



Wykeham Place, Glenfield, North Shore City
Phone 09 481 0365

Email: office@marlboroughprimary.school.nz www.marlboroughprimary.school.nz

Proposed Enrolment Scheme

Effective Term 1, 2021



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9 June 2020

School Community

Dear Parents/Caregivers

I am writing on behalf of the Marlborough Primary School Board of Trustees.

The Marlborough Primary School Board of Trustees is in the process of implementing an enrolment scheme as directed by the Ministry of Education under section 11H(1) of the Education Act 1989.

I have attached the proposed zone for your perusal.

You are invited to send your comments regarding the proposed enrolment scheme, in writing, to:

The Board of Trustees
Marlborough Primary School
4 Wykeham Place
Glenfield
Auckland 0629

Submissions close 1 month from the date of this notice.

Yours faithfully

A handwritten signature in cursive script that reads "Sue Buckley".

Sue Buckley
Principal
On behalf of the Board of Trustees

Marlborough School (1361)

Enrolment Scheme

Effective from (Term 1 2021)

The guidelines for development and operation of enrolment schemes are issued under section 11G (3) of the Education Act 1989 for the purpose of describing the basis on which the Secretary's powers in relation to enrolment schemes will be exercised.

Home Zone

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

Starting at the intersection of Chivalry Road and Archers Road, travel northwest along Chivalry Road (odd addresses 107 and above only included) to Chartwell Avenue. Travel south along Chartwell Avenue (odd addresses 1-79 only and even addresses 2-62 only included) to Bentley Avenue. Travel west along Bentley Avenue (odd addresses 1-47 and even addresses 4-36 only included; Battle Place included) to Downing Street. Travel southwest along Downing Street (odd addresses only included) to Glenfield Road. Travel north along Glenfield Road (odd addresses 275-381 only and even addresses 320-418 only included) to Peach Road. Travel west along Peach Road (even addresses 2-10 only included) to Powrie Street. Travel south along Powrie Street (even addresses 2-46 only included; Taynith Place included; Sunward Rise included). From this point, travel along the southwestern boundary to the intersection of Glenfield Road and Coronation Road following land parcel boundaries. Starting at the intersection of Glenfield Road and Coronation Road, travel northeast along Coronation Road (even addresses 2-170 only included) to Velma Road. Travel north along Velma Road (both sides included; Anne Road excluded) to Archers Road. Travel northeast along Archers Road back to the starting point.

Each year, applications for enrolment in the following year from in-zone students will be sought by a date which will be published in a daily or community newspaper circulating in the area served by the school. This will enable the board to assess the number of places which can be made available to students who live outside the home zone.

Special Programmes

This priority category is not applicable at this school because the school does not run a Special programme approved by the Secretary.

Out of Zone Enrolments

Each year the board will determine the number of places which are likely to be available in the following year for the enrolment of students who live outside the home zone. The board will publish this information by notice in a daily or community newspaper circulating in the area served by the

school. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

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

First Priority This priority category is not applicable at this school because the school does not run a special programme approved by the Secretary

Second Priority will be given to applicants who are siblings of current students.

Third Priority will be given to applicants who are siblings of former students.

Fourth Priority will be given to any applicant who is a child of a former student of the school.

Fifth Priority will be given to any applicant who is either a child of an employee of the board of the school or a child of a member of the board of the school.

Sixth Priority will be given to all other applicants.

If there are more applicants in the second, third, fourth, fifth, or sixth priority groups than there are places available, selection within the priority group must 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 the area served by the school.

Applicants seeking second or third priority status may be required to give proof of a sibling relationship.

ENROLMENTS AND ENROLMENT SCHEMES

INFORMATION FOR PARENTS

Here are answers to questions which parents sometimes ask when they need to enrol their child at a school. If you want more detailed information, contact staff at one of the Ministry of Education offices listed on the last page of this pamphlet. Staff there will be able to help you.

What rights does my child have regarding enrolment at school?

All children have the right to be enrolled at a State school between their fifth birthday and the first of January following their nineteenth birthday.

Why then do some schools have enrolment schemes?

An enrolment scheme is a means of limiting the roll to prevent overcrowding at the school and enabling local students to enrol. The Ministry of Education is also able to make best use of the current accommodation at schools in the surrounding area.

What does the legislation have to say about enrolment schemes?

Schemes should:

- as far as possible exclude no more students than necessary to avoid overcrowding;
- enable the Ministry to make best use of the existing networks of State schools;
- ensure that the selection of applicants for enrolment at the school is carried out in a fair and transparent manner;
- enable students to attend a reasonably convenient school;
- as far as possible, not exclude local students.

What is this that I hear about zoning?

Each enrolment scheme must contain a home zone with clearly defined boundaries. Students who live within the home zone have an absolute right to enrol at the school.

What if I live outside the home zone?

A school with an enrolment scheme may have the capacity to take students from outside their home zone.

In this case the school is required to advertise the availability of places and the application process including dates.

'Out of zone' students may then apply for enrolment, if there are more applicants than places available a ballot will be held.

Applications for enrolment will be balloted in the following order of priority:

- (a) students accepted for enrolment in a special programme run by the school;
- (b) brothers and sisters of current students
- (c) brothers and sisters of former students
- (d) children of a former students of the school
- (e) children of board employees and board members children
- (f) all other students.

What if I am unsuccessful in the ballot?

Your name will be drawn and you will be placed on a waiting list. The school will advise you of your place on the list.

How do you define living in the "home zone"?

If your usual place of residence is within the home zone you may apply for enrolment. When enrolling, the school may require proof of residence e.g. tenancy agreement, certificate of title or utility bills, etc. If the school finds that you have given false information, the school may refuse to enrol the student or annul the enrolment.

What can I do if a school tells me that it cannot enrol my child?

First of all, contact the school and ask whether the school has an enrolment scheme. If it does not, the school should not be declining any enrolments. Ask the school to put the refusal in writing stating the relevant details. You can then contact your nearest Ministry of Education office.

If the school does have an enrolment scheme, check to see whether you live in the home zone. You will be able to see a copy of the scheme at the school or visit www.schoolzones.co.nz

If you do not live in the school's home zone, then there will be another school that is reasonably convenient to your home that your child could attend.

If there are *exceptional* circumstances why your child should be enrolled at a particular school you may be able to apply to the ministry for a directed enrolment. However, the ministry rarely directs an enrolment.

Are things any different at a State integrated school, a Kura Kaupapa Maori or a Designated Character School?

Schools of these types may have authority to operate enrolment schemes if there are likely to be more applicants for enrolment at the school than there are places available. Enrolment schemes at these schools do not have to include a home zone or provide for a ballot.

A **State integrated school** is a school with a special (religious) character, which has been integrated into the State system. Every integrated school has a maximum roll which it is not allowed to exceed. First of all an integrated school has to cater for students who meet the school's special character requirements. If there is room left, the school is able to enrol a small number of students who do not meet the special character requirements.

A **Kura Kaupapa Maori** is a State school where teaching is in the Maori language and the school's aims, purposes and objectives reflect the Te Aho Matua philosophy. Kura Kaupapa Maori are able to restrict enrolments to the children of parents who accept the kura's aims, purposes and objectives.

A **Designated Character School** is a State school with a particular character, but different from integrated schools and kura kaupapa Maori. These schools are able to restrict enrolments to the children of parents who accept the school's aims, purposes and objectives.

For further information regarding these schools contact the school directly.

How do I contact the Ministry of Education?

ENROLMENT SCHEME FAQs

Q. If I **do not live in zone** for the school I would like my child to go to, can I still somehow get in?

A. If the school has spare spaces available, they may decide to hold a ballot for out of zone students. In this instance you will need to get in contact with the school to see if they are holding a ballot.

NB. Secondary/Intermediate School ballots have already been and gone in most cases – check with school.

Q. If I **live in zone**, does a school have to accept my child?

A. Yes, if you genuinely live in zone and are able to provide evidence of this to the school.

Q. If I **live in zone** for a school, do I have to go to that school?

A. No

Q. If I live one street **out of zone**, can I still attend?

A. If it is not in zone, then no you do not have automatic right of enrolment.

Q. My grandchildren/nieces/nephews/whanau are coming to live with me; can they attend my local school?

A. If your local school does not have a zone, then they will be able to attend without any problems. If your local school does have a home zone and you live within that zone, you will need to provide evidence to the school that you have **primary duty of care** for that child and you both do indeed live in zone.

NB. Addresses of convenience are not acceptable. If your address is temporary or false, you may have your enrolment annulled.

Q. My child attends a school with a zone; I now have to move to a new address which is not in zone for that particular school. What should I do?

A. **If you have started at the school**, you will need to inform the school that you have to move, there should not be a problem if the school feels that the enrolment is genuine. If however, the school believes you have used a temporary address to gain access to the school, they may decide to annul the enrolment.

If you have not yet started at the school, you can not attend that school. You will need to enrol at your new local school

Q. How does a ballot work?

A. You will need to check with the school to see if they are holding a ballot, if so, you will need to put you child's name forward. Out of zone students who apply for enrolment at the school must be accepted in the following order of priority:

- (a) students accepted for enrolment in a special programme run by the school;
- (b) brothers and sisters of current students
- (c) brothers and sisters of former students
- (d) children of a former students of the school
- (e) children of board employees and board members children
- (f) all other students.

Still have an unanswered question? Call your local Ministry of Education office. Ph 632 9400