

# Application to Enrol in a Non-Local NSW Government School Form

## Thank you for your interest in seeking non-local enrolment in a NSW Government school.

This form is the same as the Out-of-area Enrolment Application form which you can access online at: [ehub.enrol.education.nsw.gov.au/](http://ehub.enrol.education.nsw.gov.au/)

Placement is not guaranteed for non-local applications.

Principals may establish an enrolment panel for non-local enrolment applications, which includes a community member chosen by the school's parent organisation. The enrolment panel will have access to the information provided in your non-local application.

We will consider applications that meet one or more of the following criteria:

Criteria we prioritise:

1. Learning and wellbeing needs, including cultural considerations, disability, developmental age, trauma, child protection concerns, medical and individual needs and circumstances
2. Siblings currently attending the school, with siblings of students in support units in eligible mainstream schools given priority

Criteria we may consider:

- Parent or carer works at the school
- Proximity and access to the school
- Structure and organisation of the school

- Access to single-sex education
- Safety and supervision of the student before and after school
- Availability of subjects or combinations of subjects
- Recent changes in local intake area boundaries
- School is under buffer or cap and has capacity
- Other considerations

This application for a non-local enrolment is to be completed in English. If you need an explanation of any of the questions or help in completing this application, please ask for assistance from the school staff. You are welcome to provide further information on an attached sheet.

The school will notify you of the results of your application as soon as possible. If we need additional information or to arrange an interview before making a decision, we will let you know. School holiday periods may increase assessment times.

Remember, placement at our school is not guaranteed for non-local students. We recommend speaking with your local school about how to meet your child's educational needs, if you haven't done so yet.

Please visit [schoolfinder.education.nsw.gov.au/](http://schoolfinder.education.nsw.gov.au/) to find your local school.

## Please complete the following sections:

Student details			
First name			
Middle name (optional)			
Family name			
Preferred name			
Gender			
Date of Birth (dd/mm/yyyy)	/	/	
Residency Status	Australian citizen	New Zealand citizen	Norfolk Islander
	Permanent resident	Temporary visa holder	Residence determination
Intended start date	/	/	Intended scholastic year

## Previous School

Please provide details of the last school where the student has previously been enrolled (NSW, interstate or overseas).

Name of school  
last attended

Location of school  
last attended  
(suburb/town/  
state/country)

Attended

from

until

## Family Details

### Parent/Carer 1:

Relationship

Title

Given name

Family name

#### Contact details:

Contact email

Contact number 1:

Contact number 2:

Residential address

Postcode

State

### Parent/Carer 2:

Relationship

Title

Given name

Family name

#### Contact details:

Contact email

Contact number 1:

Contact number 2:

Residential address

Postcode

State

**Our school is considering non-local applications that meet one or more of the following criteria. Provide details about any of the criteria below that support this application. You can provide supporting documents to your application.**

When considering this application, we may ask for more information, supporting documents or arrange an interview.

We will not consider student ability, performance or achievement, as described in the departments enrolment policy.

**The school will prioritise the following criteria:**

**Priority 1: Learning and wellbeing needs requiring reasonable adjustments and/or additional education support, including:**

- Cultural considerations
- Disability
- Developmental age
- Trauma
- Child protection concerns
- Medical
- Individual needs and considerations

**Priority 2: Siblings currently attending the school**

**Please provide the details of all siblings currently enrolled at this school, including if they are in a support unit in a eligible mainstream school.**

If more space is needed, please attach a page marked “Siblings currently attending the school”.

**Sibling 1 currently attending the school:**

First name

Middle name (optional)

Family name

Preferred name

Gender

Date of Birth                    /            /  
(dd/mm/yyyy)

Further details (optional)

**Sibling 2 currently attending the school:**

First name

Middle name (optional)

Family name

Preferred name

Gender

Date of Birth                    /            /  
(dd/mm/yyyy)

Further details (optional)

**The school will consider the following criteria:**

Parent or carer works at the school

Proximity and access to the school

Structure and organisation of the school

Access to single sex education

Safety and supervision of the student before and after school

Availability of subjects or combinations of subjects

Recent changes in the local intake area boundaries

Other considerations

**If you ticked any of the above, please provide any supporting details here.**

If more space is needed, please attach a page marked with the criteria you are providing information for (e.g. "Safety and supervision of the student before and after school").

## Personal information, consent and declaration of accuracy

The personal information collected on this application is for purposes directly related to your child's education including processing this application.

Any information provided to the NSW Department of Education (**the Department**) will be used, disclosed and stored consistent with the NSW privacy laws.

Certain information is required by the Department to meet its duty of care and other legal obligations and functions under public health, education and child protection legislation and for meeting data collection and reporting requirements under Commonwealth–State funding agreements. These may involve evaluation and assessment of student outcomes.

Information may be disclosed to NSW State and Commonwealth government agencies and other organisations for the above purposes and as authorised or required by law.

Information will be stored on a secure electronic database. You may access or correct the information by contacting your child's school. If you have a concern or complaint about the information collected or how it has been used or disclosed, you should contact the school.

If you choose not to provide some requested information, it may have a detrimental impact on your child's enrolment, resourcing of the school, or meeting your child's educational needs.

Further information about the collection of information while your child is enrolled at a NSW Government school, and how we protect your privacy, is available on the Department's website or from your school. You can obtain a copy of the Department's Privacy Collection Notice at <https://education.nsw.gov.au/content/dam/main-education/about-us/rights-and-accountability/media/documents/privacy/collection-notice.pdf>

### Online applications and services

The Department provides students with filtered access to the Internet. Students also have access to a secure learning portal. After logging into their portal, students have access to a personalised email account and online applications. These resources enable students to collaborate with peers, publish online, and securely store their data for access within, or outside of school.

When accessing some online services, data, including your child's name and files they have saved, they are stored with the online application service provider in a location outside of the Department's network. The Department has worked closely with online application providers to assess privacy impacts and data security controls.

Individual schools may choose to use additional Applications to deliver student education or manage enrolment and behaviour and in which case they will contact you to advise you of those Applications and, where required, to obtain your permission.

### Consent

I have provided information about the learning and support needs, including health condition(s) and/or special need(s) and/or history relevant to a risk assessment, related to the student listed in this application form.

I consent to the school/Department of Education seeking information from previous schools, other NSW government departments, public hospitals, health professionals or other organisations that may also hold information related to this assessment for the student named on page 1.

I consent to the health professional(s) treating any medical or health condition identified in this application, to provide the school/Department with information about any condition that has been identified in this application. This may include any other aspects of the student's health that may impact on the condition or on the health and safety of this student or other students at school or on staff at the school.

### Publishing student information

The school/Department may publish information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service. This information may include your child's name, age, class and information collected at school such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media. The communications in which your child's information may be published include but are not limited to:

- Public websites of the Department including the school website, the Department's intranet (staff only), blogs and wikis
- Departmental publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically including on the Department websites
- Official departmental and school social media accounts on networks such as the school's YouTube, Facebook and Twitter pages

Parents should be aware that when information is published on public websites and social media channels, it can be linked to by third parties and may be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information.

### Permission to publish

I have read the information about publishing student information (above) and

**I give permission**

**I do not give permission**

for the school/Department to publish information about my child in publicly accessible communications. This permission remains effective until I advise otherwise.

## Declaration of accuracy and signature

I declare that the information provided in this application is, to the best of my knowledge and belief, accurate and complete.

I have read and understand the information in this application including about the collection of personal information, publishing student information, online services and consent.

Where I have given personal information about people other than myself or my child(ren) I have done so with their authorisation.

I am aware that if information I have given is false or misleading, any decision made as a result of this application may be changed.

**Signature of parent/carer** (at least one of the student's parents/carers must sign the application to enrol)

**Signature of second parent/carer**

**Print name**

**Print name**

**Date** (dd/mm/yyyy) / /

**Date** (dd/mm/yyyy) / /