



Pittwater High School

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Non-Local Enrolment Procedures (15 October 2024)

INTRODUCTION

This document provides information on the entitlements, requirements, and procedures to enrol non-local students at Pittwater High School.

It should be read in conjunction with the NSW Department of Education policy, *Enrolment of Students in NSW Government Schools*, and the NSW Department of Education procedural document, *General Enrolment Procedures*.

ENTITLEMENT TO ENROL

In accordance with the NSW Department of Education policy, *Enrolment of Students in NSW Government Schools*, a student is entitled to enrol at Pittwater High School if their home is within the local intake area.

Parents/carers of children whose home is outside the local intake area may apply to Pittwater High School for non-local enrolment of their child.

ENROLMENT CAP

An enrolment cap for a school is established centrally, based on available permanent accommodation. This is to make sure every NSW student has access to their local school and to ensure that class sizes are at the recommended levels.

PROCEDURES FOR NON-LOCAL ENROLMENT APPLICATIONS

Non-local enrolment applications are considered when Pittwater High School can accommodate a child below their enrolment cap. The school will only accommodate non-local enrolments into classes where there are places available. The school allows a buffer to accept all local enrolments throughout the year. When the school reaches this buffer, non-local enrolments will only be considered in exceptional circumstances. At this point, the Pittwater High School enrolment panel no longer manages non-local enrolment applications. All non-local enrolment applications will be reviewed by the Director Educational Leadership for Pittwater Network.

In determining whether Pittwater High School can accommodate a child, the following procedures must be followed:

- **APPLICATION**

Non-local enrolment applicants should apply to enrol at Pittwater High School via the online or PDF enrolment applications available on the "Enrolment" section of the Pittwater High School website.



Pittwater High School

● NON-LOCAL ENROLMENT CRITERIA

Applications will be considered by the Pittwater High School Enrolment Panel, in the order they are submitted, according to the department's policy and subject to the following *Pittwater High School Non-Local Enrolment Criteria*:

- Siblings already enrolled at the school
- Proximity and access to the school
- Curriculum offerings unavailable at another school that can be met at Pittwater High School (for students in Years 8-12)
- Special circumstances including medical reasons, compassionate grounds or safety and supervision of the student before and after school
- Recent change in the local intake area boundaries
- Family history and connections to the school
- Children of school staff who are permanent employees of Pittwater High School (for enrolments commencing in Term 1, 2025)

These criteria have been developed in consultation with the Pittwater High School Parents and Citizens Association.

● ENROLMENT PANEL

The Pittwater High School Enrolment Panel consists of:

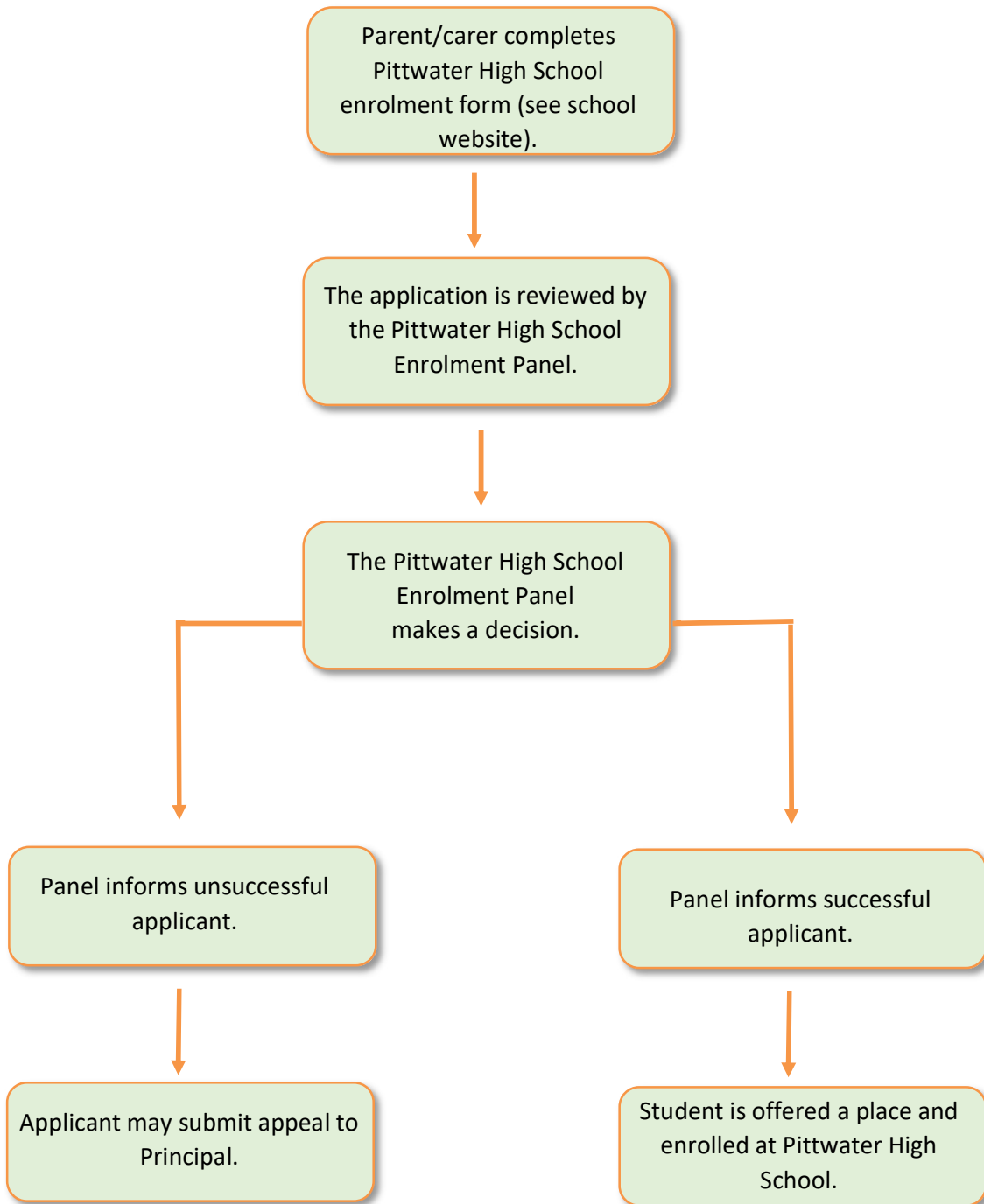
- Deputy Principal
- Administration representative
- Teacher
- P&C representative

This panel will meet once per term, and when required throughout the school year, to consider non-local enrolment applications. Pittwater High School will notify parents of the result of their application. Parents may request a written explanation of the decisions of the panel.

● APPEALS

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. The purpose of the appeal is to determine whether the stated criteria have been applied equitably. The parent will be advised of the outcome in writing. If the matter is not resolved, the final level of appeal is to the Director, Educational Leadership, Pittwater Network.

NON-LOCAL ENROLMENT APPLICATION PROCEDURE FLOWCHART



FURTHER INFORMATION AND RESOURCES

- [Enrolment of Students in NSW Government Schools](#)
- [General Enrolment Procedures](#)
- [xxx School website/Enrolment](#)