



Te Kauwhata College

Enrolment Scheme Policy

PURPOSE

The school has an approved enrolment scheme which came into effect on 24 April 2023. The board accepts that it has a responsibility to implement and operate the scheme to ensure:

- Students living in zone have an automatic preferential right to entry.
- To avoid overcrowding or the likelihood of overcrowding at the school.
- That the selection of applicants for enrolment at the school is carried out in a fair and transparent manner.
- Compliance is maintained as per section 71 to 75 and Schedule 20 of the Education and Training Act 2020.

GUIDELINES

1. The enrolment scheme is published for student and parent information on our website.
2. The Principal is responsible for establishing a set of procedures to effectively manage the enrolment scheme within the guidelines produced by the Ministry of Education.
3. The Principal is responsible for the enrolment process, but may delegate this responsibility to a Senior Leadership Team member/Staff Committee, which includes:
 - a. Review and development of enrolment forms.
 - b. Information dissemination and/or meetings for students and their parents.
 - c. Organisation of enrolment times.
 - d. Procedures for checking authenticity of addresses and living arrangements of applicants.
 - e. Reporting to the Board on enrolment information.
4. The Board will approve the number of out of zone places (if any) that are available.
5. Out of zone enrolment procedures will comply with Ministry of Education requirements.