2026

KURRI KURRI HIGH SCHOOL

ENROLMENT PROCEDURE

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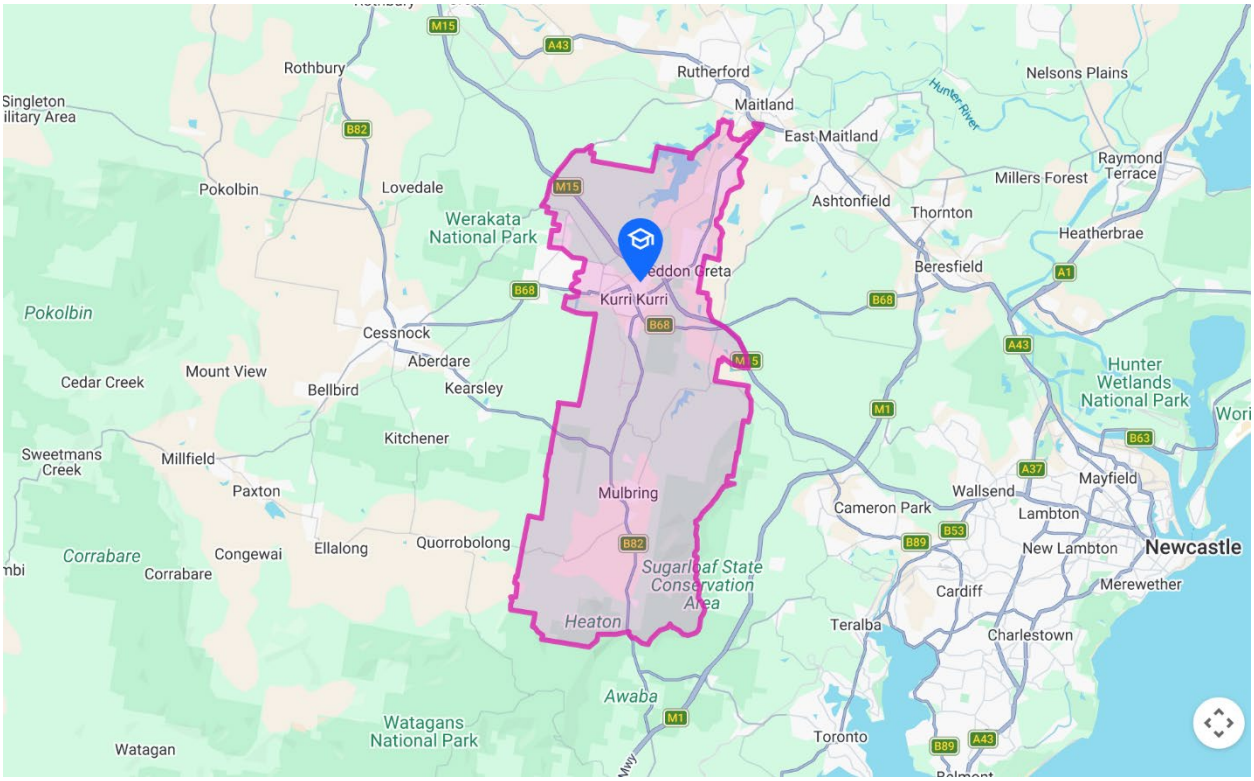
Local Enrolment

To determine if a student's home is within a school's local intake area please use the following link to the updated School Finder App - https://education.nsw.gov.au/schooling/school-finder

Kurri Kurri High School intake area



Residential Address Check

The NSW Department of Education requires a 100-point residential address check for consistency when establishing a child's entitlement to enrol at their local school, when the school is at or nearing capacity.

The 100-point residential address check is part of the procedure for schools with limited non-local enrolment availability or with local enrolment availability only to verify that the student being presented for enrolment lives within the intake area. The principal has authority to waive or vary the 100-point check in exceptional circumstances.

Verification documents will not be retained. A written or electronic record confirming the sighting of documents will be maintained. All copies of submitted residential check evidence will be destroyed after validation.

All staff in schools will abide by the Privacy and Personal Information Protection Act 1998. School staff will exercise due diligence in the collection, use and storage of any documents provided by our clients. This includes:

- discerning if copies of documents containing personal information that needs to be collected
- using information collected for administering enrolment applications only
- Ensuring all copies of submitted residential check evidence have been destroyed after validation.

NB: Principals may waive or vary the 100-point residential address check requirements when assessing a child's entitlement to enrol at the school on occasions where a parent can give legitimate reasons why they are unable to present documents, or otherwise in exceptional circumstances.

Enrolment Availability

Based on actual student enrolment numbers in February 2026, Kurri Kurri High School has 'Non-Local Enrolment availability' (enrolments for students who live outside our intake area)'.

Our school is currently considering non-local enrolments, meaning you can apply to enrol your child even if you live outside our intake area. To ensure we have enough places for students who live in our intake area, please note we cannot guarantee that non-local enrolment applications will be accepted. Interested families can submit a non local enrolment application: https://education.nsw.gov.au/content/dam/main-education/policy-library/public/supporting-documents/pd-2002-0006-01-nonlocalschoolform.pdf

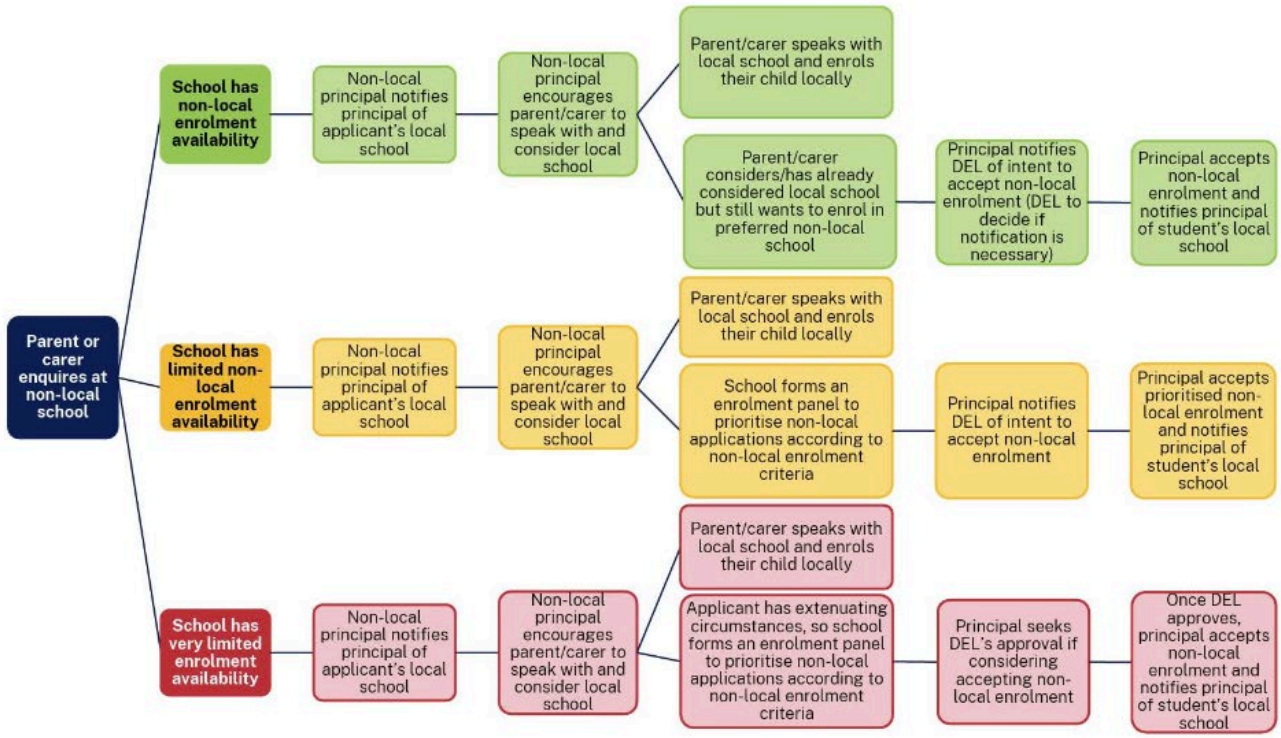
If we receive more non-local enrolment applications than there are places available, we will consider and prioritise them against the NSW Department of Education's non-local enrolment criteria:

1. students with learning and wellbeing needs requiring reasonable adjustments and/or additional educational support including: Cultural considerations, disability, developmental age, trauma, child protection concerns, medical, individual needs and considerations.

2. Siblings currently attending Kurri Kurri High School, with siblings of students in support units given priority

3. Children of a parent or carer who works substantively at Kurri Kurri High School.

Non-Local Enrolment School Procedure



Local Enrolment Buffer

Kurri Kurri High School maintains an enrolment buffer based on available permanent accommodation and total numbers in each year group. A local enrolment buffer is a portion of places within a school's enrolment availability that are set aside for local enrolments received throughout the year. A school's enrolment buffer is set locally by the principal and approved by the Director, Educational Leadership (DEL) and is reviewed annually. Buffers are an important safeguard for schools that are close to exceeding their enrolment availability to ensure they can accommodate local students who enrol throughout the year.

The Enrolment Buffer for Kurri Kurri High School is the equivalent of 2 student positions per class across a year group. The maximum buffer shall not exceed 20 students in a year group.

Non-Local Enrolment Criteria

The criteria listed below, for the enrolment of non-local students has been developed by the Senior Executive of Kurri Kurri High School, after consultation with the school community. (General Enrolment Procedures: 9.4.2)

1. Students with additional learning and wellbeing needs requiring reasonable adjustments and/or additional educational support, including cultural considerations, Aboriginal and Torres Strait Islander cultural, family and kinship connections and relationships, disability, developmental age, trauma, child protection concerns, medical and individual needs and circumstances

2. Siblings of students currently attending the school, with siblings of students in support units given priority

3. Children of a parent or carer who works substantively at Kurri Kurri High School.

4. Availability of subjects or combination of subjects

5. Proximity and access to the school

5. Safety and supervision before and after school.

6. Recent changes to local intake area boundary

Note: Criteria that will NOT be considered includes student ability, performance, or achievement.

Enrolment Panel

When demand for non-local enrolment exceeds the number of places available below the local enrolment buffer the school will establish an Enrolment Panel to consider all applications against the above criteria.

Panel Member

1. School Executive - Chairperson

2. Staff member nominated by the principal

3. School community member nominated by the school's parent organisation

Waiting lists

A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current school year only. The waiting list is determined by the enrolment panel. Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it. The length of the waiting list will reflect realistic expectations of potential vacancies.

Enrolment Time Frame

Applications for the current school year should be assessed within 15 school days. This timeframe does not apply to applications received for the next school year.

Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel to determine whether the criteria have been applied equitably. The appeal is made in writing to the Principal and sets out the grounds of the appeal. If necessary, the Principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the Principal is not on the enrolment panel, the Principal will make a determination following a consideration of the appeal. Otherwise, the appeal may be determined by the Director, Educational Leadership.