

MACKSVILLE PUBLIC SCHOOL

Telephone 6568 1800
Facsimile 6568 2277
Email macksville-p.school@det.nsw.edu.au

Principal Brad Griffith
35a Wallace Street MACKSVILLE 2447 NSW



Non-Local Primary School Placement Information for Parents

Please read carefully before completing this form.

Parents may apply for non-local enrolment of their child to attend Macksville Public School. Consideration of such applications will be made taking into account available places and the reasons identified for such an enrolment to occur.

The criteria for selecting amongst non-local enrolment applications could include such factors as:

- Proximity and access to the school
- Siblings already enrolled at the school
- Medical reasons
- Safety and supervision of the student before and after school
- Particular educational programs or philosophies
- Compassionate circumstances
- Structure and organisation of the school
- Student welfare needs

Each non-local enrolment application will be treated on merit, on the depth of reason and the strength of argument placed before our non-local enrolment committee.

The number of students a school may enrol is limited to the availability of classroom space. This means that some schools may not have room left for non-local enrolments after accommodating local children. Each school has an enrolment ceiling based on permanent accommodation. Within the enrolment ceiling, a buffer has been allocated to accommodate local students arriving throughout the year. Places in the buffer are not to be offered to non-local students. Where spare accommodation exists, non-local placements must not generate demand for extra staff or create disruption to school routine.

To avoid disappointment, parents should check that there are places available in a school before applying.

Parents can appeal against decisions regarding non-local placement by writing to the School Education Director.

Brad Griffith
Principal

Application for Non-Local Primary School Enrolment at Macksville Public School

Please read the information for parents on the back of this form.

A: Student Information

Family Name: _____

Date of Birth: ____ / ____ / ____

Given Name: _____

Male: Female:

Address: _____

Home Phone: _____

Work Phone: _____

Parents/Carer's Name: _____

Mobile: _____

Present School: _____

Relationship to child: _____

Present Year/Grade (K-6): _____

B: Non-Local Placement Request

School applied for: _____ Year/Grade: _____

Proposed date of enrolment: ____ / ____ / ____

Reasons for this application:

(Please attach any further information that you feel is relevant to your application.)

I have also applied for enrolment at the following non-local school:

_____ and my local school: _____

Parent/ Carer's Signature: _____ Date: ____ / ____ / ____

Forward this form to the Principal of Macksville Public School

SCHOOL USE

ONLY: Date received: ____ / ____ / ____

Place available: YES /

NO Parent advised on: ____ / ____ / ____

Notes: _____

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Date: _____

RE: Non-Local Primary School Placement Application

Dear _____

Thank you for your non-local enrolment application for your child/children at Macksville Public School.

The enrolment committee has reviewed your application and due to the school exceeding its enrolment ceiling, which is based on the number of permanent classrooms, we are currently unable to offer you a place at Macksville Public School.

Department of Education policy states:

'The number of students a school may enrol is limited to the availability of classroom space. This means that some schools may not have room left for non-local enrolments after accommodating local children. Each school has an enrolment ceiling based on permanent accommodation. Within the enrolment ceiling, a buffer has been allocated to accommodate local students arriving throughout the year. Places in the buffer are not to be offered to non-local students. Where spare accommodation exists, non-local placements must not generate demand for extra staff or create disruption to school routine.'

I wish you and children all the very best in their future endeavours.

Yours sincerely,

Brad Griffith
Principal