

Hauraki Primary School Policy Document

Enrolment Scheme

Rationale

Hauraki School operates an enrolment scheme to manage new entrant enrolment and school growth, and to avoid overcrowding, or the likelihood of overcrowding.

Purpose

The Hauraki School Board (the Board) is responsible for operating the school enrolment scheme according to the requirements of the Education and Training Act 2020 (the Act), and any further guidelines or instructions issued by the Secretary for Education.

Through our enrolment scheme the Board will:

- comply with all relevant legal requirements set out in the Act and directions from the Ministry of Education and Secretary of Education;
- monitor the school roll and capacity to avoid overcrowding, or the likelihood of overcrowding, at the school; and
- ensure that students are selected for enrolment in a fair, transparent, and consistent way.

Guidelines

1. As required by the Act, our enrolment scheme:
 - has a home zone with clearly defined geographic boundaries;
 - defines the home zone so that students can attend a reasonably convenient school; and
 - as far as possible, does not exclude local students and excludes no more students than necessary to avoid overcrowding.
2. The Board ensures that Hauraki School enrolment information is available for all parents/caregivers/whānau. Eligibility to enrol is dependent on the usual place of residence, with students in the home zone legally entitled to enrol.
3. Parents/caregivers/whānau are asked to provide evidence of their usual place of residence, and the Board may investigate this. The Board has the right to withdraw or annul (cancel) an enrolment if false information is provided. In this situation, parents/caregivers/whānau will be informed that the enrolment is being reviewed, given the opportunity to meet with the Board and given the reasons for annulment.

Home zone

4. All students who live within the home zone described and shown on the map below shall be entitled to enrol at the school:

The map displays the Hauraki School catchment area, which is outlined in blue. The school itself is marked with a black dot and labeled 'Hauraki School'. The catchment area is labeled 'H_School_TAB_1' in the legend. The map includes various streets such as Esmonde Rd, Spencer Tce, Charles Francis St, Sydney St, Walter St, Pine Ridge Tce, Walsby St, Birchipeld Rd, Firthland Rd, Bayview Rd, Jutland Rd, Owens St, Harakeke Rd, Clifton Rd, Cameron St, Napier Ave, Eglow St, New St, Bracken Ave, Sanders Ave, and Bayswater Ave. Other schools shown include Takapuna Grammar School, Belmont Intermediate, Belmont School (Auckland), and Bayswater School. The map also shows the coastline and some green spaces.

5. After all in zone enrolments have been accepted, there may be places available for students who live outside the home zone.
6. Enrolment for out of zone students depends on an order of priority defined by the Act and may require a ballot.
7. The Board follows all requirements set by the Ministry of Education and the Act if it runs a ballot.

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New Entrant Enrolment

8. Hauraki school has a group entry policy for new entrant children. They start in groups on the Monday of week 1, week 4, or week 7, whichever follows their fifth birthday.

School visits

9. To assist with transition to school, children are normally invited to attend school visits in the last week of the term before they are due to start school. These visits are from 9.30 – 10.30 a.m. on the Tuesday and Thursday of that week.
10. Children beginning school in Term 1 are given the opportunity to attend school visits either at the end of the preceding year, or the beginning of the school year.
11. On the Thursday school visit, the Junior School Syndicate Leader normally meets with parents to outline school procedures and the school's expectations of students. For students beginning in Term 1, the parent meeting will normally take place on a Teacher Only Day held at the beginning of the school year.

Open days

12. At the beginning of the school year, the principal will provide local early childhood education centres information about this policy.
13. Open days are held periodically at the school throughout the school year. The open days are advertised at local kindergartens and in school newsletters.
14. Parents, caregivers and whānau are also welcome to visit the school at any other time to meet with the principal and/or enjoy a tour of the school and see teaching programmes.

Directed enrolments

15. The Board acknowledges that the Secretary of Education may direct enrolments according to the Act.

Signed: *Segold*

Date: 13-10-25

Presiding Member of the Board

Review Date: Term 4, 2028

Related policies

- Health and Safety