



NAG 6 OVERARCHING POLICY

NATIONAL ADMINISTRATION GUIDELINE 6: LEGISLATION

Adopted: 18 June 2018

Enrolment scheme - Effective from 23 July 2018

Ngatea Primary School BOT has requested the Ministry of Education to re-instate the Enrolment Scheme to manage its roll and prevent overcrowding of learning spaces.

Living in the School Zone

1. The school zone has been approved by the MOE after consultation with the school community and all neighbouring primary schools.
2. The in-school zone is shown on the attached map.
3. All students living in the school zone are not affected by the enrolment scheme.
4. Parents/Caregivers who wish to enrol their children at Ngatea Primary School,
 - Need to make an appointment with the principal;
 - Need to complete the Application and Enrolment Forms;
 - Need to provide evidence of usual place of residence of main caregiver (account, rental agreement, sale of purchase, etc) and relationship to child/ren (birth certificate, passport, etc).

Living out of the zone

1. By October each year the BOT will determine the number of places which are likely to be available for the enrolment of students for the following year and the number of ballots that will be held.
2. If there are more applicants than places available for students out of the school zone, a ballot will be conducted under Section 11G(1) of the Education Act 1989. Applications for enrolment will be process in the following order (as determined by the Education Act):
 - **1st priority:** This category does not apply at this school because the school does not run a special programme approved by the MOE.
 - **2nd priority:** Siblings of current students.
 - **3rd priority:** Siblings of former students
 - **4th priority:** Children of BOT employees (school staff)
 - **5th priority:** All other applicants
3. If the board receives fewer out-of-zone applications than there are places available, no ballot will be necessary and all applicants will be enrolled.
4. Parents/Caregivers who wish to make an out-of-zone application for enrolment,
 - Need to make an appointment with the principal well in advance of the advertised dates. (Please refer to timeline).
 - Need to complete the Application and Enrolment Forms prior to the advertised dates. (Please refer to timeline).
 - It is against the law to provide a false address in an attempt to get your child into a school with a zone that does not include your home. You must provide the address of the **usual place of residence the main caregiver and student** will actually live in. *Proof of residence within the home zone may be required.*
5. If you live out of zone and your child is unsuccessful in the ballot, you may still feel there are good reasons why the school should enrol your child. In this case, you can contact the Hamilton Ministry of Education office.

Ballots

1. The BOT will determine each school term the number of students living out of the school zone that may enrol at the school. (Four ballots per year)
2. The Board of Trustees must place a notice in a newspaper, circulating in the area and on the school website, stating:

- How many out-of-zone places are likely to be available
- The date by which applications for out-of-zone places must be received
- The date(s) of any ballot(s) for out-of-zone places.

Enrolment Information

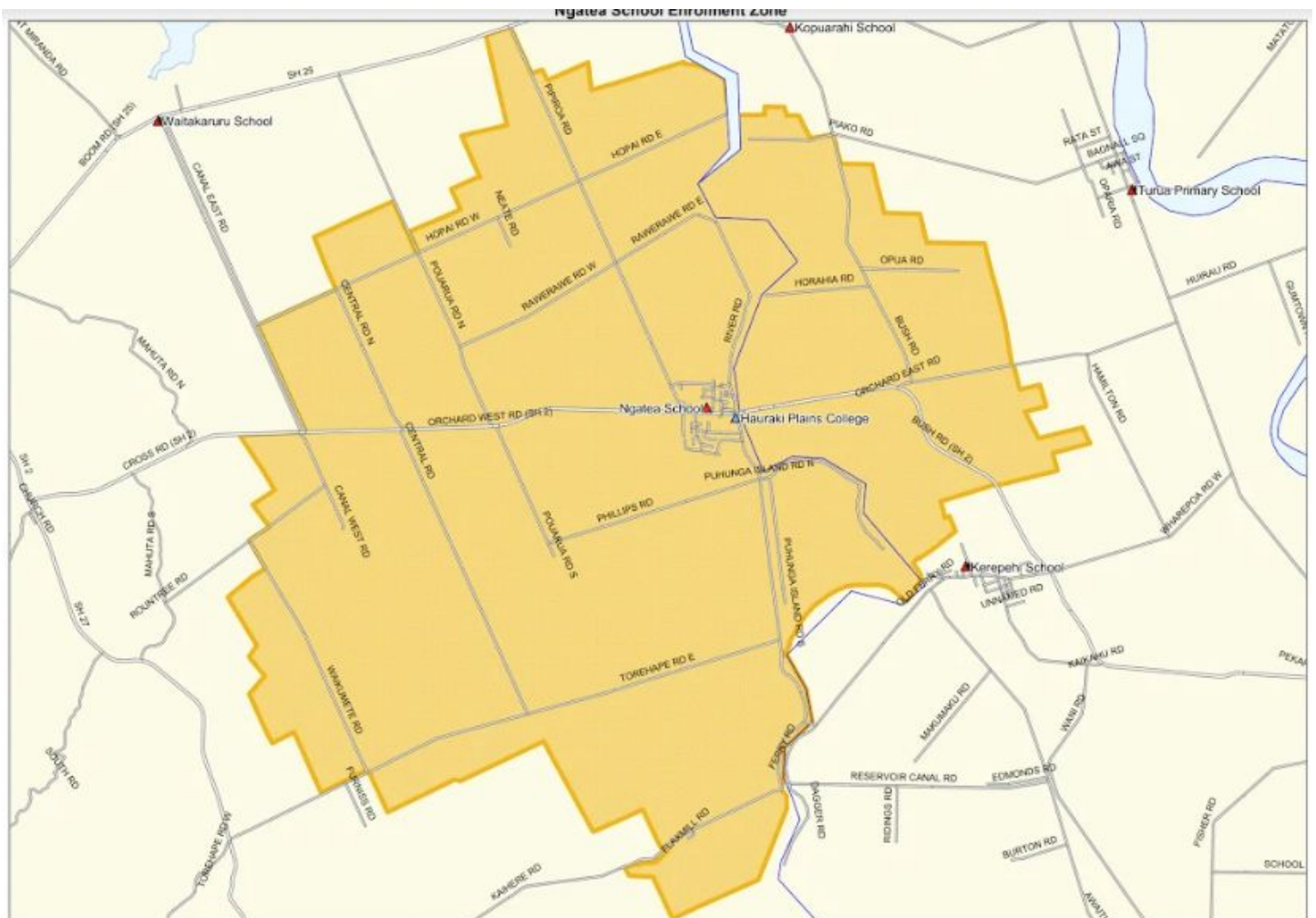
It is strongly advised that parents/caregivers who wish to enrol their child/ren at Ngatea Primary School make an appointment with the principal well in advance. At this stage we are happy to meet you and your child to discuss our learning programmes, the implication the enrolment scheme may have on your family (if out of zone) and show you around the school.

Parents/Caregivers who live out of the school zone will be provided by mail of the enrolment ballot procedures. This letter will state how places will be balloted as well as the date of the ballot.

A Parent Information Booklet will be handed to you when you visit the school. The booklet is available at the school office should you wish to read through it prior to your visit to the Principal.

Parents/Caregivers of New Entrants (Yr 0/1) will also receive further information about the pre-school visits prior to your child turning 5 years old.

Enrolment Scheme Boundaries



All students who live within the home zone described below (and shown on the attached map) shall be entitled to enrol at the school.

West/North of Ngatea

- Ngatea to Orchard West Road and Canal East Road intersection.
- Turn right along Canal East Road to Hopai Road West.
- Turn right into Hopai Road West and follow it through to the end of Hopai Road East.

- Ngatea to end of Pipiroa Road.
- From the end of Hopai Road West, take a direct line to the end of Shellbank Road and Shellbank Road through to the intersection with Bush Road.

North/East of Ngatea

- Ngatea to No 196 Orchard East Road.
- From Bush Road Orchard East Road intersection to Shellbank Road (includes Opua Road and Horiahia Road)
- From Orchard east Road along SH2 to No 5378.

South/West of Ngatea

- From Ngatea along Kaihere Road to Flaxmill Road (includes Flaxmill Road).
- From the Kaihere Road & Torehape Road intersection to Waikumete Road intersction.
- Along Waikumete Road to the intersection with Rountree Road.
- Turn right into Rountree Road and travel through to the intersection with Canal West Road.
- Turn left into Canal West Road and travel through to the intersection with Orchard West Road.
- Turn right into Orchard West Road back to Ngatea.

(Both sides of all roads included unless otherwise stated).

Graeme Beagley

18 June 2018