



## 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 online 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.

### 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

The non-local enrolment application must be completed online 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 uploaded 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 via the online process.

**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.