



# HOROTIU SCHOOL

## TE KURA TUATAHI O HOROTIU

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## HOROTIU ENROLMENTS POLICY 2016

### **Rationale:**

Under the terms of the Education Act Section 11G (1) 1989, the Board of Trustees has implemented an Enrolment Scheme to manage the school roll. In implementing the scheme, the Board treats all enrolments fairly.

In accordance with the Education Amendment Act 1991, and following consultation with the Ministry of Education and the community, the Board of Trustees implements the following enrolment scheme.

The Board have defined a geographic zone that includes areas that have traditionally contributed children to the school.

### **The Board apply the following priorities:**

#### **Priority 1**

All Primary School aged children residing in the school's defined zone have automatic right to enrolment.

#### **Priority 2**

Where the Principal and Board deems there are spaces available, the following criteria apply to applicants from outside of the defined zone. Education Act Section 11D (1):

- **Meet the criteria of being a sibling of a current student.**
- Meet the criteria of being a sibling of a former student.
- Meet the criteria of being a child of a former student.
- Meet the criteria of being a child of a board employee.
- All other students.

Parents who wish to make an out-of-zone application for enrolment, need to make an appointment with the School Principal.

The Board is satisfied that it is acting in accordance with:

- **The Race Relations Act 1971**
- **The Human Rights Act 1993**
- **The Education Act 1989**
- **Guidelines for the Development and Operation of Enrolment Schemes.** Secretary for Education. February 2011
- **Instructions Relating to the Operation of Enrolment Schemes.** Secretary for Education. May 2011

### **Horotiu School Enrolment Scheme Guidelines**

1. Horotiu School opened a zone for students 2003. The school caters for learners in Years 1-8. Students living within the determined school zone will have absolute right to enrolment at

Horotiu School. The school has an approved enrolment policy based on a defined geographic zone, information on in-zone and out-of-zone enrolments is available through the office or through the school website.

2. Priority will be given to enrolment of pupils who have a residential address within the geographical zone set out in Appendix 1. Our enrolment scheme has been adopted to meet the provisions of section 11A of the Education Amendment Act 2000.
3. All students who live within the home zone highlighted above shall be entitled to enroll at Horotiu School. **Proof of residence is required**, e.g. rates bill, power bill etc. These documents must provide evidence that the child's primary caregiver/ parent resides within the defined zone.

It is a requirement that we sight the birth certificate before enrolling a 5-year-old child, and an immunisation certificate from your child's doctor. If the child is not a New Zealand citizen, it is required that a passport be presented and the school need to sight necessary visas.

**4. In the event of an out of zone application.**

*The provisions of Section 11F of the Education Act 1989 govern the enrolment of out-of-zone students.*

5. Each year the board determines 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. The board will publish this information by notice in a daily or community newspaper circulating in the area served by the school. The notice will specify a date by which all applications must be received and the date the ballot will be held. These ballots will normally take place in October, for children to start in the following year. A further ballot will also be held prior to the beginning of each term, should places for out-of-zone students be available.
6. The applicants are welcome to lodge their application for an out-of-zone enrolment at any time. The application will be retained and included in the next ballot.
7. The Ministry of Education states that when a school has a zone, the family must reside within that zone for 1 year to be entitled to remain at the school. Should circumstances change within that first 12 month period, written notification must be given to the Board of Trustees explaining the reasons for moving out of zone and requesting permission for the child to remain as a student at the school. Under **Section 110A of the Education Act 1989**, unless the parents can give a satisfactory explanation, the Board may annul the enrolment. Each case will be taken on its own merit and immediate notification is advised, as not informing the school could be viewed as an intent to deceive.
8. Priority will be given to the enrolment of siblings of current out-of-zone families as if they resided within the defined geographical zone. While this scheme is in effect, no new out-of-zone families will be enrolled at the school, except at the discretion of the Board of Trustees.

**9. Application for Enrolment**

All applications for enrolment must be made on the 'Horotiu School Application for Enrolment' form.

**10. New Entrants Starting School for the First Time**

All families wishing to make application to attend Horotiu School should complete an 'Application For Enrolment' form, on or about each child's fourth birthday. The Board of Trustees will reply to these applications one school term in advance of the child's fifth birthday. Those applications for enrolment, which are accepted, will indicate the proposed commencement date, which will usually be the child's fifth birthday.

## Procedures for Enrolment in Horotiu School

### In-Zone Enrolment Procedures:

1. If living in the Horotiu School in-zone area a child/children can be enrolled at anytime by completing the enrolment process as outlined below.

2. We encourage parents/caregivers to enrol their child 12 weeks prior to their 5th birthday. This gives them an opportunity to attend our Transition programme. It also enables you and your son/daughter to meet the Principal.
3. Parents / caregivers will be asked for verification of the enrolling child's age. This can be a birth certificate, passport or legal document. This is a Ministry Of Education regulation. The school will take a copy of this and it will be kept in the child's file.  
5 year-olds also need an immunisation certificate – obtained from their doctor.  
If you are a NZ resident (not a NZ citizen) you will require immigration documentation ie passport containing relevant visa information.
4. You will also be asked to provide the following information:
  - Child's full name.
  - Parent's/Caregiver's full names, occupations and addresses.
  - Emergency contacts (These could be a neighbour/friend/relation who you give permission to look after your child if he/she is not able to remain at school e.g. illness, and we could not contact you).
  - Telephone numbers, home, work and cellphone
  - Details of pre-schooling/previous schooling.
  - Ethnicity - Iwi if NZ Maori.
  - Name of family doctor and a request for permission to contact the doctor in an emergency in case of parents being unable to be contacted.
  - Significant health problems, allergies etc.

Evidence the family resides within the Horotiu School enrolment zone.
5. When children withdraw from the school, progress cards are retained until requested from another school. Personal records may be collected by parents / caregivers if requested. The office will remove students from the electronic register when they have confirmation that the child is enrolled at another school or has left New Zealand.

#### **Out-of-Zone Enrolment Procedures:**

1. 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. The board will publish this information by notice in a daily or community newspaper circulating in the area served by the school. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.
2. If the applicant does not live within the home zone specified in the school's enrolment scheme the application will be subject to the selection procedure outlined in the Education Act 1989.
3. This scheme is in place to prevent Horotiu School from overcrowding. However while Horotiu School is in a growth phase it may be able to support a proportion of out-of-zone students. If this is the case it will take out-of-zone students through a ballot system.
4. The Act (Sections 11c-11i) states that there are five priorities for enrolment. Priority given to students who:
  - Meet the criteria for enrolment in approved special programme run by the school. (Our school has no such programme.)
  - Meet the criteria of being a sibling of a current student.
  - Meet the criteria of being a sibling of a former student.
  - Meet the criteria of being a child of a former student.
  - Meet the criteria of being a child of a board employee.
  - All other students.
5. In situations where the number of applicants exceeds the number of places available for out-of-zone students, selection will be by ballot. If a ballot is required at our school, a Justice of the Peace or a sworn member of the Police will supervise it.
6. Within three school days of this date, the school will send a letter informing applicants of the outcome of the ballot. If the application has been successful, parents/caregivers will be asked to

confirm acceptance or rejection of the offered place within 14 days of the date on the school's letter. If there is no response within the 14-day period, the place will be offered to the first person on the waiting list established by the ballot.

7. 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 under Section 11G(1) of the Education Act 1989.
8. If there are more places available than there are applicants, a ballot will not be necessary and those applying will be accepted onto the school roll.

## **Enrolment Review Policy for Horotiu School for new enrolments effective from February 2nd 2016**

### **Enrolment procedure**

- 1. When a parent enrolls a student at the school they must provide the following:**
  - A completed enrolment application in the prescribed form.
  - Statutory declaration in the prescribed form.
  - Documentary evidence supporting their application (see below).
- 2. If the family owns the property, they must provide:**
  - evidence of ownership of the property (certificate of title or rates bill).
  - evidence that they reside at the property (a utility bill).
- 3. If the family rents the property, they must provide:**
  - a copy of their lease agreement.
  - if the lease agreement is for a period less than one year, a letter explaining how they intend to remain in the zone after the expiration of the lease agreement.
  - evidence that they reside at the property (a utility bill).
- 4. If the family is living with another family who is in-zone, they must provide the relevant ownership or rental information above and the following additional information:**
  - Letter from the owner of the property explaining the boarding arrangement (if the property is rented then the letter should be from the landlord)
  - Statutory declaration in the prescribed form from the family who owns or rents the property.

### **Enrolment form**

5. The Enrolment form shall:
  - advise parents that the date of enrolment is the date that the student starts school and the student must live in the zone at that date.
  - Identify whether the family own the property, rent or are living with another family.
  - Identify when the family moved into the zone.
  - Identify the primary caregivers and if more than one, the care arrangements.
  - Advise parents that if any information given is incorrect, the enrolment may be annulled;
  - Advise parents that if they only live in zone on a temporary basis their enrolment may be annulled.
  - Advise parents that the School will review any enrolments where the family move out of zone within a period of one year from enrolment.
  - Advise parents that they must update the school immediately if their circumstances change or they change their address.
  - Attach the board's enrolment review policy.

### **Statutory Declaration**

6. Statutory declaration should include declaration that:
  - Family intends to live in the zone indefinitely.
  - The family have inspected the residence, it is fit for purpose and meets the living requirement of the family.
  - The family are unaware of any circumstances that may cause them to move out of the property.

- The family understand the enrolment scheme of the school and the enrolment policy.
- The information that the family has provided in their application form is true and correct.

#### **Review of enrolments:**

##### **Annulment on the basis of temporary residence**

7. The School shall review all student enrolments where the student moves out of zone within a period of one year from first enrolling:

- **6-12 months** – The Board delegates to the Principal to determine the level of investigation required.

The Principal will only refer back to the board cases where the Principal recommends that the student's enrolment should be annulled (in which case the process in sub-paragraph (b)(i) shall be followed).

- **6 months or less** – The Board delegates to Principal to review. The Principal is to conduct thorough investigation, obtain documentary evidence to support investigation, prepare a report and provide the Board with a recommendation:
  - If the Principal's recommendation is to annul the enrolment the Board will conduct a formal review under section 110A of the Education Act for the purpose of annulling that student's enrolment (except if circumstances exist that would make unreasonable for the Board to take this step). The review will be conducted by a committee of four board members. A resolution to annul must be passed by three out of four committee members.
  - If the Principal's recommendation is not to annul enrolment then the Board will either not take the matter further or refer the matter to a committee of four board members for further review. The committee shall report back to the Board on their findings. Following the review by the committee the board shall vote on whether to follow the formal review procedure in sub-paragraph b(i).

##### **Annulment on the basis of false information**

8. The School shall review all student enrolments where it is believed that the student has gained enrolment by the provision of incorrect, false or misleading information.
9. The Board delegates to the Principal to determine the level of investigation required. The Principal will only refer back to the Board cases where the Principal recommends that the student's enrolment should be annulled
10. Upon receipt of a recommendation to annul from the Principal, the Board shall appoint a committee of four board members to conduct a review. The committee may ask for the caregivers of the student to make representations to the committee and may conduct the review as it deems appropriate. A resolution to annul must be passed by three out of four committee members.

##### **Guidelines for reviews for the purpose of annulling enrolments**

11. The factors that the Committee may consider include:
  - The period of time the student was in-zone before moving out-of-zone (the shorter the period of time the more grounds there are for the view that the residence was a temporary residence).
  - Whether the family has provided false or misleading information, has failed to provide relevant information or has provide inconsistent or contradictory information.
  - Whether the family has provided adequate supporting documentation and evidence to support their case.
  - Whether the family failed to update the School of any changes to their enrolment information within a reasonable period of time (a reasonable period of time will generally be considered to be no later than one month).
  - The risk of the school becoming overcrowded in the short and medium term.
  - The strategic goals of the School.

- The welfare of the student.
- The welfare of the family.

## Application for Out of Zone Enrolment 2016 (Example)

The board advises that a number of vacancies have become available at Horotiu School.

Since the last ballot for out of zone places on <date> the board has received a number of enquiries from parents of out of zone students seeking to enrol their children at the school this year.

Applications for out of zone places are now being invited for those students who will become eligible for enrolment during the period <state beginning and ending dates>.

The deadline for receipt of applications for out of zone places is <state date>.

If a ballot for out of zone places is required, it will be held on < date >. Parents will be informed of the outcome of the ballot within three school days of the ballot being held.

1. We wish to apply for an out of zone place at Horotiu School for our child/ren.
2. We understand that our application will go into a ballot conducted by the school in accordance with Section 11 G(i) of the Education Act 1989.
3. We wish to apply for a place in Horotiu School because: (State reasons): \_\_\_\_\_

### 4. Our details are as follows:

Name of Child	Date of Birth	Gender	Year level	Current School/ Pre School

Other Children attending Horotiu School: Name(s):

Contact Details

Name of Parent			
Home Address			
Home Phone		Work Phone	
Mobile		Other	
Email Address			

Signed: \_\_\_\_\_ (Parent Caregiver)

Date: \_\_\_\_\_

\*The provisions of the Education Act govern the enrolment of out of zone students 1989.

Enrolment at the school is governed by an enrolment scheme, details of which are available from the school office.

Kind Regards

**Leo Spaans**

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