

Online Enrolment for Parents

A better way to apply for enrolment at your local school

Kootingal Public School offers parents an online alternative to the 16-page, handwritten application form when applying to enrol their child.



Getting started online

To apply online for Kootingal Public School, your child must be

- a NSW resident
- an Australian or New Zealand citizen or permanent resident, and
- living in the local enrolment area of the school for which you are submitting an application.

The online enrolment process is being used by more than 2000 schools across NSW and only supports applications to a student's local school.

Parents can still use existing enrolment processes to apply. Please contact Kootingal Public School on 67603332 for more information.

How it works

- The link to begin an online enrolment application is available via the "Enrolment" section of the Kootingal Public School website - <https://kootingal-p.schools.nsw.gov.au/>
- The parent or carer completing the application must provide the child's main residential address and a contact email to begin the online enrolment process.
- A one-time security code will be sent to this email to authenticate the parent against their email, then the online enrolment form can be completed and the parent can use this email address to resume at a later time.
- The dynamic form will only show the mandatory fields in relation to the specific student, which means parents will only be required to complete the fields of the application relevant to circumstances of their child.
- The form can take as little as 10 minutes to complete, and is sent directly to the administration staff at Kootingal Public School.
- Parents will be emailed a PDF copy of the enrolment application immediately following the submission for their own records.
- Our school administration staff can then contact parents directly for any clarification required around the application.
- The application to enrol will be finalised once the parent/carers has met with the school and provided all the relevant identity and medical documentation for the student.



-  **STUDENT-CENTRIC**
Online application form only asks questions relevant to the student.
-  **USER-FRIENDLY**
Form is intuitive, clear and progressed can be saved and resumed later
-  **EASY ACCESS**
Available through the school's website. Parents instantly know their in-area school.
-  **SAFE & FLEXIBLE**
The form is secure, and can be completed on multiple devices anywhere and anytime.