



TIRIMOANA SCHOOL

ENROLMENT OF PUPILS AND MAINTENANCE OF ATTENDANCE RECORDS POLICY **Enrolment Scheme & Map**

RATIONALE:

Enrolment procedures ensure that students entitled to attend school have right of access and that their safety and attendance is regularly monitored. Enrolment of children at Tirimoana School is also governed by an Enrolment Scheme which consists of a home zone and procedures for enrolling out of zone students.

GUIDELINES:

1. Enrolment of students in the Home Zone is as of right. All out of zone applications for enrolment will be determined as outlined in the Enrolment Scheme.
2. Parents or guardians of all students enrolling will complete an enrolment form in discussion with a member of the Senior Management Team. Parents will provide evidence of any information required by the school. This will include evidence of citizenship, residency status, date of birth, legal name, address, emergency contact details, iwi status and zoning status.
3. The school will use the Ministry of Education electronic ENROL programme to manage admission and withdrawal of all students.
4. The school will maintain an electronic database of enrolments, supported by a hardcopy file. An additional hard copy will also be given to the new class teacher.
5. The school will ensure all class teachers will maintain a daily attendance register for all students in their care according to guidelines determined by the principal.
6. The school will collect and monitor all enrolment and attendance information weekly.
7. The school will keep all records of enrolments and Ministry of Education roll returns on file which are submitted, when required.
8. The school will operate a daily check safe scheme for student absences from school.
9. The school will be a signatory to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 and will comply with all necessary enrolment regulations as determined by the Ministry of Education.
10. The principal may apply Stand-Down or Suspension procedures as per Ministry of Education guidelines in cases of inappropriate behaviour, where there is a risk of children injuring themselves or others, or consistently behaving in a manner likely to impact on the safety of others.

Refer: Enrolment Scheme and Home Zone Map

NELP Objective 1: Priority 2. Objective 3: Priority 6

Policy 5

Review Date: October

19/10/2022



"Discover Your Talents"

Tirimoana Primary School

Enrolment Scheme Home Zone

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

The Northern Boundary: McLeod Road from the Whau Creek end through to Te Atatu Road. This includes both sides of the road and Bodi Place which is a cul-de-sac off McLeod Road.

The Western Boundary: Norcross Avenue and Great North Road from Glendene roundabout to Felgrove Street. Only the eastern side of Great North Road is in the Home Zone.

The Southern Boundary: The end of Manhattan Heights where it meets Felgrove Street but not including Felgrove Street; the end of Kirby Street where it meets Glendene Avenue; both sides of Glendene Avenue to Crystal Avenue on the eastern side and to Kirby Street on the western side.

The Eastern Boundary: The Whau River from McLeod Road southwards, along Valron Esplanade adjacent to the creek behind Meadow Crescent, Talavera Place, James Scott Place, Tracey Terrace and Valron Road, to just behind Crystal Avenue.

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 circulated 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.

The Education Amendment Act (No 3) 2010 changed the priority of out of zone students selected via the ballot. The change only affects students not living in school's home zone.

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 must be given to applicants who are siblings of current students.

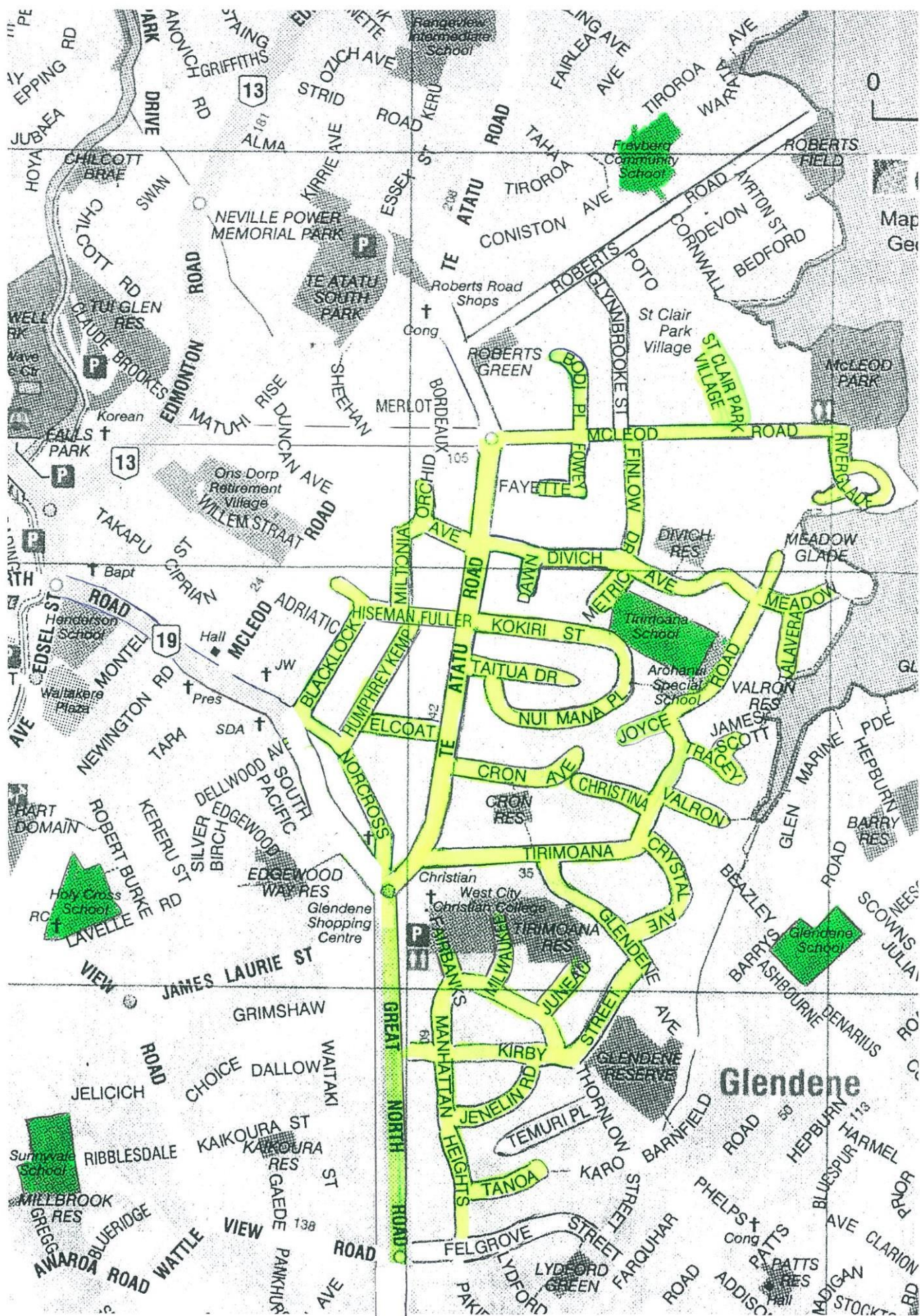
Third priority must be given to applicants who are siblings of former students.

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

Fifth priority must 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 must 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 will be by a ballot conducted in accordance with instructions issued by the Secretary for Education 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.



Glendene

Map Ge

SCOWNS JULIAN

ROSEMARY

ADDISC.

STOCKTON