



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

POLICY

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### ENROLMENT

#### Rationale

Schools with enrolment schemes have a home zone, which is a geographically defined area around the school.

Students living inside the zone are guaranteed a place at the school.

Students who live outside the zone can apply to enrol, but acceptance of their application is subject to places being available for them – and if there are fewer places available than there are applicants, their acceptance is subject to the outcome of a pre-enrolment ballot.

#### Purpose

Schedule 20 of the Education and Training Act 2015 sets out the legislative requirements for schools operating an enrolment scheme. The purpose of an enrolment scheme is:

- a. to avoid overcrowding or the likelihood of overcrowding at the school;

- b. to ensure that the selection of applicants for enrolment at the school is carried out in a fair and transparent manner; and;
- c. to enable the Secretary to make the best use of existing networks of State schools.

In achieving its purpose, an enrolment scheme must, as far as possible, ensure that:

- a. the scheme does not exclude local students; and
- b. no more students are excluded from the school than is necessary to avoid overcrowding.

### **Guidelines**

1. Students shall be entitled to attend Mt Eden Normal Primary School 'as of right', if both of the following criteria are met:

- i. Students live within the 'Mt Eden Normal Primary School Home Zone'
- ii. Students are legally entitled to a free New Zealand education.

2. If places are available, the Board of Trustees may offer places to out of zone pupils. The procedures for selection by ballot are as required by the Secretary for Education under the Education and Training Act 2020, Section 74.

3. The school is entitled to make all enquiries necessary, in its opinion, to obtain information which may verify eligibility and assist in completing an enrolment.

4. In managing the school roll the Board of Trustees will take into account:

- i. The likelihood of overcrowding in any particular year level
- ii. Staffing and physical limitations of the school
- iii. Maintaining a balanced roll
- iv. The resources of the school

5. A member of the Senior Leadership Team will personally enrol new pupils whenever this is possible.

6. For new entrant children, pre-entry visits will be facilitated where possible to help ensure a positive transition into school. Times for these visits are generally arranged as part of the enrolment procedure.

7. Information sessions and/or guidance for parents of new entrant children will be provided by the school to help facilitate the transition process.

8. Liaison with local Early Childhood Groups is a priority to maintain links and assist successful transition.

Signed:

Presiding Member

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