



Catholic Schools Office Diocese of Broken Bay

Caroline Chisholm Centre
Building 2, 423 Pennant Hills Road
Pennant Hills NSW 2120
PO Box 967, Pennant Hills NSW 1715
Phone: (02) 9847 0000
Fax: (02) 9847 0001
Email: mail@dbb.catholic.edu.au
Web: www.csodbb.catholic.edu.au

Out of Area Request

I/We (*parent name*) wish to make a request to enrol (*student's name*) in (*name of school*) which is a school that is not in our designated area.

In doing so, I/we recognise that I/we need to be honest and open about my/our reasons for this request so that the schools can determine if this request would be in the best interest of the family/student and the schools concerned.

Upon looking at this request, I/We understand that the Principal may request further information to support my/our application. This may be through additional paperwork or an interview.

I/We understand that in making a determination the local Principal will consult with the *out of area* Principal, Parish Priest and the Catholic Schools Office.

Details of Request

Address where the student resides

Name of school within the local area

Reason for request

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Additional information to support the request

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Signed Contact No. Date

Request Determination

If your application is **granted**, at that stage you will be informed in writing / phone call, and will be offered an interview with the *out of area* Principal or their delegate as part of the normal enrolment process. If the application to be enrolled at an *out of area* school is **denied**, you will be informed in writing and will be offered an interview at the local catholic school with the Principal or their delegate as part of their normal enrolment process.

NOTE: This Request is to be returned, together with an Enrolment Application, to the local Catholic school in the area the family lives.