



Clairgate Public School

Non-local (out of area) Enrolment Policy

- Local enrolments are determined by the address of the students.
- Each primary school has a set area of streets that determine locality.
- The school's cap is based on a formula of 23.1 students per classroom (not including demountable classrooms) – the cap for Clairgate PS is 393 students.
- For parents wishing to enrol their child as a non-local enrolment, the procedure is as follows:
 - A non-local enrolment application is completed, stating reasons for application.
- All non local enrolments are considered by a panel consisting of the Principal or their nominee, the Deputy Principal (Chairperson) and a community representative.
- The panel will convene in Term 3, prior to the orientation sessions, for Kindergarten non local enrolments. All other stage non-local enrolments will be considered as the need arises.
- Criteria for non-local enrolment applications:
 1. Siblings/family members 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.
- Please note, this criteria is in priority order.
- All non local applications are only considered when there is sufficient space available in their appropriate grade (usually a “buffer” of 2 students for local area enrolments).
- Parents will be notified of the panel's decision by either mail or phone contact.
- Non local enrolments for Kindergarten will be finalised prior to orientation sessions usually held in early in Term 4. Other non local enrolment decisions will be completed as quickly as possible.
- Parents wishing to enrol their child as a non-local enrolment are also advised to apply for enrolment at their local designated school.

Up-dated March, 2023