

King Park Public School – Non-Local Enrolment Procedures



Purpose

King Park 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.

King Park's enrolment cap is: 462

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.

King Park's local enrolment buffer is: 439

King Park Public School is currently operating at: Below the school's enrolment cap

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:

- structure and organisation of the school including sporting and dance programs
- safety and supervision of the student before and after school
- recent changes in the local intake area boundaries
- school is under buffer or cap and has capacity
- proximity and access to the school
- other considerations.

Submitting a non-local application

- A non-local enrolment application can be submitted manually through the [Application to enrol in a non-local NSW Government school form \(PDF 286 KB\)](#) or 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 consider applications against the criteria outlined above.
- 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 principal, 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.
- If the matter is not resolved at the local level the Director, Educational Leadership will consider the appeal and make a determination.
- Parents will be informed of the appeal decision and a written explanation provided on request.

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 on 21 July 2025 and will be reviewed in July 2026.