



## **NEW STUDENT ENROLMENT PROCEDURE**

### **RATIONALE**

- A successful start to Primary school life is dependent upon a smooth transition from home to school and a positive introduction to school.
- A successful transfer from another Primary school is dependent upon a positive introduction to the school.
- An enrolment procedure is desirable to assist the BOT and clients to ensure that there is a fair and equitable method for processing applications from prospective students.

### **PURPOSES**

1. To help the child become familiar with the school and give the teacher the opportunity for observation.
2. So that upon turning five, the new entrant will already be happy and confident in the school environment.
3. To give parents a positive image of the school.
4. To help the child interact with other children.

### **GUIDELINES**

1. New entrants may officially enrol on or after their fifth birthday.
2. Pre-schoolers, with parent or caregiver supervision, may visit school prior to their fifth birthday and may join in school activities, provided that such school visits are planned in consultation with the Classroom Teacher and AP or Principal.
3. The Principal and/or Classroom Teacher and caregiver will consult to determine the number and frequency of school visits according to the needs of the new entrant.
4. The school staff will make every effort to ensure that school visits by preschoolers and caregivers are welcoming, positive and enhance a sense of belonging, and that a similar welcome and sense of belonging be extended to transferring pupils.
5. Staff will consider the unique and special needs of each child in consultation with the caregiver and make every effort to meet these needs in the induction process e.g. a child (new entrant or transferring pupil) who has recently moved into the area, and has different cultural needs, etc.
6. On enrolment of their child, an information package will be sent/given to the parents of the new child.

### **GENERAL ENROLMENT PROCEDURES**

#### **PRE-ENROLMENT**

Pre-enrolment visits for children prior to their 5<sup>th</sup> birthday are encouraged. Visits will help the new entrant children and their parents to adjust to their surroundings with ease and enjoyment.

1. Visits can begin 6 weeks prior to the child's 5<sup>th</sup> birthday.
2. Parents are to contact the junior class teacher to arrange visits.
3. Parents are to accompany their child, but on occasions in the interests of the child and class, it may be best if the child is left without the parent. This will be decided by the teacher and parent.
4. No child shall be officially enrolled at this school before the age of 5 years.

#### **ADMISSION OF PUPILS**

- The parents/caregivers of new enrolments will be given an enrolment pack which includes an Enrolment form, Confidential School Health Record form and Emergency Contacts details form, which are to be completed and returned to school as soon as possible. A copy of the child's Birth Certificate and Immunisation certificate is retained in the office.
- The Principal and chaplain will meet with the parents to determine preference, and the enrolment must then be approved by the Board.
- The Principal will determine the child's placement in a class.
- The Office Manager will process the student's details using ENROL (the New Zealand wide school student enrolment register system) and also load them into the student management system - eTAP.
- All files and lists will be updated with the new student.
- Any relevant information about the student will be retained and kept in the student's file in the office. This information is also available on eTAP.

#### **WITHDRAWALS**

- The ENROL system will notify the school via email if a student has re-enrolled at another school.
- Until that happens, or until the lapse of twenty days of non-attendance, the pupil remains on the school roll.
- When this information is received, the OM will carry out the required actions on ENROL to withdraw the student from our school.
- The teacher will gather any relevant student's work to be forwarded to the appropriate school.
- All lists and files will be updated.

#### **RE-ENROLMENT OF STUDENT**

- A child who has been officially withdrawn and subsequently returns is regarded as a new enrolment.
- All admission forms should be completed again.
- The OM will enter the student's details in ENROL which will advise the previous school of the change of details.

- All lists and files will be updated.

### **STUDENT PLACEMENT**

- Year of schooling measures the number of years of schooling a student has received. A student's year of schooling remains the same for the whole of the school year.
- Students who start after the compulsory starting age of six such as migrant children and children who have been homeschooled will be assigned the same year of school as the majority of students the same age.
- Students who begin school in Terms 2, 3, or 4 will be considered Year 0 and will progress to Year 1 at the beginning of the following year.
- Efforts will be made to balance the classes, taking into consideration year, gender, academic and social factors.
- The Principal is responsible for student placement and may delegate this task to the DP or other senior staff.
- The Principal may make changes to classes during the year. Parents/caregivers are to be consulted if there is any doubt regarding promotion or placement.

## **INTEGRATED SCHOOLS STATUTORY ENROLMENT PROCESS**

### **IMPLEMENTATION GUIDELINES**

1. Enrolment of students will be consistent with legal stipulations and the requirements of the Proprietors.
2. The maximum roll of 100 is specified in the Integration Agreement for the school (Supplementary Deed).
3. The BOT will accept for enrolment all students who are eligible for enrolment in terms of the integration agreement.
4. The BOT requires that the following procedures should be adhered to:
  - Require each applicant to lodge a completed application form.
  - Determine whether the applicant is a preferential or non-preferential student within the meaning of the *Private Schools Conditional Integration Act*. A preferred student is one whose parents or caregivers have "established a particular or general relationship with the special character of the school." The percentage of non-preference students for this school (10% of the total enrolment) is set within the school's integration agreement dated 27<sup>th</sup> January 1994.
  - Establish that the child has reached five years of age on the day they wish to start school.
  - Ensure that the parents or guardians are interviewed by the Principal and that the Principal makes a recommendation to the BoT concerning the applicant.
  - Establish whether the child has special needs and determine whether the school has the resources and teachers to meet those needs.
  - Provide each applicant with written notification as to whether their application has been accepted or rejected.
  - Negotiate specific intake dates during the year, (usually for NE at the start of each term OR at the time of their Fifth Birthday).

- Ensure that the admissions register records the preference or non-preference status of the child.
  - Adhere to the maximum roll as specified in the integration agreement.
5. The enrolment should follow the following steps:
- Initial contact: Prospective clients receive information, which includes application material, the prospectus and / or an interview with the Principal
  - After the application has been received, an acknowledgement should be sent.
  - Interview with preference determiner. Status as preference or non-preference as determined.
  - Application goes to BoT
  - Client is notified. The name of the child is put on the waiting list or informed they can begin immediately.
6. The BOT may refuse to enrol a child at this school for the following reasons:
- The child is non-preference and the quota is full.
  - The child has a behavioural problem which in the opinion of the BoT it cannot effectively cater for.
  - The maximum roll of the school has been reached.
  - The maximum roll of the school has not been reached, but there are confirmed enrolments for students to enter the school in the future.
7. The BoT should enrol children until the maximum roll has been reached.
8. Enrolled students in any class other than NE may start as soon as approval from the BoT is granted.
9. The parents must present to the Principal a copy of the new student's birth certificate.
10. Financial Arrangements: The family is informed about the financial arrangements and obligations both towards the Proprietors and the School. Families are made aware of the nature and requirements regarding the payment of attendance dues. An automatic payment form is provided since that is the preferred way of payment. The families are also informed of the payment and purposes of the Special Character contribution and that it is a voluntary fee but necessary to ensure that our special character is maintained.

**Review Responsibility: *Chairperson, Principal, Office Manager, & DP***

**Date confirmed: 9 November 2020**

**Principal: *Karla Mitchell***