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Principal: Mr Matthew Rose

NON-LOCAL ENROLMENT POLICY

The following policy outlines the processes which will be followed when determining the outcome of an application for non-local enrolment at Broulee Public School. This policy is to be read in conjunction with the Enrolment of Students in NSW Government Schools Policy. Information for parents can be accessed by clicking [here](#) or at <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>.

The development and implementation of the Broulee Public School Non-Local Enrolment Policy is underpinned by the following principles:

- Parents may apply to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.
- Non-local enrolment applications will only be considered if the school can accommodate the child below the set local enrolment buffer.
- Except for enrolments at the commencement of the school year, non-local enrolments will only be accepted into classes with available places.
- Broulee Public School will establish an enrolment panel to consider and make decisions on all non-local enrolment applications. The panel will consist of one executive staff member to chair the panel, at least one teaching staff member nominated by the Principal and a representative nominated by the school's parent organisation. The Principal will not be the chair or executive member of the panel.
- When considering applications, the panel will only consider the information and supporting documentation presented on the non-local enrolment application form. The chairperson will ensure that the established criteria are applied equitably to all applicants and minutes will be recorded. The school will notify parents of the result of their application. Parents may request a written explanation of the decision of the panel.
- Parents have the right to appeal 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.
- All non-local enrolment applications will be considered in line with the school's non-local enrolment criteria.

Criteria for the enrolment of non-local students (these are listed in order of priority)

- Siblings already enrolled at the school.
- Safety and supervision of the student before and after school.
- Compassionate circumstances.

In order to submit a Non-Local Enrolment Application, please complete an Application to Enrol in a NSW Government School and outline your reasons for Non-Local Enrolment.

For further information please contact our school office on 44716120, visit our website or email broulee-p.school@det.nsw.edu.au