

Como Public School Enrolment Policy and Process

Como Public School follows the [NSW Department of Education's enrolment policy](#), ensuring a fair and transparent process for all students. Our enrolment procedures support the right of every child to access quality education in their local school while also considering non-local applications where capacity allows. The enrolment process is designed to provide families with clear guidelines for both local and non-local enrolments.

Step 1: Enquiry and Eligibility

- Enquire about enrolling with the School via phone (02 9528 9003), email (como-p.school@det.nsw.edu.au) or directly at the school office.
- **Local Intake area:** Confirm that your residential address falls within Como Public School's designated local intake area. Use the [NSW Public School Finder](#) to verify your address.
- **Non-local area:** Applications will be assessed against the criteria outlined below.

Step 2: Interview meeting

- A meeting with the Principal or Executive Staff will be organised if necessary.

Local Enrolment	Non-Local Enrolment
<p>Step 3: Prepare Supporting Documentation</p> <p>Gather the following documents required for enrolment:</p> <ul style="list-style-type: none"> • Proof of Student's Identity: Birth certificate or identity documents. • Proof of Residential Address: Current council rates notice, residential lease agreement, or an electricity bill. • Immunisation History Statement: Obtainable from the Australian Immunisation Register (AIR). 	<p>Step 3: Understand the Selection Criteria</p> <ul style="list-style-type: none"> • Learning and wellbeing needs, 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 in eligible mainstream schools given priority. • Parent or carer works at the school. • Proximity and access to the school. • Structure and organisation of the school.

<ul style="list-style-type: none"> ● Additional Documents (if applicable): <ul style="list-style-type: none"> ○ Family law or other relevant court orders. ○ Medical reports or healthcare plans for children with health, disability, or other support needs. <p>Step 4: Submit an Enrolment Application</p> <ul style="list-style-type: none"> ● Digitally through Online Enrolment. or ● Submit an Application to enrol in a NSW Government school form (PDF 930 KB) manually using a paper form. ● School staff can provide reasonable support to complete the enrolment form, particularly for parents from language backgrounds other than English, including those learning English as an additional language/dialect (EAL/D) and parents with cognitive or sensory disability. ● Translated versions of the Application to enrol in a NSW Government school form are available. 	<ul style="list-style-type: none"> ● Safety and supervision of the student before and after school. ● Availability of subjects or combinations of subjects. ● Recent changes in local intake area boundaries. ● School is under buffer or cap and has capacity. ● Other considerations <p>Step 4: Submit a non-local Enrolment Application</p> <ul style="list-style-type: none"> ● Digitally through Online Enrolment. or ● Submit a non-local enrolment application manually through the Application to enrol in a non-local NSW Government school form (PDF 286 KB). ● You can provide supporting documents to your application. <p>Step 5: School considers application</p> <ul style="list-style-type: none"> ● Principals may establish an enrolment panel for non-local enrolment applications, which includes a community member chosen by the school's parent organisation. The enrolment panel will have access to the information provided in your non-local application.
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Final Step: Await Confirmation

Applications for the current school year should be assessed within 15 school days. This timeframe does not apply to applications received for the next school year. Following the review of your application, the school will inform you of the outcome. If accepted, you'll receive details about the next steps, including start dates and any orientation programs.