

Harrington Street Public School – Non-Local Enrolment Procedures



Purpose

Harrington Street Public School's non-local enrolment procedures have been developed in line with the NSW Department of Education's Enrolment of Students policy and Enrolment in Kindergarten to Year 12 Procedures (updated 30 January 2025). These procedures provide comprehensive and transparent information to the school community regarding the processes involved in managing non-local enrolments, ensuring clarity and accessibility for all stakeholders.

Enrolment cap

An enrolment cap for a school is established centrally based on available permanent accommodation and determines how many non-local enrolment applications a school can accommodate.

Harrington Street Public School's enrolment cap is: **763**

Local enrolment buffer

The local enrolment buffer is a portion of places set aside within a school's enrolment cap for local students' enrolment throughout the year. It is not separate or in addition to the enrolment cap.

Harrington Street Public School's local enrolment buffer is: **38**

Harrington Street Public School is currently operating at: Nearing the school's enrolment buffer

Non-local enrolment criteria

Equity and excellence are key to public education. Parents may enrol their child at any government school if the child is eligible to attend and the school can accommodate the child.

Criteria given priority:

- 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 and individual needs and circumstances
- siblings currently attending the school, with siblings of students in support units given priority

Criteria given consideration:

- parent or carer works at the school. This includes all permanent and part-time department staff employed at the school including temporary teachers who have been employed for at least 12-months in the last 2-years (temporary teachers employed for less than this time can also be considered at school's discretion). This consideration will not be extended to casual employees or contractors.

The following criteria will also be considered:

- proximity and access to the school
- safety and supervision of the student before and after school
- structure and organisation of the school (examples could include alternative school hours, compressed days, agriculture, sporting and/or music programs)

Submitting a non-local application

- A non-local enrolment application can be submitted digitally through the [Online Enrolment for NSW Government schools](#) application form.
- If a parent cannot submit the application digitally through Online Enrolment, the school will provide a paper non-local application form that requires the applicant to address the selection criteria and provide supporting documentation.

Assessing non-local applications

- The principal will notify the principal of the young person's local school before considering the non-local application.
- An enrolment panel will review and assess application against the criteria outlined above.
- The enrolment panel will consist of a member of the school executive (chairperson), one or more teachers and a community representative nominated by the school's parent organisation. Information provided in the enrolment application will be shared with all panel members as part of the assessment process.
- If enrolment panel recommends enrolment to be accepted, principal to seek approval from DEL prior to offering enrolment.
- Where required, principal to consult with SINSW to ensure non-local enrolments can be accommodated.
- The principal will identify the primary reason, and any secondary or tertiary reasons, for accepting or declining a non-local enrolment application submitted through the Online Enrolment System and record these in the Online Enrolment System.
- Parents/carers will be informed of the application decision and a written explanation provided on request.

Appeals Process for non-local Enrolments

- Where a parent/carer wishes to appeal against the decision of the panel, the appeal should be made in writing to the principal. Where required, the principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.
- The principal will consider the appeal and make a determination.
- Parents will be informed of the appeal decision and a written explanation provided on request.
- If the matter is not able to be resolved at the local level the Director, Educational Leadership will consider the appeal and make a determination.

Consultation

This enrolment procedure has been developed in consultation with the Parents & Citizens Association (P&C) to ensure transparency and address local needs.

Update and Review

This procedure was updated 30 July 2025 and will be reviewed 30 July 2026.