

**TABLE TOP PUBLIC SCHOOL**  
**556 Burma Road**  
**Table Top NSW 2640**

### Application for non-local enrolment

#### *Student Information*

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

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

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

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

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

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

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

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 schools selection published at <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools> criteria for non-local enrolment, 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:

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## **Information for parents**

The Enrolment of Students in NSW Government Schools policy is in place to assist schools to meet their obligations under the *Education Act 1990* - to ensure that every student has a place at their local school. The policy also communicates to staff and the community a transparent enrolment process.

**Why was the enrolment policy revised?** Across the state, many communities are changing. Some are growing at rates never seen before. Some schools that used to be able to accept out-of-area enrolments, no longer have the room to.

The revised policy is designed to support schools to manage all enrolment applications, encourage greater consistency in decision-making and make sure the enrolment choices are clear for parents.

### **What are the changes?**

**The enrolment cap:** The enrolment cap is the number of students that can be enrolled at a school based on the school's permanent accommodation. The enrolment cap tells us whether the school may or may not have the capacity to accept non-local enrolments. It is not a target or limit on the number of local enrolments a school can take. Each school with a local intake area will have a cap set by the department from Term 4 2019. Within the enrolment cap, a number of enrolment places (the buffer) must be kept aside for the likely number of local students who will need to enrol during the year. For this reason, a school will not take non-local students once they reach their buffer, unless there are exceptional circumstances.

**100-point residential address check:** Parents planning to enrol their child at a school that is near or at its buffer or cap will be asked to complete the 100-point residential address check to confirm they live within the school's designated intake area. This means parents will need to provide documents to verify the child's current address. So that schools only seek information relevant to the child's enrolment, a list of approved documents for the residential address check is available from the school or the department's website at

<https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>.

**Selection criteria for non-local enrolment:** Sibling enrolments are now clearly prioritised (where possible) and selection criteria for non-local enrolment will not include student ability, performance or achievement.

**What has not changed?** Schools will continue to enrol students who live in their local intake area, regardless of the school's cap status. Enrolment procedures for students accessing particular education settings (for example selective schools, distance education, specialist support classes for students with disability, Intensive English Centres) are not affected by the revised policy. In schools with available places, there are no changes to enrolment rights of siblings of non-local students. Each enrolment application is considered on its merits, including if siblings currently attend the school. If the school is below capacity, out-of-area applications for siblings of current students will be given enrolment priority. Schools will continue to provide families with support and advice during the enrolment process, including assessment of exceptional and compelling circumstances particularly for vulnerable students and their families. Schools will also continue to apply the policy fairly and consistently using transparent and accountable processes when making decisions about enrolment applications.

Parents have a right of appeal to determine whether the stated processes have been applied in a procedurally fair manner.

### **But what do the changes mean for me?**

**What if my child is already enrolled but we do not live in that school's intake area?** Your child will remain enrolled at the school as the revised policy does not affect students already enrolled in NSW Government schools.

**We were in area when my child was enrolled in the school. The department has since changed the school's boundary and our residence is now out of area. I have other children and I want them all to go to the same school. What are my options?** At times it is necessary for the department to make adjustments to a school's local enrolment intake area. This could mean a family with a child/children already enrolled is then outside the local intake area. When this happens, the family will still be able to enrol siblings together at the school, regardless of whether the school is over the buffer or cap.

**I already have a child enrolled as an out-of-area student in a NSW Government school. Can I enrol my other children at that school too?** This will depend on the capacity of the school:

- If the school is **not near its buffer**, then siblings should be able to be enrolled at the school. In fact, siblings of students currently enrolled will be prioritised, where possible, over other non-local enrolment applications.

- If the school is **nearing its buffer**, then the school will form a non-local enrolment panel. The panel considers non-local enrolment applications when the number of non-local applications received exceeds the number of places available below the buffer. Again, in this instance, siblings of students currently enrolled will be prioritised, where possible, over other non-local enrolment applications.

- If the school is **at capacity**, it will not accept non-local enrolment applications unless there are exceptional circumstances.

**I have already accepted an offer for my child to attend a school in 2020 that is not my local school. What happens now?** The enrolment will proceed. Non-local enrolments accepted before Term 4 2019 for students starting in 2020 should not be affected.

**What is the criteria for enrolment in a school that is not my local school?** Schools that are able to accept non-local enrolment applications establish a non-local enrolment selection panel, if demand exceeds the number of places below the school's buffer. Schools are required to make the selection criteria available to the school community.

**My circumstances are challenging and I think this school is best for my child. We live outside the school's intake area. What should I do?** We understand that not everyone's circumstances are the same, and that there are instances where exceptional and compelling circumstances will need to be considered. If this is the case, you should talk to the principal of your local school.