



# Drummond Memorial Public School

## NON-LOCAL (OUT OF AREA) ENROLMENT PROCEDURES

*These procedures align with the Department of Education's General Enrolment Procedures per the current Enrolment Policy (2025 Revision).*

- Parents/Guardians must complete a 'Non-Local Enrolment Application' and provide supporting documentation.
- Non-local enrolments may be considered by a panel consisting of a school executive member, a teacher, a community representative and a school administrative officer.
- All non-local enrolment applications are only considered when places are available in the designated grades.
- Criteria for non-local enrolment applications will be considered in order of importance:
  1. Siblings/family members residing in the same household are currently enrolled at the school.
  2. Proximity and access to the school.
  3. Safety and supervision of the student before and after school.
  4. Compassionate circumstances.
  5. Medical Reasons.
- For non-local enrolment applications for current-year placement, the panel will convene within two weeks of the submission date.
- The panel will consider non-local enrolment applications for the following calendar year in October of the current school year, unless otherwise specified.



# Drummond Memorial Public School

- Non-local enrolment applications for Kindergarten can be submitted throughout the year, with the panel convening in Term 3, Week 8.
- Non-local enrolments for Kindergarten will be finalised by Term 3, Week 10. All NSW Public Schools in the Armidale area discuss non-local enrolments together.
- Parents will be notified of the panel's decision by mail, e-mail, or phone.
- Unsuccessful applicants may be placed on a waiting list for the current intake year.
- Parents/Guardians applying for a non-local enrolment are also advised to enrol their child in their designated local school while waiting for a panel decision.
- We recommend Parents/ Carers speak to the Principal at their local school before submitting a non-local enrolment application.

**This will speed up the non-local enrolment process.**

- Where a Parent/Guardian wants to appeal against the decision of the placement panel, the appeal will be made in writing to the Principal within two weeks of an unsuccessful application. The Principal will seek to resolve the matter within seven days. If the matter is not resolved locally, the Director, Educational Leadership, will consider the appeal and make a determination. The appeal aims to determine whether the stated criteria have been applied fairly.

## Local Intake Area (As of May 2025)

