

Policy Glendowie Primary School



ENROLMENT SCHEME POLICY
Effective from Term 1 - 2005

RATIONALE

- Glendowie School will provide a full primary school education (years 1-8) for the children of the local community. The enrolment scheme defines this community by designating a geographical zone and for the children living in this zone, this school is deemed to be reasonably convenient.
- The Board of Trustees will accept all pupils who apply for enrolment who are resident within the school zone.
- Glendowie Primary School operates a special programme for Montessori. For the criteria for enrolment please see the attached.

PURPOSE


The purpose of the enrolment scheme is:

- to avoid overcrowding or the likelihood of overcrowding at the school;
- to ensure that the selection of applicants for enrolment at the school is carried out in a fair and transparent manner, and
- to enable the Secretary to make the best use of existing networks of State schools.

REVIEW

This enrolment scheme will remain in operation unless directed by the Secretary of Education who is able to give instruction to amend or abandon the scheme.

Under Section (11 PA) of the Education Act, the Board will review the enrolment scheme before the 1st May each year.

Approved: 2005 moe _ / _ / _	Board of Trustees Meeting Signature of Chairperson : 
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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.
- Commencing to the east fixed by extending a straight line from and including 234 on one side and 327 on the other side of Riddell Road to the sea called the northeast boundary point and then running south along the coast line, bordering Tahuna Torea and down to Tahaki Road. The zone would then run along both sides of West Tamaki Road as far as the intersection of West Tamaki Road and Taniwha Street, including 250 and greater and 227 and greater. The zone then proceeds northwest to the corner of Mt. Taylor Drive and Crossfield Road, then southwest to include all of Esperance Road. From Esperance Road the zone progresses through to Modena Crescent, Emerson Street and Florida Place, including Ashby Avenue numbers 5260 and 59-67 only. The Zone proceeds east along Mt. Taylor Drive, turning left along Wendover Road (down to 51 and 52 inclusive) to the corner of Monterey Street. It will include Monterey Street, Pembroke Crescent and Granada Place. Back along Mt. Taylor Drive, turn left into Crossfield Road, then west along Riddell Road down to number 52 and 77, including Bryant Place. Off Riddell Road, go north along Rochdale Ave, then turn northwest into Chesterfield Ave. including 23-33 and 28-34. Continue northeast along Robley Crescent, then left into Whitehaven Road. Proceed north along Forfar Road (all of), then east into Chelmsford Ave, until it meets Riddell Road where it will finish at 234 and 327. All streets within this boundary are part of the Glendowie Primary Geographic Zone.
- Proof of residence within the home zone will be required.
- Each year, applications for enrolment in the following year from in-zone students will be sought by a date which will be published in a daily or community newspaper circulating in the area served by the school. This will enable the Board to assess the number of places which can be made available to students who live outside the home zone.

SPECIAL PROGRAMMES

- The school operates the following special programme: MONTESSORI
- Students who live within the school's home zone and meet the criteria for enrolment in the special programme will be enrolled ahead of out-of-zone students.
- The criteria for acceptance into the programme are as attached:

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 circulating 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.

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

First Priority Will be given to students who have been accepted for enrolment in the following special programme run by the school and approved by the Secretary for Education: Montessori programme.

Second Priority will be given to applicants who are siblings of current students.

Third Priority will be given to applicants who are siblings of former students

Fourth Priority will be given to any applicant who is a child of a former student of the school

Fifth Priority will 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 will 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 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.
- Applicants seeking second, third or fourth priority will be required to give proof of the relationship under the priority classification.
- Schedule "A" (For any families who were in zone during 2004 and whose street was then excluded from the new 2005 Enrolment Scheme)
- "The properties described in Schedule "A" shall be deemed to form part of the home zone, provided a child residing at that address has a sibling who attended the school in 2004, and a sibling currently attends the school. When the family living in the address in 2004 ceases residing at that address, the property shall cease to be part of the home zone"

LIST OF SCHEDULE "A" ADDRESSES:

9A Caliban Pl, Glendowie
8 Kesteven Ave, Glendowie
35 Kesteven Ave, Glendowie
3B Kildare Ave, Glendowie
50 Riddell Rd, Glendowie
266 Riddell Rd, Glendowie
24 Sierra St, Glendowie
67 Sierra St, Glendowie
56 Sylvia Rd, Glendowie
10 Washington Ave, Glendowie
29 Washington Ave, Glendowie
32 Washington Ave, Glendowie
40A Washington Ave, Glendowie
32 Wendover Rd, Glendowie
151 West Tamaki Rd, Glendowie
183 West Tamaki Rd, Glendowie
188 West Tamaki Rd, Glendowie
200 West Tamaki Rd, Glendowie
203 West Tamaki Rd, Glendowie
209 West Tamaki Rd, Glendowie
225 West Tamaki Rd, Glendowie

**STREETS INCLUDED IN THE GLENDOWIE PRIMARY SCHOOL ZONE
FROM TERM 1 - 2005**

Ashby Ave (part of) between
Mt. Taylor Dr. and Esperance Rd
52 - 60 and 59 - 67 inclusive.

Bryant Place

Calder Place

California Place

Carnarvon Ave

Chelmsford Ave

Chesterfield Ave (part of) to
the corner of Athlone includes
23 — 33, 28 — 34

Colchester Ave

Cranbrook Pl

Crossfield Rd (part of) to the
corner of Mt. Taylor Drive
includes 2 — 44, 1 — corner of
Mt. Taylor
Emerson St

Esperance Rd

Florida Pl

Forfar Rd

Glendowie Rd

Granada Pl

Grantham Rd

Hartland Ave

Lisburn Ave

Modena Cres

Monterey St Mt.

Taylor Drive

Pembroke Cres

Riddell Rd (part of) from the
corner of Bryant Pl includes
52 — 234 and 77 - 327 to
the corner of Chelmsford.

Roberta Ave

Robley Cres.

Rochdale Ave

Romola Rd
Shrewsbury Rd

Tahaki Rd

Thornhill Pl

Vanessa Cres

Vista Cres

Wendover Rd (from
Monterey St. to Mt. Taylor
Dr) includes 49 and greater
and 52 and greater.

West Tamaki Rd (part of)
to the corner of Taniwha
St includes 250 and
greater 227 and greater

Whitehaven Rd

ENROLMENTS TO THE MONTESSORI UNIT

- Applications to be made directly to the Montessori Trust.
- Limited physical space restricts entry to only 8-10 5 1/2 to 6 year olds each year
- Children enter this Montessori Unit between 5 1/2 and 6 years old and must remain enrolled at a Montessori pre-school until entry to this unit.
- Application closing date is 20th May every year for 4 year olds. (i.e. 20th May 2001 for applicants with July '96 - June '97 birthdates, 20th May 2001 for July '97 - June '98)
- Close of application precedes entry by between 1 - 2 years. This is to enable parents of unsuccessful applicants to arrange alternative schooling prior to the child's 5th birthday and also to confirm places in time for successful applicants to arrange for continued education at the Montessori pre-school until entry to this Unit at 5 1/2 to 6

APPLICATION CRITERIA

- The applicant must have attended a minimum of two full years at a Montessori pre-school prior to entry to this unit.
- Child must be attending a minimum of five half day sessions per week from 4 years old, and remain enrolled in the pre-school until entry to this unit to remain eligible.
- Parents/Guardians must agree to support the Montessori Trust and teachers in their relationship with Glendowie Primary School Board of Trustees.
- Parents must understand and support the Montessori Philosophy of teaching.
- Parents must be willing to be actively involved in all necessary fund raising activities planned by the Trust and the Parents teachers Association.
- Parents must understand that all donations requested as vital to the continuing operation of the Montessori Unit, and agree to contribute all donations as stated in the "Criteria for Entry"

Allocating Places

- All valid applications are assessed following the 20th May closing date each year.
- Applicants who meet the criteria will be accepted in the following priority;
 - Glendowie Primary 'Home Zone' applicants
 - Siblings of current Montessori Unit Pupils
 - Children of staff employed by Glendowie Primary or the Montessori Trust
 - Children transferring from Montessori schools elsewhere in N.Z. or overseas
 - Children who have attended extension programmes at Montessori pre-school from 4 1/2 years old .
 - Children who have attended the greatest number of sessions at Montessori pre-school prior to entry to the Unit
- Following this allocation of Places, any applications for places in the Unit for children from 4 years old through to Year 8 must be wait-listed, and entry

may be gained only if a space becomes available. If this happens the applicants wait-listed will be prioritised as per the above list (1.- 6.) with first priority being given to applicants living in Glendowie School 'Home Zone'.

- If there are more 'in-zone' applicants than spaces available in any circumstances the priority list following 'zoning' (i.e. 2. - 6.) will be applied to determine which 'in-zone' applicants are offered places.
- If this Unit is unable to accommodate the number of 'in-zone' applicants, the Glendowie Primary School Enrolment Policy enables those pupils to be enrolled into the wider school.

MINISTRY OF EDUCATION

15 June 2004.

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Board of Trustees
Glendowie Primary School
C/- Anne-Marie Biggs — Principal
217 Riddell Road
Glendowie
Auckland 5

Dear Anne-Marie

Approval of Enrolment Scheme — Glendowie Primary School

Thank you for submitting a copy of your proposed enrolment scheme for approval.

Under the authority delegated to me by the Secretary for Education, I am pleased to inform you that your proposed scheme has been approved. A copy of the proposed scheme, bearing my signature of approval is attached.

Final Steps for Board

As soon as practicable, your board should now resolve to adopt the proposed scheme, which I have approved. When the board has adopted the scheme it must publish a notice in a daily or community newspaper circulating in the area served by the school stating that it has adopted an enrolment scheme. The notice must include a general description of the school's home zone and information about where copies of the enrolment scheme may be viewed and obtained. The format for such a notice can be found in Appendix 2 of the Secretary's Guidelines for the development and operation of enrolment schemes.

Your scheme will come into effect beginning of term one of 2005, however, you can apply the pre-enrolment procedures in the scheme at any time after you have published the notice in the newspaper.

When you are preparing for a ballot to select out of zone students, please pay particular attention to the requirements contained in the Secretary's Instructions relating to the operation of enrolment schemes.

Enrolment Scheme Management

In operating enrolment schemes, boards must manage enrolments in such a way that overcrowding or the likelihood of overcrowding is avoided, not only in the current year but in future years as well.

It is Ministry policy not to provide roll growth accommodation where a school roll has exceeded its accommodation capacity as a result of out-of-zone enrolments.

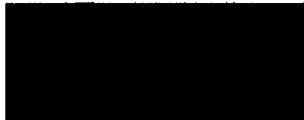
You should also note that where foreign fee paying students are enrolled, tuition and space for such students are to be funded entirely from fees or locally raised funds. Consequently, the likelihood of overcrowding relates only to domestic and exempt students.

Review of Enrolment Scheme

Before 1 May each year the board is required to review the operation of its enrolment scheme and to consider whether there is a continuing need for the scheme. I have delegated authority, however, to exempt a board from this requirement for a period not exceeding three years. In the first instance, you may need to review the operation of your scheme by 1 May next year. You will receive information about the review process early next year.

If you have any queries about the ongoing management of your scheme, please contact Tracy Massam on 09 374 5434.

Yours sincerely



Brenda Radford
Manager Network Provision