



# MERRYLANDS HIGH SCHOOL

## Non-local Enrolment Applications

Non-local enrolment applications will only be considered when the number of students enrolled or in the case of Yr 6 applications, are projected to be enrolled) is below the set local enrolment cap and the buffer schools are required to include to accommodate possible new local enrolments.

Should the school's enrolment (or projected enrolment) not reach the local enrolment cap (including the buffer) the school will only accommodate non-local enrolments into classes with available places. All non-local enrolments are to complete the school's *Expression of Interest* form.

## Enrolment Panel

If the school is in a position to consider non-local enrolments, an enrolment panel will be formed. The members of the school enrolment panel include:

- The Transition Advisor
- The Community Liaison Officer

The enrolment panel will meet as required and within two weeks of receiving an application for non-local enrolment. If the enrolment cap and buffer has been exceeded, the panel need not meet and the non-local enrolment application will be declined.

## Criteria for non-local enrolment

The criteria to be considered when making a determination for a non-local enrolment will include:

- Siblings already enrolled at the school
- Compassionate and special circumstances
- Available curriculum choices
- Other circumstances as identified by the applicant

## Informing parents and carers of decisions

Parents and carers will be advised of the outcome by the chairperson of the panel or their delegate. Where applicable, parents and carers will be advised if their child is on the waiting list.

## Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The purpose of an appeal is to determine whether the criteria have been applied fairly. The appeal is to be made in writing to the principal and sets out the grounds for appeal. Parents and carers will be advised of the outcome in writing. If the matter is not resolved at school level, the final level of appeal is the Director, Educational Leadership, Parramatta Network.