



Excellence, Opportunity and Success

Application for non-local enrolment

Student Information

Family Name: _____ Date of Birth: ___/___/___

Given Name(s): _____ Gender: _____

Address: _____

Suburb: _____ Postcode: _____

Home Phone: _____ Work Phone: _____

Mobile Phone: _____

Parent/carer name: _____

Relationship to student: _____

Current or designated local 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 school's selection criteria [see reverse], and attach supporting documentation:

Signature of parent/carer: _____ Date: ___/___/___

School use only

Date received: ___/___/___ Places available: _____ Parents advised on: ___/___/___

Designated local school contacted: Yes / No

Notes: _____



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Non-Local Enrolment Policy

Each Public School in New South Wales serves a specific zone or intake area. Children are entitled to enrol in Ourimbah Public School if the child's home is situated within Ourimbah's intake area. Some families may seek to enrol their child in schools other than their zone school.

Enrolment in non-local (out of area) schools is subject to the Non-Local Enrolment Policy. The Department of Education requires schools to establish an enrolment ceiling based on permanent accommodation and also create a buffer for local enrolments later in the year. Local enrolments will always have precedence over non-local students when enrolling.

Non-Local enrolment application process

- Collect a non-local application form from the school office.
- Complete the form detailing clear and relevant reasons for non-local application.
- Present the completed form to the non-local school.
- **NOTE** - Even though non-local student applications may satisfy the non-local enrolment criteria, this does not guarantee enrolment.
- **NOTE** - Siblings of already enrolled non-local students need to have a non-local enrolment application submitted.
- **NOTE** - Kindergarten non-local enrolment applications will not be considered until the end of Term 3 as schools need to assess the number of local enrolments. It is recommended that students attend the transition program of their local school pending the result of the non-local application.

Consideration of Non-Local Enrolment Applications

The criteria, listed below, for the enrolment of non-local students has been developed by the Principal, Mr Greg Francis, after consultation with the school community and the elected Enrolment Panel. (General Enrolment Procedures: 9.4.2)

- Siblings already enrolled at the school
- Proximity and access to the school
- Medical reasons
- Safety and supervision of the student before and after school
- Compassionate circumstances
- Structure and organisation of the school

Other Processes

- The non-local enrolment panel, with consideration of the above criteria, will address all out of area enrolment applications in consultation with the local school Principal.
- Applicant to contact their local school to start enrolment processes (in case application is denied).
- Schools receiving non-local applications are to contact the student's local school Principal.

Ourimbah's Enrolment Ceiling

Ourimbah Public School's enrolment ceiling is currently at 425 students.

Our enrolment buffer is 3% out of area school enrolments (approximately 10 – 15 students).