

5.01**Enrolments Policy**

Outcome Statement

The school has an approved enrolment scheme. A school zone has been maintained since the enrolment scheme legislation was introduced and the scheme does not exclude local students.

Purpose

- To ensure that the selection of applicants for enrolment at the school is carried out in a fair and transparent manner.
- To avoid the likelihood of overcrowding in the school.
- To ensure compliance with section II of the Education Act 1989.

Guidelines

- An enrolment scheme that complies with relevant legislation and consultation requirements is approved on an annual basis.
- The enrolment scheme is published for student and parent information.
- The principal is responsible for establishing a set of procedures to effectively manage the enrolment scheme within the guidelines produced by the ministry of education.
- The principal is responsible for the enrolment process, but may delegate this responsibility to an SLT member, including:
 - Review and development of enrolment forms.
 - Information dissemination and/or meetings for students and their parents.
 - Organisation of enrolment times.
 - Procedures for checking authenticity of addresses and living arrangements of applicants.
- Out of zone enrolment procedures will comply with Section 11F of the Education Act 1989.

Review

This policy will be reviewed in accordance with the Board's regular policy review process.

Ratified by Ruapehu College Board of Trustees

Chairperson: Elijah Pue



Signed: _____ Date: 28.01.21

Date for policy review: August, 2023