



Enrolment Procedure

This procedure was developed in reference to the [Enrolment in Kindergarten to Year 12 procedures](#) (PD-2002-0006-01-V02.0).

*This procedure is located on Middle Dural Public School's website within the **Enrolment** tab.*

Middle Dural Public School website: [Home - Middle Dural Public School](https://middledura-p.schools.nsw.gov.au/) <https://middledura-p.schools.nsw.gov.au/>

Local Enrolment Process:

Parents/carers may enrol their child in Kindergarten at the beginning of the school year if the child turns 5 years of age on or before 31 July in that year. The *Education Act 1990* mandates that all children must be in compulsory schooling by 6 years of age.

Parents/carers complete an online enrolment application which is available from NSW Department of Education. It can be accessed through Middle Dural Public School's website within the Enrolment tab. Alternatively a paper enrolment form can be completed and provided to the school.

A student is entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. Parents may apply to enrol their child in the school of their choice. Acceptance is subject to the child being eligible to attend and that the school can accommodate the child.

Non-local Enrolment Process:

Parents/carers living outside of Middle Dural Public School's local intake area may apply to enrol their child, although this is subject to Middle Dural's student enrolment cap (capacity).

When it does start nearing capacity, the following non-local enrolment procedures will apply: A number of local enrolment places (buffer) are reserved for local area students arriving throughout the year. The buffer number is based on historical data and is reviewed annually so is subject to change. Where non-local enrolment applications exceed available places, an enrolment panel will be formed to consider non-local criteria addressed in the online enrolment form. Non-local enrolment applications are considered by schools that can accommodate the child below the set local enrolment buffer level.

Middle Dural Public School enrolments are below the enrolment cap therefore we can consider out of area enrolments.

Non-local enrolment application Our school accepts online non-local applications as part of the online enrolment process. Your enrolment application must address the following criteria as this is the only information that will be considered

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Criteria – ranked in order of priority

- 1 Siblings already enrolled at the school.
- 2 Structure and organisation of the school – the school considers cohort numbers in relation to class size and overall cohort numbers.
- 3 Safety and supervision of the student before and after school.
- 4 Compassionate circumstances.

Priority will be given to siblings of currently enrolled students although this does not guarantee an enrolment offer.

Additional and supporting documentation for your child (that further supports consideration of the priority areas) can be provided to school prior to the application closing date.

Appeals

Unsuccessful applicants may lodge an appeal with the principal. The appeal must be made in writing to the principal within 10 days of being informed, stating the grounds for the appeal. The principal determines whether the panel has applied the stated criteria equitably and makes a determination. Parents will be advised of the outcome in writing.

Appendix 1 – MDPS Local Intake Area



Middle Dural Public School intake area is highlighted in the above map.

Please use the **School Finder** app which can be found on our website or on the NSW Department of Education website to search for your local school.