

G11. Enrolment Policy

Outcome statement

The Board has oversight of the parameters for the enrolment applications ensuring the preservation of the special Seventh-day Adventist character of the school.

Scoping

The board is to agree on the priorities for enrolment applications, setting the parameters for which students (and whanau) will join the school community.

The enrolment of students will be consistent with legal stipulations and the requirements of the Proprietors.

Expectations and limitations

Student applicants are to be determined as either preferential or non-preferential within the meaning of the Education Act 1989, Part 33.

All parents/guardians applying for enrolment for their child will need to have had their preference status determined by the Proprietor's delegate.

- a. Particular: A preferred student is one whose parents or guardians "have established a particular relationship with the special character of the school."
- b. General: A preferred student is one whose parents or guardians "have established a general relationship with the special character of the school."
- c. Non preference: The percentage (10%) of non-preference students for this school is set within the school's Integration Agreement.

Applications for enrolment will be processed in the following order of priorities:

- children of Board of Trustee employees
- children of SDA clergy who regularly contribute to services at the school
- children who are siblings of current students
- children who of members of the Board of Trustees
- applicants who are children of former pupils
- students who are transferring from another Seventh-day Adventist schools or preschools

- applicants whose enrolments are deemed non-preferential entering a year level where spaces are available such as New Entrants The percentage (10%) of non-preference students for this school is set within the school's Integration Agreement.

If there are more applicants in any one priority grouping than places available, places may be allocated by ballot. If the total number of applications is greater than the number of places available, then the following procedure will apply

1. Unsuccessful applicants will have their names recorded on a waiting list, within their relevant priority category
2. Students on the waiting list may be offered places at a later date if places become available
3. The waiting list will remain current until the board next notifies the public that it is inviting applications for the next enrolment intake

Procedures/supporting documentation

- School enrolment applications
- School enrolment procedure
- Proprietors handbook for NZ Adventist School BoTs
- Preferential Determination Guidelines
- Attendance Dues

Monitoring

- Principal's report to the Board

Legislative compliance

- School Deed Integration Agreement
- Education Act 1989, Part 33 (state integrated schools)
- Maximum Roll Scheme (Supplementary Deeds, maximum roll increase)

Implementation

1. Implementation and review of the Enrolment Policy is the responsibility of the Chair with the support of the Principal and the Proprietor Appointee
2. All Board members will be introduced to this policy as part of their induction to the Board
3. The Enrolment Policy will be reviewed every three years or earlier as necessary

Reviewed: 30 June 2020	Next review: 30 June 2023
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