

Kilbirnie School Enrolment Scheme



Purpose

Kilbirnie School introduced an enrolment scheme in 2005. The purpose of the enrolment scheme is to:

- Ensure the size of the roll maintains the highest possible standard of education delivery to those students attending the school.
- Accord priority of entry to those children living in the school zone.
- Limit the roll to the extent necessary to avoid overcrowding at the school in relation to the school's buildings, facilities and resources
- If required, to limit numbers of students attending the school from outside the school zone using pre-established criteria.

Scope

This policy applies to all current and perspective students, parents/caregivers and community members.

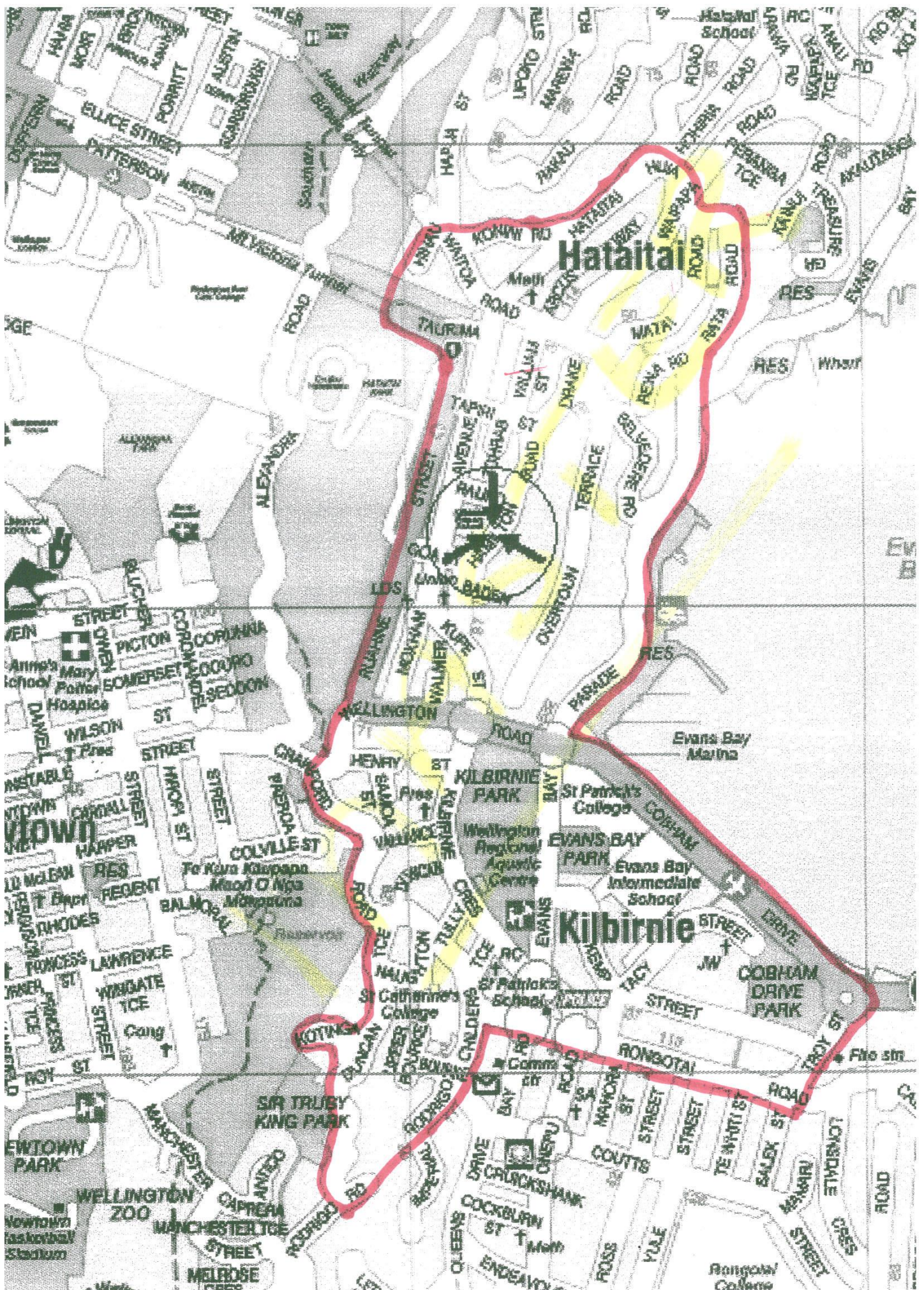
Responsibility

The Board will be responsible for deciding whether or not to apply to the Ministry of Education for a review or amendment of the enrolment scheme for Kilbirnie School. This decisions will be made annually and communicated to the Ministry of Education in accordance with the Education Act 1989. If an enrolment scheme is in place, the Board of Trustees will determine the number of places available for out-of-zone students. The scheme may be temporarily suspended, amended or abandoned pursuant to a resolution of the Board of Trustees.

Home Zone

All students who live within the home zone described below shall be entitled to enrol at Kilbirnie School.

From the southern end of Hinau Street continue north east following Konini Rd then along Hataitai Road. The zone turns east onto Huia Road and follows it until it intersects with Rata Road. Continue along Rata Road, onto Evans Bay Parade, then along Cobham Drive till it intersects with Troy Street. Continue along Troy Street, Rongotai Road and Childers Terrace into Rodrigo Road. The zone turns north at the intersection of Rodrigo Road and Duncan Terrace. Continuing along Duncan Terrace and including Kotinga Street, until it intersects with Crawford Road. The zone turns west and continues along Crawford Road until it intersects with Wellington Road and Constable Street. Continue along Wellington Road into Ruahine Street until it intersects with Taurima Street. The zone then continues east along Taurima Street, north along Moxham Ave and east along Waitoa Road until it intersects with Hinau Street and Konini Road.



Enrolment Procedure.

Each year the Board of Trustees will determine if out-of-zone places are available and if so how many. Applications for enrolment in the following year from in-zone students will be sought by publishing a notice in the community newspaper and on the school website. This will enable the Board to assess the number of places which can be made available to students who live outside the home zone. . The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

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

- **First Priority:** Special Programmes. Kilbirnie School does not run a special programme approved by the Secretary for Education; therefore this priority is not applicable.
- **Second Priority:** Students who are siblings of current students.
- **Third Priority:** Students who are siblings of former students.
- **Fourth Priority:** Students who are children of former students.
- **Fifth Priority:** Students who are children of Board employees or Board members.
- **Sixth Priority:** All other applicants who are out of the home zone.

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

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

All students enrolled at the date of commencement of the scheme shall automatically be deemed to be enrolled at the school in terms of this enrolment scheme.

Out of zone students who are not accepted on initial application because they do not meet the criteria and/or because of class size and/or overall school numbers may have their names placed on a waiting list on request.

The decision of the Board of Trustees or its delegated authority shall be final and there shall be no right of appeal or review.

The Board of Trustees shall at any time be entitled to declare any enrolment invalid if the Board becomes reasonably satisfied that (in relation to the prospective student):

- it has been given incorrect or inadequate information or
- information has been withheld, misleading the Board in respect of enrolment.

In this case the right to enrolment shall be terminated.

Any modification to the enrolment scheme will be made according to guidelines issued by the Ministry of Education and the appropriate legislation, and will be influenced by changes in the School's circumstances.

Document Control

Version	Status/change	Date
v1.0	Reviewed by Kilbirnie School principal and Board of Trustees	April 2022.