



# Enrolment Policy

Policy to support Legislation

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## Outcome statement

The Pukekohe Hill School enrolment scheme will be administered to optimise academic outcomes for the children living within our school enrolment zone.

## Scoping

According to sections of the Education and Training Act 2020, schools with enrolment schemes must adopt the instructions provided by the Secretary of Education.

## Delegations

The principal will monitor and control enrolments to ensure all in-zone enrolments are processed correctly and roll growth is managed. Decisions regarding out of zone enrolments will be made in consultation with Board of Trustees.

## Expectations and limitations

- All pupils that can prove that they are currently living with the Pukekohe Hill School enrolment zone may enroll as of right.
- Verification of permanent residence in the Pukekohe Hill School Zone is required with all enrolments. To this effect, new enrolments will be required to give proof of in-zone permanent residency by producing one of the following documents:
  - Agreement for Sale & Purchase
  - Rental Agreement
  - Utility Bills - Telephone, Power, Gas, Internet, Sky TV (within two months of moving into the property.)
  - Council - Land Rates, Water Rates
  - Government Department - Inland Revenue Dept, Work & Income, Immigration Dept
  - Electoral Roll Confirmation

\*should families be found to live outside the school zone and have provided false documents or proof of temporary residence at an in-zone address, under Section 110 of the Education Act, the school will annul the enrolment and the child be unenrolled from the school.

\*\*In some instances a visit to the residence by the principal or a representative of the school satisfying them that the applicant does in fact live permanently at the address may be required.

### Out of Zone enrolments

By 1 September each year, the board of trustees will determine/estimate how many out-of-zone places are likely to be available the following year. A ballot at mid-year may also be held at the board's discretion.

On the date specified by the Ministry each year, the board will advise (school newsletters and advertisements in the local paper) parents of the likely number of places available at each year level. The cut off for applications and ballot dates will be according to the date set by the Ministry.

Any appeals with regard to the implementation of the enrolment policy may be addressed in writing to the board of trustees.

Legal requirements necessitate children be withdrawn from the school when absent for 20 days or longer.

