



# Turrumurra North Public School

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## NON-LOCAL ENROLMENT APPLICATION GUIDELINES

Turrumurra North Public School follows the [Enrolment of Students in NSW Government Schools](#) policy.

### Enrolment

Students are entitled to enrol at Turrumurra North Public School if their home is within the school's intake area. Parents and carers can use the [School Finder Tool](#) to determine if their home address is in the school's intake area. Temporary residents may enrol if the school can accommodate the enrolment. If the enrolment cap has been exceeded, temporary residents will be referred to the nearest school with capacity to accommodate.

### Enrolment Cap and Buffer

The Department of Education sets an enrolment cap for Turrumurra North Public School based on available permanent accommodation. The number of students a school may enrol is limited by the availability of classroom space and class composition. This means that some schools may not have room left, or room left in certain grades, for non-local enrolments after accommodating local children.

A local enrolment buffer to ensure there are sufficient places for local enrolments during the school year. The local enrolment buffer is reviewed annually.

### Non-Local Enrolment Applications

Parents/carers may apply for the non-local enrolment of their child. Non-local enrolments may be considered where spaces are available within the process outlined in this document by the school's non-local enrolment panel or under exceptional circumstances as deemed by the school's Director, Educational Leadership. If Turrumurra North Public School does not reach the local enrolment buffer, the school will only accommodate non-local enrolments into classes with available places.

All non-local enrolments are to complete the non-local enrolment application form, available on the Turrumurra North Public School Website [turramurrn-p.school.nsw.gov.au](http://turramurrn-p.school.nsw.gov.au) and the [Application to Enrol in a NSW Government School](#).

### Non-Local Enrolment Panel

Turrumurra North Public School has an enrolment panel to consider non-local enrolment. Panel composition includes executive staff, administration staff and a P&C representative. Meetings are chaired by a member of the school executive team.

The non-local enrolment panel meets as required. If the enrolment cap has been exceeded, the panel need not meet and non-local enrolment applications will be declined.

### Non-Local Enrolment Criteria

Consideration for a non-local school enrolment is based on the following criteria:

1. Siblings already enrolled at the school
2. Proximity and access to the school
3. Medical reasons
4. Safety and supervision of the student before and after school
5. Compassionate circumstances

A written application on the non-local enrolment application form must be completed addressing the criteria. Addressing the criteria should be clear and concise, and specifically identify the case for enrolment of the student to the non-local enrolment panel.

Appropriate documentation, in writing, relating to the criteria should be included as the placement panel will base their decision on this information. Oral or other submissions will not be accepted. Applications containing false or misleading information will be rejected.

### **Enrolment Outcome**

Parents and carers will be advised of the outcome in writing. Where applicable, parents and carers will be advised if their child is on the waiting list.

### **Enrolment Waiting List**

Turrumurra North Public School will maintain a waiting list as required. If the enrolment cap is exceeded, a waiting list will not be maintained. The waiting list will be recorded in order of receipt of applications for non-local enrolment. Waiting lists are current for one year only.

### **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 for appeal. Parents and carers will be advised of the outcome in writing. If the matter is not resolved at school level, the final level of appeal is the Director, Educational Leadership Pittwater Network, Mr Andrew Stevenson.



# Application for Non-Local Enrolment

## Turramurra North Public School

### Student Information

Family Name			
Given Name			
Date of Birth		Gender	
Gender			
Address			
Suburb		Post Code	
Home Phone		Mobile	
Parent/Carer Name			
Relationship to Student			
Current School			
Current Scholastic Year (K-6)			

### Non-Local School Application

Proposed Scholastic Year (K-6)		Proposed Date for Enrolment	
<b>Please provide reasons for your application for non-local enrolment, based on the school's selection criteria and attach supporting documentation:</b>			
Selection Criteria	<ol style="list-style-type: none"> <li>1. Siblings already enrolled at the school</li> <li>2. Proximity and access to the school</li> <li>3. Medical reasons</li> <li>4. Safety and supervision of the student before and after school</li> <li>5. Compassionate circumstances</li> </ol>		
Reasons			
Parent/Carer Signature		Date	

**School use only** Date received: \_\_\_/\_\_\_/\_\_\_ Places available: \_\_\_\_\_ Parent advised on: \_\_\_/\_\_\_/\_\_\_

Designated local school: \_\_\_\_\_

Notes: \_\_\_\_\_