



## Te Kura O Urumutu West End School

### ENROLMENT SCHEME HOME ZONE POLICY

#### RATIONALE:

West End School is committed to providing quality education for all children in the school. There is an optimum roll figure that is determined by the physical resources of the school. Above this, the quality of education delivered to the children is diminished. This enrolment scheme aims to avoid overcrowding by managing the number of children enrolled at the school.

#### PURPOSE:

- To maintain the highest possible standard of education delivered to the children attending the school.
- To ensure that undue pressure is not placed on the resources of the school
- If required, to limit numbers of children enrolling, using pre-established criteria.
- To give priority of entry to those children living within the school zone.
- To maintain some flexibility in enrolments, in order not to exclude more children than is necessary to meet the above objectives.

#### GUIDELINES

All students who live within the boundaries of the home zone described below (see attached map for specific details relating to addresses) shall be entitled to enrol at the school. Note that proof of residence within the home zone will be required. West End School defines a catchment area bounded by:

- Pioneer Highway, West Street, Church Street, Linton Street, Park Road, Ruha Street, Dittmer Drive, Pitama Road, College Street, Panako Place, Newbury Street, Cardiff Street, Wakefield Street, Salford Place, Winchester Street, Stafford Place and Warwick Place.

#### OUT OF ZONE ENROLMENTS

If there are spaces for Out of Zone students applications will be considered using the criteria below. Applications for enrolment will be processed in the following order of priority.

- **First Priority** Must be given to verified ORS students depending on space (determined by staffing levels for ORS students)
- **Second Priority** Must be given to students who are siblings of current students (Proof of sibling relationship must be provided)
- **Third Priority** Must be given to students who are siblings of former students (Proof of sibling relationship must be provided)
- **Fourth Priority** Must be given to students who are the child of a former student of the school.
- **Fifth Priority** Must be given to students who are children of either a member of staff or Board of Trustees
- **Sixth Priority** Must be given to all other applicants.

If there are more applicants in the second, third, fourth, fifth priority groups than there are places available, selection within the priority group will be by ballot conducted in accordance with instructions issued by the Secretary under Section 11G(1) of the Education Act 1989. Parents will be informed of the date of any ballot by notice in a daily or community newspaper circulating in that area served by the school.

**Please complete and sign on the next page.**

## APPLICATION FOR ENROLMENT AT WEST END SCHOOL, PALMERSTON NORTH

The address given at the time of application for enrolment must be the student's usual place of residence when the school is open for instruction. This means that if you currently live at an in-zone address but move to an out-of-zone address before your child's first day of attendance at the school, your child will not be entitled to enrol at the school.

The Ministry of Education has advised that parents should also be warned of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary eg

- renting accommodation in-zone on a short-term basis;
- arranging temporary board in-zone with a relative or family friend;
- using the in-zone address of a relative or friend as an "address of convenience", with no intention to live there on an ongoing basis.

If the school learns that a student is no longer living at the in-zone address given at the time of application for enrolment and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the board may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

- **I confirm that the address which I have provided to the school will be the usual place of residence of \_\_\_\_\_ (student's name) when the school is open for instruction. I will advise the school of any subsequent change of address.**

- Name/s of current siblings at West End School: \_\_\_\_\_
- Name/s of former siblings at West End School: \_\_\_\_\_
- Year/s of attendance: \_\_\_\_\_
- Name/s of parent who is a former student at West End School: \_\_\_\_\_  
Year/s of attendance: \_\_\_\_\_

Signed \_\_\_\_\_ (Parent/Caregiver)

### For School Office Use

- Evidence of stated residence sighted, i.e. copy of 2 current utility accounts (or 1 utility account and Tenancy Agreement) for permanent home address of child being enrolled.
- Confirm name of any current siblings at West End School
- Confirm enrolment of any siblings who are former West End School pupils  
Dates of enrolment: \_\_\_\_\_ Enrolment Numbers: \_\_\_\_\_
- Confirm enrolment of parent who is a former West End School pupil  
Dates of enrolment: \_\_\_\_\_ Enrolment Numbers: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_