
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **500**

POLICY NO: **503**

ISSUE DATE: 25/08/17

TITLE: **STUDENT ENTRY**

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Student Enrolment

RATIONALE:

To ensure that the school's enrolment scheme is adhered to for each application.

PURPOSE:

That each applicant completes the official enrolment form in full, that all supplementary documentation is provided by each applicant and that each application is processed according to the school's enrolment policy and procedures.

GUIDELINES:

- 1 A public notice to be placed in a local paper, Howick & Pakuranga Times and Easter Courier according to the Ministry of Education guidelines detailing the school enrolment scheme and a timeline of enrolment procedures including the date of ballot for out of zone applications. This information will also be on the school website.
- 2 The college will operate a pre-enrolment process for administrative purposes. Applications are to be received by the date published on the website, and as a public notice in the local newspaper.

Dates indicating when public meetings will be held for successful applicants accepted will be published in the local newspaper.

- 3 Enrolment application forms will be available to the public at the date set.
- 4 All applicants must complete the official school application form in full. Supplementary documentation required, but not limited to, the following:
 - a) Verification of place of residence.
 - i. All students will reside permanently with their natural parent(s) or legal guardian (i.e Permanent Legal Guardianship Order : S47 Parenting Order, Care of Children Act 2004 – obtained through the NZ Family Court) or Authorised Primary Duty of Care (letter from NZ Lawyer required stating legality and prior arrangement) for the duration of the student's attendance at Macleans College. For in-zone applicants the usual place of residence must be their own or rented Council approved rateable dwelling.

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- ii. Students enrolled in the zone must remain at their usual in-zone place of residence when the school is open for instruction for a minimum of 12 months from the first day the student commences school at Macleans College.
 - iii. An enrolment may be reviewed by the Board if the Board has reasonable grounds to believe that a temporary in-zone address has been used for the purpose of unfairly gaining priority in enrolment at the school. This course of action is provided under Section 110(A) of the Education Act 1989. (See definition of usual place of residence).
 - iv. Originals of the following documents must be supplied:
 - Current rates account
 - Rental or Lease Agreement (fixed 12 month contract)
 - Electricity Suppliers Current Invoice (both pages) or Welcome Letter
 - Bond Lodgement Receipt from Department of Building & Housing
 - Mail Redirection Form from Post Office
 - Final Reading Power Account from previous address
 - v. Recent arrivals are also to supply:
 - Shipping Receipt for personal goods from overseas to NZ
 - (or receipts for essential household items purchased in NZ)
- b) A copy of the applicants' latest school report.
- c) Verification of eligibility to enrol
- i. All students will reside permanently with their natural parent(s) or legal guardian (i.e Permanent Legal Guardianship Order : S47 Parenting Order, Care of Children Act 2004 – obtained through the NZ Family Court) or Authorised Primary Duty of Care (letter from NZ Lawyer required stating legality and prior arrangement) for the duration of the student's attendance at Macleans College.
 - ii. The Board does not allow individual students or families to board with other families at any time during the period of enrolment.

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iii. As proof of identity copies of the following documents must be supplied:

- All students must provide a copy of their Birth Certificate in English.

If you were not born in New Zealand the following must also be included:

- Copies of passport (picture page) and Residency Visa or Student Visa, together with parents' Passports (picture page) and Residency or Work Visa.
- Entry stamp showing date of first arrival in New Zealand

OR

- NZ Passport / Certificate of NZ Citizenship

iv. **Students entering at Year 12 must have IELTS 5.0 certified by a reputable testing authority.**

Students entering at Year 13 must have IELTS 5.5 certified by a reputable testing authority.

d) Verification of Relationship

Parent(s) or legal guardian(s) applying under the category of Children of Past Students must supply proof of their enrolment at Macleans College.

e) Applicants may be asked to provide additional information that the Board believes may assist them in reaching a decision.

f) All applications must be signed by the parent or legal guardian /authorised primary duty of care declaring that all the information given is true and correct.

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- 5 Applicants may be required to attend an interview at the school, and will be advised by letter/email of this date and the time of the interview.

Processing of Applications

- 1 All enrolment applications received are opened, date stamped the day of receipt, and compiled according to year level.
- 2 Applications are then sorted alphabetically into the following:
 - a) In zone
 - b) Out of zone:
 - i **First Priority** Will be given to students who have been accepted for enrolment in special programme(s) run by the school and approved by the Secretary for Education. This priority category is not applicable at this school because the school does not run a special programme(s) approved by the Secretary.
 - ii **Second Priority** Will be given to applicants who are siblings of current students.
 - iii **Third Priority** Will be given to applicants who are siblings of former students.
 - iv **Fourth Priority** Will be given to applicants who are children of past students
 - v **Fifth Priority** Will be given to applicants who are children of board employees
 - vi **Sixth Priority** Will be given to all other applicants
- 3 Enrolment applications received are then entered onto the KAMAR Pre-enrolment Module database.

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Selection Process

- 1 All enrolment applications are placed in a filing cabinet in alphabetical order in the Enrolment Administrator's office.
- 2 In zone applications have automatic right of entry to the school provided that the conditions contained in this policy are met.
- 3 Out of zone applications will be processed by ballot as per the Ministry of Education guidelines. These guidelines dictate the ballot procedures, including the date of the ballot, supervision of the ballot, recording of ballot results and notification of outcome to applicants.

Successful balloted out of zone applicants must comply with Guidelines - 4 a) i, b), c), d) e) and f)

Applications Received After Closing Date

Late out of zone applications are held on a waiting list until the next ballot is held, as per Ministry of Education guidelines.

In zone applicants can enrol in the school at any time by right.

OTHER RELEVANT DOCUMENTATION:

- Website – containing the Enrolment Scheme and Enrolment Procedures
- Ministry of Education Guidelines

DEFINITIONS:

- **Usual Place of Residence**

The address the child lives with their parent(s) or legal guardian when the school is open for instruction. The usual place of residence must be a Council approved rateable dwelling, whether owned or rented.

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- **Legal Guardian**

It is usual for the parent(s) of a child to be the child's legal guardian. If the child is living with someone other than their parent(s) the school requires evidence of the granting of a legal guardianship order. (See Section 4a).

- **Authorised Primary Duty of Care**

If the student has an Authorised Primary Duty of Care, the school requires written evidence from a NZ Lawyer substantiating the legality and existing long-term nature of this relationship.