



# Non-Local Primary School Placement Information for Parents

***Thank you for applying to enrol your child at one of our great public schools!***

The 15 public schools across Cessnock work together co-operatively to deliver quality academic and wellbeing outcomes for over 4000 students in this community. Together, we are known as the Cessnock Community of Great Public Schools (CCGPS).

The CCGPS are united in the enrolment of all students within the Cessnock area that is consistent with Department of Education policy and takes into account the well-being of the student.

**Accordingly, we encourage all families to seek enrolment for their child at their local school.** For more information about your local school, go to the following link:

<https://online.det.nsw.edu.au/schoolfind/locator/> or contact your school directly to confirm designated intake zones.

Parents may apply for the non-local enrolment of their child in another school of their choice in addition to their designated local school only if spaces are available.

## **Availability of non-local places.**

The number of students a school may enrol is limited by the availability of classroom space. This means that some schools may not have room left for non-local enrolments after accommodating local children, while maintaining a buffer to allow for local placements throughout the year. To avoid disappointment, parents should check that there are places available in a school before applying.

## **Process for application for non-local enrolment.**

- 1) Parents should contact their local school during Term 1 each year. Parents wishing to apply for non-local enrolment should in the first instance have a discussion with their local school to discuss any issues surrounding local placement
- 2) Parents still wishing to apply for non-local placement should complete an [application for non-local application form](#) which includes reasons for seeking non-local enrolment.
- 3) The application should then be returned to your child's local school for processing by the 1<sup>st</sup> of July each year. The local school will forward all applications for review by the chosen school's non-local placement panel in consultation with the local school principal.
- 4) Each school's placement panel will inform parents of the success of their application by 1<sup>st</sup> September each year for Kindergarten (or as soon as possible for current school students).
- 5) We encourage you to participate in your local school's transition programs until a decision is finalised to ensure a smooth transition to schooling should your application be unsuccessful

**Notes:** i. Once a student enrolls in a non-local school, transfer to another non-local school will only be possible in exceptional circumstances. Transfer to the student's local school will be allowed if space is available.

ii.. Potential acceptance of non-local enrolment will not automatically transfer to younger siblings. A separate application would be required when appropriate.

Parents can appeal against decisions regarding non-local placement by writing to the Principal.

**FORWARD THIS FORM TO THE PRINCIPAL OF YOUR LOCAL PRIMARY SCHOOL  
by 1<sup>st</sup> of July each year.**

# Application for Non-Local Primary School Enrolment

*\*Please read the information for parents on the back of this form before completing this application\**

## A: STUDENT INFORMATION

Family Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Given Names: \_\_\_\_\_ Male / Female (Please circle one)  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ PostCode: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
 Parent/Guardian's Name: \_\_\_\_\_  
 Relationship to Student: \_\_\_\_\_  
 Present School (if applicable): \_\_\_\_\_ Present Year (K-6): \_\_\_\_\_

## B: NON-LOCAL SCHOOL PLACEMENT REQUEST

Locally Zoned School \_\_\_\_\_  
 Non-Local School applied for: \_\_\_\_\_ Year/Grade: \_\_\_\_\_  
 Proposed enrolment date: \_\_\_\_\_  
**Reasons for Application:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

**Notes:** 1. Once a student enrolls in a non-local school, transfer to another non-local school will only be possible in exceptional circumstances. Transfer to the student's local school will be allowed if space is available.  
 2. Potential acceptance of non-local enrolment will not automatically transfer to younger siblings. A separate application would be required when appropriate.

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SCHOOL USE ONLY

Date received by local school: \_\_\_\_\_ Date received by requested school: \_\_\_\_\_

Place available? \_\_\_\_\_ Parent advised on: \_\_\_\_\_

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

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by 1st of July each year.**