criteria)

If necessary, you may attach additional information in support of your request.

**I HAVE ALSO APPLIED FOR ENROLMENT
AT THE FOLLOWING NON-LOCAL SCHOOL:**

**I HAVE APPLIED FOR ENROLMENT
AT MY LOCAL SCHOOL:**

SIGNATURE OF PARENT / CARER:

DATE: