



# CARINGBAH NORTH PUBLIC SCHOOL

125 Cawarra Road, Caringbah NSW 2229  
Telephone: (02) 9524 6098 - (02) 9524 5500 - Fax: (02) 9540 2826  
Email: caringbah-n-p.school@det.nsw.edu.au

## NON – LOCAL ENROLMENT

### Rationale

Caringbah North Public School will accept the enrolment of students living outside the designated school boundaries if places are available.

The enrolment has a ceiling due to the availability of a specific number of permanent classrooms.

No additional accommodation will be provided by the Department of Education for increased enrolments resulting from non-local placements.

A buffer will be determined by the principal and staff to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data and will be approximately 5% of the school enrolment or approximately 2 students per grade.

### Applications

- The school will maintain a buffer.
- The school will consider non-local enrolments that will not impact on the class structure already in place.
- Priority for acceptance of non-local enrolment will be (in no specific order):
  - Kindergarten enrolments with priority given to siblings of children already attending Caringbah North Public School.
  - Children where travel arrangements to Caringbah North Public School are more convenient than travel to the child's local school.
  - Children with child-care arrangements more suited to attendance at Caringbah North Public School.
  - Other special circumstances impacting on the welfare of the student.
- Non-local enrolment offers will be made after consideration of the above criteria. Where the above criteria do not distinguish between applications, offers will be made after an interview with the child, parent and the placement panel.
- Offers of non-local enrolment will be made by letter requiring the parent to notify the school of acceptance, or decline, within 7 days.

The principal will ensure that the established criteria are applied equitably to all applicants.

### Waiting Lists

Waiting lists will be established for non-local students if demand for placements exceeds availability.

Parents will be advised if their child is to be placed on a waiting list and his or her position on it.

Waiting lists are current for one year.

### Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. The principal will seek to resolve the matter. If the matter is not resolved at the local level, the School Education Director will consider the appeal and make a determination.

## Information For Parents

Parents may apply for the non-local enrolment of their child in up to two schools of their choice, in addition to their designated local school. A separate application form is required for each school.

Priority for enrolment will be given to students entering kindergarten. Places may also be available for students in years 1-6.

Reasons for choosing non-local placement may include but will not be limited to:

- Change of residence
- Move from a non-government school
- Siblings enrolled at the school
- Supervision of student before and after school
- Student welfare needs
- Travel arrangements and/or distance

The number of students a school may enrol is limited to the availability of classroom space. This means that some schools may not have room for non-local enrolments after accommodating local children. To avoid disappointment, parents should check that there are places available in a school before applying. Once a student enrolls in a non-local school, transfer to another non-local school will only be possible in exceptional circumstances. Transfer to the student's local school will be allowed if space is available.

**IF YOU WISH TO PROCEED WITH AN OUT-OF-AREA ENROLMENT  
PLEASE FORWARD THE ATTACHED FORM  
TO THE PRINCIPAL**



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## Application for Non-Local Enrolment

Enrolment Application for Term \_\_\_\_\_ 20\_\_\_\_\_. In Grade \_\_\_\_\_

### Student Details:

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_

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

Present Age: \_\_\_\_\_

Post Code: \_\_\_\_\_

Male  Female

Local/Current School: \_\_\_\_\_

Present Grade: \_\_\_\_\_

Reason/s for Application to Caringbah North Public School:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Date of Enrolment: \_\_\_\_\_

### General Information:

Siblings: Older: Yes / No Ages: \_\_\_\_\_

Younger: Yes / No Ages: \_\_\_\_\_

Strengths: \_\_\_\_\_

\_\_\_\_\_

Special Needs (where applicable): \_\_\_\_\_

Eligible For Funding/Support? Yes / No

\_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Parent / Guardian

Contact Details of Applicant: Mobile: \_\_\_\_\_ Other: \_\_\_\_\_

Email Details of Applicant: \_\_\_\_\_

### For Kindergarten Applicants:

Pre-School: \_\_\_\_\_ Days and Times: \_\_\_\_\_

### **SCHOOL USE ONLY**

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

DET Enrolment Form received: Yes / No

Kinder / School enrolment pack provided Yes / No

PANEL RECOMMENDATION.....Yes / No

Reason: \_\_\_\_\_

Principal: \_\_\_\_\_

Parents Advised by: \_\_\_\_\_ Date: \_\_\_\_\_