

## Enrolment Scheme Policy NAG 6

### Rationale

To enable the Secretary of Education to make reasonable use of the existing network of schools and to avoid overcrowding or the likelihood of overcrowding **at the school where possible**.

### Purpose

To provide Royal Oak Intermediate School with clear guidelines to support the enrolment procedures during the school year.

### Guidelines

1. **All students who live within the home zone shall be entitled to enrol at the school subject to providing proof of residence.**
2. Each year the Board will determine the number of places which are likely to be available in the following year for the enrolment of students who live outside the home zone.
3. The School Prospectus and Website will specify the date by which all applications must be received and advertise the ballot date as per the Ministry of Education's recommendations.
4. The Education Act 1989 (the Act) provides the legislative framework under which a board of trustees may develop, implement and operate an enrolment scheme **for students outside of the home zone**. The order of priority is as follows:

|                        |   |
|------------------------|---|
| <b>First priority</b>  | – must be given to any applicant who is accepted for enrolment in a special programme run by the school.  |
| <b>Second priority</b> | – must be given to any applicant who is the sibling of a current student of the school.   |
| <b>Third priority</b>  | – must be given to any student who is the sibling of a former student of the school.  |
| <b>Fourth priority</b> | – must be given to any applicant who is a child of a former student of the school   |
| <b>Fifth priority</b>  | – must be given to any applicant who is either a child of an employee of the board of the school or a child of a member of the board of the school. |
| <b>Sixth priority</b>  | – must be given to all other applicants.  |

If there are more applicants in the second, third, fourth, or fifth priority groups than there are places available, selection within the priority group will be by a ballot conducted in accordance with instructions issued by the Secretary for Education under Section 11G(1) of the Education Act 1989. Parents will be informed of the date of any ballot by notice in a daily or community newspaper circulated in the area served by the school.

The enrolment scheme, which includes a precise description of the home zone, must be available upon request from the school office.

## Supporting Documents

The following documents can be referred to in support of this policy and its associated procedures;

- Te Tiriti o Waitangi Policy Framework
- Education Act 1989 including all associated amendments
- He Pitopito Kōrero | Ministry Bulletin for School Leaders

Ratified by the Board

\_\_\_\_\_  
Chairperson: Erina Kent

\_\_\_\_\_  
Date

**Next Review:**

November 2020

**Review History:**

|            |            |  |  |  |  |  |
|------------|------------|--|--|--|--|--|
| 11/11/2014 | 12/12/2017 |  |  |  |  |  |
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