
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **500**

POLICY NO: **504**

ISSUE DATE: 09/04/10

TITLE: **STUDENT ENTRY**

ISSUE NO: 3

PAGE: 1 OF 4

Student Entry

RATIONALE:

The Macleans College Board of Trustees recognises that if students are to attain the highest academic and social goals possible for them, they must feel included in the school environment.

PURPOSES:

- 1 To ensure that new entrant students are assisted to feel at ease in the school.
- 2 To ensure guidelines for entry to courses are clear.
- 3 To ensure that prior learning is recognised.
- 4 To maintain flexibility in course entry to meet the needs of students.

GUIDELINES:

- 1 Every new student will be individually welcomed and enrolled by a senior teacher and a contract will be signed by a parent or caregiver and the student, acknowledging that they have read the school prospectus and agree to abide by the school rules.
- 2 Orientation is run for new Year 9 students by their whanau house leader, form teacher and whanau house senior students.
- 3 An off-site orientation camp (governed by the health and safety aspects of the off site section of this document) is run by the whanau house leader, form teacher and other teachers for each whanau house's Year 9 student intake to experience and to learn about the history and the values of the whanau house and the school.
- 4 An orientation evening for parents and caregivers of Year 9 students is held in term one.

Macleans College - POLICIES & DIRECTIVES

SECTION NO: **500**

POLICY NO: **504**

ISSUE DATE: 09/04/10

TITLE: **STUDENT ENTRY**

ISSUE NO: 3

PAGE: 2 OF 4

- 5 Late enrolled students will undergo orientation initially under the guidance of the relevant House Leader. In part, this is to occur prior to introduction to the form class and will be supported by a “peer buddy” and by follow up by the Guidance Department.
- 6 A placement policy for students with special needs and special abilities is available. Placement in special programmes, including accelerated learning programmes, special abilities and learning support programmes shall be at the discretion of the Principal.
- 7 Courses may have entry requirements as laid down by New Zealand Qualifications Authority (NZQA) and Cambridge International Examinations (CIE). Any such requirements shall be clearly stated in the prospectus and in the Course Booklet.
- 8 Entry to the appropriate general level of study (ie. Year 12 or 13) shall be the responsibility of the Principal who shall publicise the appropriate general entry standard in the Course Advancement Guide. Once this has been applied, no restriction on subject entry shall apply although Heads of Departments may give relevant advice.
- 9 Unless specified by the Senior Management Team **all** subjects at Year 11 shall have open entry of **all** levels as per NZQA and CIE policies. Exceptions to this shall be determined on individual circumstances as determined by the Senior Management Team.
- 10 Macleans College will endeavour to provide sufficient option classes to cater for student choices given sufficient teaching resources and staffing as determined by the Senior Management Team.
- 11 Evidence of prior learning may be recognised at the discretion of the Head of Department. The whanau house leader and Whanau house staff are able to supply diagnostic material on students' learning capabilities. This allows for multi-level study with the prior approval of the Principal.
- 12 In oversubscribed courses, the following factors will be considered with regard to selection (no ranking). In case of any dispute selection will be the responsibility, initially, of the Head of Department who should consult with other affected/interested parties. Any non selection shall be open to appeal (see 17 below):
 - meeting of option return deadlines
 - aptitude
 - previous courses studied
 - future academic/career aspirations

Macleans College - POLICIES & DIRECTIVES

SECTION NO: **500**

POLICY NO: **504**

ISSUE DATE: 09/04/10

TITLE: **STUDENT ENTRY**

ISSUE NO: 3

PAGE: 3 OF 4

Any other relevant factors will be considered. In all cases, repeating a level will warrant priority unless over-ruled by the Principal.

- 13 The ultimate criterion is the best interest of the student.
- 14 Signposting through Milestone Reporting will track students to monitor the achievements made in their various subject courses. When necessary, students will be given additional support which might require parental involvement.
- 15 Entry requirements will be reviewed annually by the Board of Studies.
- 16 Class sizes shall be determined as a result of consultation between relevant Heads of Faculties and the Senior Management Team.
- 17 Students missing inclusion into options of their choice have the right of appeal, in writing, to the chairperson of the BoS within 48 hours of advice.
- 18 The Board of Trustees may exclude students whose demonstrated and documented patterns of behaviour hinder the learning of other students.
- 19 Exchange Students:
Students of Macleans College who have been on an exchange scheme sanctioned by the school (and students visiting Macleans College under like sanctioned schemes) will be able to enter a course after the closing date at the discretion of the Principal after consultation with the Board of Studies and relevant Heads of Faculties.

Note:

Each case will be considered on its merits and as such these students may have some entry criteria waved.

COMMITMENT:

- 1 The Macleans College Board of Trustees will strive to meet the academic, co-curricular and social needs of all its students.
- 2 Macleans College supports a policy of open entry to all subjects.

Macleans College - POLICIES & DIRECTIVES

SECTION NO: **500**

POLICY NO: **504**

ISSUE DATE: 09/04/10

TITLE: **STUDENT ENTRY**

ISSUE NO: 3

PAGE: 4 OF 4

OTHER RELEVANT DOCUMENTATION:

- Course Calendar
- Prospectus
- Option Sheets
- NZQA Handbook
- CIE Handbook