



## **NEWCASTLE HIGH SCHOOL NON-LOCAL SCHOOL ENROLMENT INFORMATION FOR PARENTS/CARERS**

Parents/carers may apply for the non-local enrolment of their student. A separate application form is required for each school.

To be eligible for a non-local placement one or more of the following criteria must be addressed. Non-local placements are offered to students who add to the cultural capacity and calibre of the school.

### **Criteria for Non-Local Placement**

It is the decision of the enrolment panel that if accommodation and staff are available. The schools placement criteria is as follows:

- siblings already enrolled at the school
- attendance at a partner primary school
- proximity and access to the school
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- compassionate circumstances
- structure and organisation of the school
- recent change in the local intake area boundaries

The Principal will ensure that the established criteria are applied equitably to all applications. Parents will be provided with an explanation of the decisions of the placement panel in writing, should they request it.

A written application on the non-local area application form must be completed addressing the criteria.

When addressing the criteria it should be clear and concise and specifically prove the case for enrolment of the student to the placement panel.

- Oral or other submissions will not be accepted.
- Applications containing false or misleading information will be rejected.

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.

The non-local area application placement panels are held on a regular basis depending on the availability of the Parents and Citizens Representative.

**FORWARD THE APPLICATION FORM WITH THE SUPPORTING INFORMATION TO  
THE PRINCIPAL OF THE NON LOCAL SCHOOL AT WHICH YOU ARE SEEKING  
PLACEMENT**