



Bay and Basin Learning Community Non-Local Primary School Placement



Information for Parents

PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM

Parents may apply for the non-local enrolment of their child in addition to their designated local school. A separate application form is required for each school.

Non-Local Enrolment applications will only be considered if the applicant confirms that they have first visited the local “in area” school.

Priority for enrolment will be given to students entering Kindergarten. Places may also be available in Years 1-6. Any school that is over its buffer and CAP will not be able to accept out of area enrolments unless approved by the in area principal and the Director Educational Leadership. The reasons for accepting an out of area enrolment for all schools will need to meet the criteria outlined below and based on compelling and authentic circumstances (supporting documentation will assist your application)

Reasons for choosing non-local placements may include:

- siblings already enrolled at the school
- compassionate circumstances eg. special needs, medical, psychological, wellbeing, staff
- safety and supervision of students before and after school
- structure and organisation of the school eg. Aboriginal Education Officer, Defence Mentor,
- support class siblings
- ACT students – Jervis Bay / Wreck Bay

Priority will be given to siblings of children already enrolled. Other reasons will be considered equally.

The number of students a school may enrol is set centrally. This means that some schools may not have room left for non-local enrolments after accommodating local children.

Parents can appeal against decisions regarding non-local placement to the Director, Educational Leadership, South Coast Network at Warilla Office on 4267 6100.

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

Bay and Basin Learning Community



OUT OF AREA ENROLMENT APPLICATION

A: STUDENT INFORMATION

Family Name _____ Date of birth _____
Given Name _____ Male Female
Address _____ Home phone _____
_____ Work/Mobile _____
1. Parent/Guardian's Name _____ Relationship to student _____
2. 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 _____
In Area School: _____ Proposed date of enrolment: _____
Reason for application _____

(Attach any further information that you feel may be relevant)

I have contacted the Principal or their representative of the in area school, Mr/Mrs/Ms _____
to discuss my child's enrolment on _____ Principal's Comment _____

Principal / Representative Signature: _____ Date _____

Parent/Guardian Signature _____ Date _____

Contact with in area principal: *School Use Only*

Name: _____ Date: _____

Outcome:

Panel Decision Yes / No (circle)

Reason:

Signature – Panel Convenor _____ Date _____

Director Educational Leadership Support: Yes / No **(circle)** Date _____