



# St Marys North Public School

A COMMUNITY WITH EXPECTATIONS OF ACHIEVEMENT AND SUCCESS

## NON-LOCAL (OUT OF AREA) ENROLMENT PROCEDURES

*These procedures align with the Department of Education's General Enrolment Procedures in accordance with the current Enrolment Policy. (Aug 2019)*

- Parents/Guardians must complete a 'Non-Local Enrolment Application' and provide supporting documentation where necessary.
- All non-local enrolments are considered by a panel, consisting of a school executive member, a teacher, a community representative and a school administrative officer.
- All non-local enrolment applications are only considered when there are available places in the designated grades.
- Criteria for non-local enrolment applications:
  1. Siblings/family members currently enrolled at the school.
  2. Proximity and access to the school.
  3. Safety and supervision of the student before and after school.
  4. Compassionate circumstances.
  5. Medical Reasons.
- The panel will convene in Term 3 Week 8 for all Kindergarten non-local enrolments and for all other stage applications, within two weeks from the date of submission.
- Non-local enrolments for Kindergarten will be finalised by Term 3 Week 10, prior to Kindergarten Orientation sessions.
- Parents will be notified of the panel's decision by mail, e-mail or phone contact.
- Unsuccessful applicants may be placed on a waiting list for the current intake year.
- Parents/Guardians applying for a non-local enrolment are also advised to enrol their child in their designated local school.
- Where a parent/guardian wishes to appeal against the decision of the placement panel, the appeal will be made in writing to the Principal within two weeks of an unsuccessful application. The Principal will seek to resolve the matter. If the matter is not resolved at the local level, the Director Educational Leadership, Eastern Creek Network will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria has been applied fairly.



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## Local Intake Area



Version 1, 24 June 2020