

HUKANUI SCHOOL NAG 6: Legislative Requirements

PROCEDURE - ENROLMENT

Rationale:

Legal Requirement:

Children between the ages of 6 and 16 must attend a school unless dispensation for home schooling has been granted.

Purposes:

1. To operate an enrolment policy that complies with legal requirements.
2. To exercise responsibility in ensuring:
 - * a consistent enrolment procedure is used
 - * appropriate documentation is sighted
 - * record keeping is accurate
 - * Privacy Act guidelines are followed.

Guidelines:

1. Guided tours for prospective enrolments are available every Tuesday at 11.00 am. Bookings must be made by contacting the school office. 078556037.
2. An enrolment form must be filled in by caregivers and must include proof of residence in our school zone, birth certificate or passport, and proof of any custody arrangements. Any significant health concerns must also be included.
3. The Board requires that students live within our school zone for a minimum of one year after their enrolment date. Proof of residence may be requested again if the school suspects this is not the case. Enrolments in breach of this requirement may be terminated at the Board of Trustees' discretion.
4. The school may request a written affidavit, extra proof of residence in zone or proof of custody in order to ensure genuine right to enrol. Any queries regarding residency, custody or proof of address must be deemed satisfactory to the Deputy Principal or Principal.
5. Where temporary enrolment is granted due to difficulties arising with proof of any of these requirements, the school will require proof within one month of the child starting at school.
6. In the case of any incorrect information being given, the Board of Trustees has the right to terminate the enrolment.

7. In the case of advance enrolments, proof of address will be re-checked one month prior to the child starting school to ensure they still reside in zone.
8. A child's year level allocation is based on the 1 June cut off date for our school. (See Procedures for Student Placement under NAG: 6)
9. Team Leaders allocate a classroom depending on age, class numbers and the needs of the child. At times the school may need to move a child after reviewing the above information within the first two weeks.
10. A copy of the enrolment form will be filed in the child's profile.
11. Any dispute regarding class level, class placement or enrolment will be considered by the Deputy Principal or Principal.
12. Our school invites new entrant students to two pre-school visits just prior to their fifth birthday.
 - Tuesday 9.00-10.30 am. On the first visit the parent stays.
 - On the second visit the parent leaves. Parents will be notified of these visits by the Deputy Principal.
13. In order to encourage a settled start to school all new entrant children are asked to start school on the Monday following their birthday.
14. Responsibilities for delivering enrolment information:

AT ENROLMENT (Office Administrator)

- Student Enrolment Form.
- Enrolment Policy
- Current Prospectus
- ESOL Supplementary Enrolment Form

INDUCTION PACK (Year 0-1 Team Leader) *To be given out:*

- *At the NE information evening for NE children starting at Hukanui. Older children starting can receive this information from the office.*

This Pack Contains:

- School Charter.
- Police vetting form.
- Latest Newsletter.
- Attendance Procedure.
- School Milk Form.