



Non-Local Enrolment – Policy and Procedures Years 7 - 12

1. Students who live outside the Kirrawee High boundary must complete a Non-Local Application for Placement form and return it to Kirrawee High School.

The link below will direct you to the boundary map for Kirrawee High and/or you may contact the Department of Education for related enquiries.

<https://schoolfinder.education.nsw.gov.au/index>

For year 6 into 7

All NSW government primary school students will receive an Expression of Interest form from their current primary school. This form must be returned to their Primary School by the advertised due date. A separate Non-Local Application for Enrolment form must also be returned to Kirrawee High School by the due date as advertised on the school website.

Please note, late applications may be considered, however, where places are not available successful candidates will be placed at the bottom of the waitlist.

2. **Non-Local Enrolment Criteria**

- Priority is given to siblings of current students and to children of permanent school staff.
- Exceptional compassionate, learning, wellbeing and/or family circumstances that cannot be accommodated at the local school.

Note: Compassionate circumstances must be significant and supported by evidence. For example, circumstances such as anxiety related solely to friends attending the school will not be considered valid compassionate grounds.

- The structure and organisation of the school.

For example:

- involvement in performing arts including band, music, dance and drama,
- specialist sports for example, water polo
- debating and public speaking
- leadership opportunities
- other organisational or structural considerations relevant to Kirrawee High School.
- Availability of subjects/combination of subjects particular to Kirrawee High School. For example, French or Japanese
- Demonstrated commitment to learning





3. **Application Submission**

- Applicants should include documentation to support the selection criteria above. All documentation must relate directly to the selection criteria above.
Examples of Documents:
 - evidence of involvement in band, music, dance or drama
 - evidence of French or Japanese language learning
 - evidence of commitment to learning such as a school report
 - letter from Primary School Principal, Medical /Mental Health Professional etc. to support compassionate grounds.
- A page limit of no more than 5 A4 single sided pages applies to the submission of supporting documentation
- Digital media presentations will not be accepted.

4. **Enrolment Panel**

All applications for Non-Local Enrolments will be considered by an Enrolment Panel. Enrolment Panels will be convened as follows:

- Non-Local Enrolments for Year 6 into 7: This panel will include members of the school's Senior Executive team and a community member chosen by the school's P&C
- All other Non-Local Enrolments: This panel will include members of the school's Executive team.

All enrolment panels will assess all information and supporting documentation provided on the application and will apply the enrolment criteria equitably to all applicants. The information in the enrolment application will be disclosed to all members of the panel.

5. **Notification**

Applicants will be notified of the application decision via email.

6. **Waitlist**

Where the number of successful applications exceeds the places available a waitlist may be created. The waitlist will be valid for the current calendar year. Parents will be informed via email if their child is placed on the waitlist. The email will also include their child's position on the waitlist.

7. **Appeals**

- Appeals must be lodged with the school within 10 days of receiving notification of the application decision. Appeals received after this time will not be considered.
- The principal will manage, decide, and respond to all appeals within two weeks of receipt of the appeal.
- Appellants should provide detailed information as to the basis of the appeal.
- Parents will be informed in writing of the decision.

Last updated: 27-Feb-2025

