



## ENROLMENTS AND ENROLMENT SCHEMES

### INFORMATION FOR PARENTS

Here are answers to questions which parents sometimes ask when they need to enrol their child at a school. If you want more detailed information, contact the Ministry of Education (details below).

#### **What rights does my child have regarding enrolment at school?**

All children have the right to be enrolled at a State school between their fifth birthday and the first of January following their nineteenth birthday.

#### **Why then do some schools have enrolment schemes?**

An enrolment scheme is a means of limiting the roll to prevent overcrowding at the school and enabling local students to enrol. The Ministry of Education is also able to make best use of the current accommodation at schools in the surrounding area.

#### **What does the legislation have to say about enrolment schemes?**

Schemes should:

- as far as possible exclude no more students than necessary to avoid overcrowding;
- enable the Ministry to make best use of the existing networks of State schools;
- ensure that the selection of applicants for enrolment at the school is carried out in a fair and transparent manner;
- enable students to attend a reasonably convenient school;
- as far as possible, not exclude local students.

#### **What is this that I hear about zoning?**

Each enrolment scheme must contain a home zone with clearly defined boundaries. Students who live within the home zone have an absolute right to enrol at the school.

#### **What if I live outside the home zone?**

A school with an enrolment scheme may have the capacity to take students from outside their home zone.

In this case the school is required to advertise the availability of places and the application process including dates.

'Out of zone' students may then apply for enrolment, if there are more applicants than places available a ballot will be held.

Applications for enrolment will be balloted in the following order of priority:

- (a) students accepted for enrolment in a special programme run by the school;
- (b) brothers and sisters of current students
- (c) brothers and sisters of former students
- (d) children of a former students of the school
- (e) children of board employees and board members children
- (f) all other students.

### **What if I am unsuccessful in the ballot?**

Your name will be drawn and you will be placed on a waiting list. The school will advise you of your place on the list.

### **How do you define living in the “home zone”?**

If your usual place of residence is within the home zone you may apply for enrolment. When enrolling, the school may require proof of residence e.g. tenancy agreement, certificate of title or utility bills, etc. If the school finds that you have given false information, the school may refuse to enrol the student or annul the enrolment.

### **What can I do if a school tells me that it cannot enrol my child?**

First of all, contact the school and ask whether the school has an enrolment scheme. If it does not, the school should not be declining any enrolments. Ask the school to put the refusal in writing stating the relevant details. You can then contact your nearest Ministry of Education office.

If the school does have an enrolment scheme, check to see whether you live in the home zone. You will be able to see a copy of the scheme at the school or visit [www.schoolzones.co.nz](http://www.schoolzones.co.nz)

If you do not live in the school’s home zone, then there will be another school that is reasonably convenient to your home that your child could attend.

If there are *exceptional* circumstances why your child should be enrolled at a particular school you may be able to apply to the ministry for a directed enrolment. However, the ministry rarely directs an enrolment.

### **Are things any different at a State integrated school, a Kura Kaupapa Māori or a Designated Character School?**

Schools of these types may have authority to operate enrolment schemes if there are likely to be more applicants for enrolment at the school than there are places available. Enrolment schemes at these schools do not have to include a home zone or provide for a ballot.

A **State integrated school** is a school with a special (religious) character, which has been integrated into the State system. Every integrated school has a maximum roll which it is not allowed to exceed. First of all an integrated school has to cater for students who meet the school’s special character requirements. If there is room left, the school is able to enrol a small number of students who do not meet the special character requirements.

A **Kura Kaupapa Māori** is a State school where teaching is in the Māori language and the school’s aims, purposes and objectives reflect the Te Aho Matua philosophy. Kura Kaupapa Māori are able to restrict enrolments to the children of parents who accept the kura’s aims, purposes and objectives.

A **Designated Character School** is a State school with a particular character, but different from integrated schools and kura kaupapa Māori. These schools are able to restrict enrolments to the children of parents who accept the school’s aims, purposes and objectives.

For further information regarding these schools contact the school directly.

### **How do I contact the Ministry of Education?**

19 Market Grove, PO Box 30177 Lower Hutt 5040

Telephone 04 463 8699

Email: [network.lowerhutt@education.govt.nz](mailto:network.lowerhutt@education.govt.nz)

## **ENROLMENT SCHEME FAQs**

**Q.** If I **do not live in zone** for the school I would like my child to go to, can I still somehow get in?

**A.** If the school has spare spaces available, they may decide to hold a ballot for out of zone students. In this instance you will need to get in contact with the school to see if they are holding a ballot.

*NB. Secondary/Intermediate School ballots have already been and gone in most cases – check with school.*

**Q.** If I **live in zone**, does a school have to accept my child?

**A.** Yes, if you genuinely live in zone and are able to provide evidence of this to the school.

**Q.** If I **live in zone** for a school, do I have to go to that school?

**A.** No

**Q.** If I live one street **out of zone**, can I still attend?

**A.** If it is not in zone, then no you do not have automatic right of enrolment.

**Q.** My grandchildren/nieces/nephews/whanau are coming to live with me; can they attend my local school?

**A.** If your local school does not have a zone, then they will be able to attend without any problems. If your local school does have a home zone and you live within that zone, you will need to provide evidence to the school that you have **primary duty of care** for that child and you both do indeed live in zone.

*NB. Addresses of convenience are not acceptable. If your address is temporary or false, you may have your enrolment annulled.*

**Q.** My child attends a school with a zone; I now have to move to a new address which is not in zone for that particular school. What should I do?

**A.** **If you have started at the school**, you will need to inform the school that you have to move, there should not be a problem if the school feels that the enrolment is genuine. If however, the school believes you have used a temporary address to gain access to the school, they may decide to annul the enrolment.

**If you have not yet started at the school**, you can not attend that school. You will need to enrol at your new local school.

**Q.** How does a ballot work?

**A.** You will need to check with the school to see if they are holding a ballot, if so, you will need to put you child's name forward. Out of zone students who apply for enrolment at the school must be accepted in the following order of priority:

- (a) students accepted for enrolment in a special programme run by the school;
- (b) brothers and sisters of current students
- (c) brothers and sisters of former students
- (d) children of a former students of the school
- (e) children of board employees and board members children
- (f) all other students.

**Still have an unanswered question? Call your local Ministry of Education office on telephone 04 463 8699**