



Elanora Heights Public School

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Elanora Heights Public School

Non-Local Enrolment Procedures

INTRODUCTION

This document provides information on the entitlements, requirements, and procedures to enrol non-local students at Elanora Heights Public School.

It should be read in conjunction with the NSW Department of Education policy, *Enrolment of Students in NSW Government Schools*, and the NSW Department of Education procedural document, *General Enrolment Procedures*.

ENTITLEMENT TO ENROL

In accordance with the NSW Department of Education policy, *Enrolment of Students in NSW Government Schools*, a student is entitled to enrol at Elanora Heights Public School if their home is within the local intake area.

Parents/carers of children whose home is outside the local intake area may apply to Elanora Heights Public School for non-local enrolment of their child.

ENROLMENT CAP

An enrolment cap is the number of students a school can accommodate based on permanent classrooms. Our school has been provided with this number by the NSW Department of Education. This ensures NSW students have access to their local school and class sizes are at recommended levels.

PROCEDURES FOR NON-LOCAL ENROLMENT APPLICATIONS

Non-local enrolment applications are considered when Elanora Heights Public School can accommodate a child below the enrolment cap, allowing a buffer for local enrolments throughout the year. When the school reaches this buffer, non-local enrolments will only be taken in exceptional circumstances and in consultation with the Director, Educational Leadership. Elanora Heights Public School will only accommodate non-local enrolments into classes with available places. In determining whether Elanora Heights Public School can accommodate a child, the following procedures must be followed:

- **APPLICATION**

Non-local enrolment applicants should apply to enrol at Elanora Heights Public School via the online or PDF enrolment applications available on the “Enrolment” section of the Elanora Heights Public School website.



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● NON-LOCAL ENROLMENT CRITERIA

Applications will be considered by the Elanora Heights Public School Enrolment Panel, in the order they are submitted, according to the department's policy and subject to the following Elanora Heights Public School *Non-Local Enrolment Criteria*:

- Siblings already enrolled at the school
- Proximity and access to the school
- Safety and supervision of the student before and after school
- Recent change in the local intake area boundaries
- Medical reasons
- Compassionate circumstances
- Family history and connections to the school

These criteria have been developed in consultation with the Elanora Heights Public School Parents and Citizens Association.

● ENROLMENT PANEL

The Elanora Heights Public School Enrolment Panel consists of:

- Deputy Principal
- Administration Representative
- Learning and Support Teacher
- P&C Representative (Optional)

This panel will meet once per term, and when required throughout the school year, to consider non-local enrolment applications. Elanora Heights Public School will notify parents of the result of their application. Parents may request a written explanation of the decisions of the panel.

● APPEALS

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. The purpose of the appeal is to determine whether the stated criteria have been applied equitably. The parent will be advised of the outcome in writing.



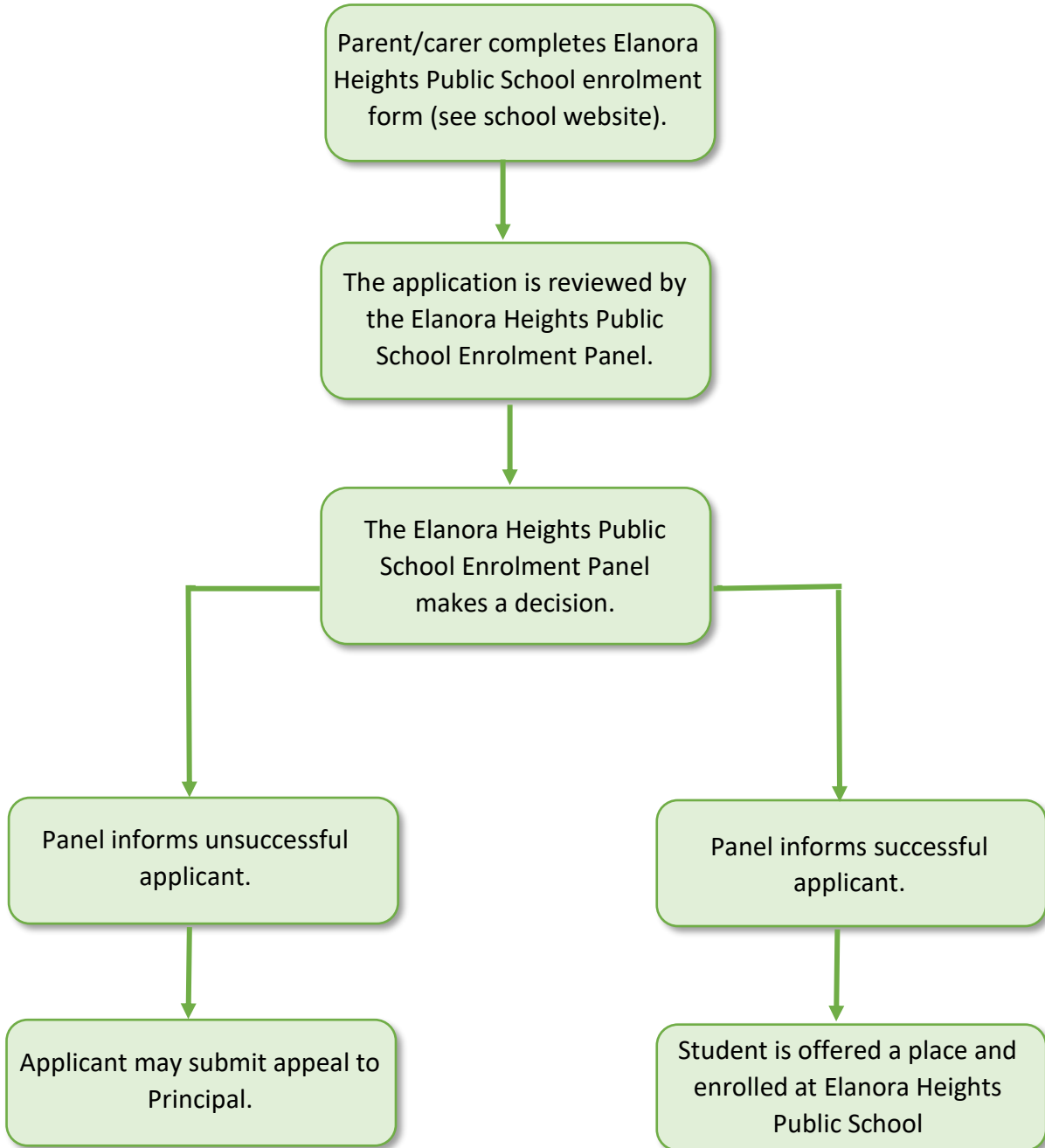
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NON-LOCAL ENROLMENT APPLICATION PROCEDURE FLOWCHART



FURTHER INFORMATION AND RESOURCES

- [Enrolment of Students in NSW Government Schools](#)
- [General Enrolment Procedures](#)
- [Elanora Heights Public School website/Enrolment](#)