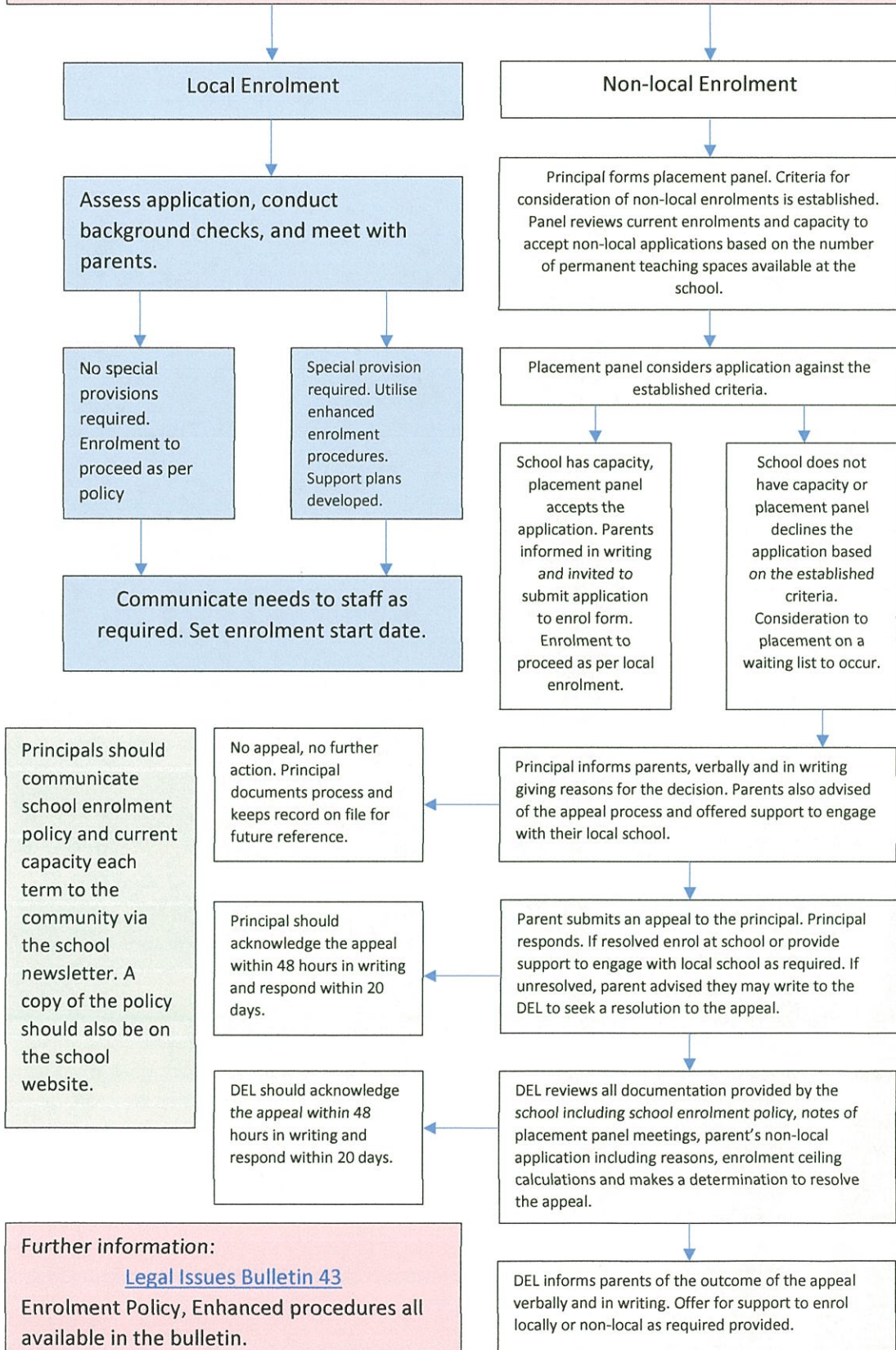


Parent approaches school to enrol. If they are in zone, parents are provided and requested to submit an application following normal school procedures. Out of Zone, provided school based form to submit an application in writing. School Finder accessed to determine if in or out of zone.

<https://education.nsw.gov.au/school-finder>



Principals should communicate school enrolment policy and current capacity each term to the community via the school newsletter. A copy of the policy should also be on the school website.

No appeal, no further action. Principal documents process and keeps record on file for future reference.

Principal should acknowledge the appeal within 48 hours in writing and respond within 20 days.

DEL should acknowledge the appeal within 48 hours in writing and respond within 20 days.

Principal informs parents, verbally and in writing giving reasons for the decision. Parents also advised of the appeal process and offered support to engage with their local school.

Parent submits an appeal to the principal. Principal responds. If resolved enrol at school or provide support to engage with local school as required. If unresolved, parent advised they may write to the DEL to seek a resolution to the appeal.

DEL reviews all documentation provided by the school including school enrolment policy, notes of placement panel meetings, parent's non-local application including reasons, enrolment ceiling calculations and makes a determination to resolve the appeal.

DEL informs parents of the outcome of the appeal verbally and in writing. Offer for support to enrol locally or non-local as required provided.

Further information:
[Legal Issues Bulletin 43](#)
 Enrolment Policy, Enhanced procedures all available in the bulletin.