



Enrolment Policy

Rationale Pursuant to section 111 of the Education and Training Act 2020, schools with enrolment schemes must adopt the instructions provided by the Secretary of Education.

While complying with these instructions the school will strive to avoid overcrowding in classrooms, and to ensure available resources are used to provide high quality education. Management includes balancing available teaching space, class numbers, staff curriculum materials and parental wishes.

Under section 15 subsection 240 (1) of the Crimes Amendment Act 2003, providing false and incorrect information constitutes obtaining by deception a benefit by making false representation intended to deceive. The information you provide must be true and correct and you acknowledge, by signing any of our enrolment, that you understand the implications of fraudulently providing false documents.

Scheme Guidelines

2.1 All pupils living in the home zone may enroll as of right

2.2 The principal will monitor enrolments so that where possible, all parents wishing to enroll their child/children may do so, providing overcrowding is avoided.

2.4 Enrolments will be taken, at the earliest, four weeks before a child is due to start school. Verification of permanent residence in the Kauri Flats School Zone is required with all enrolments. To this effect, new enrolments will be required to give proof of in-zone permanent residency by producing:

Owner/Occupier (3 forms of evidence required)

- Agreement for Sale & Purchase
- Utility Bills - Telephone, Power, Gas, Internet, Sky TV (*within two months of moving into the property.*)
- Council - Land Rates, Water Rates
- Government Department - Inland Revenue DEpt, Work & Income, Immigration Dept
- Electoral Roll Confirmation

**please note: moving out of zone within a year of of enrolment will result in the annulment of you enrolment*

Tenant/Renter

- Tenancy Agreement showing tenure/rental period; must reside at this address for 12 months or more; Landlords will be contacted
- Bond Lodgement and confirmation form/email with Ministry of Business, Innovation & Employment
- Utility Bills - Telephone, Power, Gas, Internet, Sky TV
- Council - Land Rates, Water Rates
- Government Department - Inland Revenue DEpt, Work & Income, Immigration Dept
- Electoral Roll Confirmation

For families Living Together:

A correctly drawn up statutory declaration of Permanent Residency sighted and signed by a Justice of the Peace: i.e. families who are sharing a property, families who are renting a room in a property as well as:

- Bond Lodgement and confirmation form/email with Ministry of Business, Innovation & Employment

**should families be found to live outside the school zone and have provided false documents or proof of temporary residence at an in zone address, under Section 110 of the Education Act, the school will annul the enrolment and the child be unenrolled from the school.*

***In some instances a visit to the residence by the principal or a representative of the school satisfying them that the applicant does in fact live permanently at the address may be required.*

2.5 Legal requirements necessitate children be withdrawn from the school when absent for 20 days or longer.

2.6 Parents of Year 0/1 children will be encouraged to bring their child/children to school for weekly orientation visits two weeks before a child starts school. A definite day and time will be scheduled for such visits each year.

Parents are asked to leave their children at this time. Local kindergartens may, through the head teacher, organise pre-school visits through the principal. Such visits need to be pre-arranged.

Conclusion

The Kauri Flats enrolment scheme will be administered to optimise academic outcomes for the children living within our enrolment zone and reduce the risk of overcrowding.

**The board will take action against fraudulent enrollment applications under the Crimes Amendment Act.*

**please note: moving out of zone within a year of of enrolment will result in the annulment of you enrolment*

Chairperson B.O.T.: Date:

Principal: Date:

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