



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

**POLICY**

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### ENROLMENT

#### **Rationale**

To ensure that children who have reached five years of age and older are able attend their local school within the Mt Eden Normal School Zone and that classrooms and facilities are not subject to overcrowding.

#### **Purpose**

Section 11A of the Education Act, 1989, sets out the legislative requirements for schools operating and 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 are stated in the enrolment scheme (attached).

3. The school is entitled to make all enquiries necessary, in its opinion, to obtain information which may 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. The Principal will personally enrol new pupils whenever this is possible.

6. For new entrant children, pre-entry visits are encouraged to help ensure a positive transition into school. Times for these visits are generally arranged as part of the enrolment procedure. A caregiver usually accompanies their child during pre-entry visits, remaining at school for the duration of the visit. Parents may leave the children for an agreed time when they are considered to be settled, by mutual agreement between the parent and the school.

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

Signed:

Ginny Parsons, Chairperson

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