



## Application for Non-Local Primary School Enrolment

Please read the information for parents on the back of this form.

### A: STUDENT INFORMATION

Family Name \_\_\_\_\_ Date of birth \_\_\_\_\_  
Given Name \_\_\_\_\_ Male  Female   
Address \_\_\_\_\_ Home phone \_\_\_\_\_  
\_\_\_\_\_ Work/Mobile \_\_\_\_\_  
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 \_\_\_\_\_  
Proposed date of enrolment \_\_\_\_\_  
Reason for application \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Attach any further information that you feel may be relevant)  
I have also applied for enrolment at the following non-local school \_\_\_\_\_  
And at my local school \_\_\_\_\_  
Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

### C: SCHOOL USE ONLY

Date received \_\_\_\_\_ Place available? \_\_\_\_\_ Parent advised on \_\_\_\_\_  
Notes \_\_\_\_\_  
\_\_\_\_\_

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

## **Non-Local Primary School Placement Information for Parents**

**Please read carefully before completing the form**

Parents may apply for the non-local enrolment of their child in up to two (2) schools of their choice in addition to their designated local school. A separate application form is required for each school.

Reasons for choosing non-local placements may include:

- Change of residence
- Move from a non-government school
- Siblings already enrolled at the school
- Medical reasons
- Safety and supervision of the student before and after school
- Student welfare needs
- Particular educational programs or philosophies
- Structure and organisation of the school
- Size of the school
- Particular disciplinary procedures
- Attitude to school uniforms
- Travel arrangements and/or distance

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. To avoid disappointment, parents should check that there are places available in a school before applying.

Once a student enrolls in 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.

Parents can appeal against decisions regarding non-local placement by writing to the Assistant Director-General (Region).

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