



Cambewarra Public School

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Application for Non-Local Primary School Enrolment

Please read the information for parents on the back of this form

A: STUDENT INFORMATION

Family Name _____ Date of birth _____
Given Name _____ Male Female
Address _____ Home phone _____
_____ Work/Mobile _____
Parent/Guardian's Name _____ Relationship to student _____
Present School _____ Present Year/Grade (K-6) _____

B: NON-LOCAL SCHOOL PLACEMENT REQUEST

School applied for _____ Year/Grade _____
Proposed date of enrolment _____
Reason for application _____

(Attach any further information that you feel may be relevant)
I have also applied for enrolment at the following non-local school _____
and at my local school _____
Parent/Guardian signature _____ Date _____

I have contacted the Principal, Mr/Mrs/Ms _____, at my local school (or their representative,
Mr/Mrs/Ms _____), to discuss my child's enrolment on ___/___/___.
Principal / Representative Signature: _____
Parent/Guardian Signature _____ Date _____

C: SCHOOL USE ONLY

Date received _____ Place available? _____ Parent advised on _____
Notes _____

**FORWARD THIS FORM TO THE PRINCIPAL OF THE NON-LOCAL PRIMARY SCHOOL
AT WHICH YOU ARE SEEKING PLACEMENT**

NON-LOCAL ENROLMENT APPLICATION AT NSW GOVERNMENT SCHOOL INFORMATION FOR PARENTS AND CARERS

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

