



**BUCKLANDS BEACH**  
INTERMEDIATE SCHOOL

# Admissions Policy

Last Review	2024
Next Review	2025

## Enrolment

Our Bucklands Beach Intermediate enrolment policy and processes comply with the requirements of the Education and Training Act 2020. As required by the Ministry of Education, we use the ENROL system (register of student enrolments) to update enrolments as students enrol, change schools, or leave the school system. Once enrolled, students must attend regularly. See Student Attendance.

## Enrolment conditions

Our enrolment conditions include:

- Students must be eligible to enrol at Bucklands Beach Intermediate.
- Bucklands Beach Intermediate has an enrolment scheme, which means a student must have their usual place of residence in the home zone, or may apply for a place through an out-of-zone ballot.
- If a student has been excluded or expelled from another school, the board meets to consider the individual case and accept or decline the enrolment. If instructed by the Ministry of Education to enrol a student who has been excluded from another school, the board complies with the direction.

## Enrolment process

As part of the enrolment process, parents/caregivers are asked to provide enrolment information. This information allows Bucklands Beach Intermediate to meet the requirements of the Education and Training Act and is kept securely. See Privacy and School Records Retention and Disposal.

Before enrolling a new student, we ensure the student is eligible to enrol at our school. This includes:

- checking documentation (e.g. birth certificate, passport)
- keeping evidence of enrolment eligibility
- making evidence available on request to Ministry of Education staff, reviewers from the Education Review Office (ERO), and others as required.

Once an enrolment is approved, the school arranges appropriate class placement, orientation, transition support, and learning support (including applying for appropriate resources and funding) as needed.

## Class placement

Considerations for class placement include:

- age
- information shared by the student, parents/caregivers, and whānau
- school assessment of individual social and learning needs

- class composition and available space.
- Reclassification between year levels may occur occasionally. Parents/Caregivers can make an appointment with the school to discuss the potential effects of their child repeating or moving forward a year. If a shared consensus can't be reached, the school reserves the right to make the final decision. The principal has final approval of all class placements.

*See further enrolment information*

*(Buckland's Beach Intermediate School Doc Policies and Procedures)*

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### **Enrolment Scheme**

Buckland's Beach Intermediate operates an enrolment scheme to manage school growth and avoid overcrowding.

As required by the Education and Training Act 2020, the scheme:

- has a home zone with clearly defined geographic boundaries
- defines the home zone so that students can attend a reasonably convenient school
- as far as possible, does not exclude local students and excludes no more students than necessary to avoid overcrowding.

The board is responsible for operating the school enrolment scheme according to the requirements of the Education and Training Act and any further guidelines and instructions issued by the Secretary for Education.

As required, the board:

- monitors the school roll and capacity
- works with the Ministry of Education as necessary
- ensures that students are selected for enrolment in a fair, transparent, and consistent way.

### **Pre-enrolment**

Pre-enrolment covers the period of applying for enrolment. The Education and Training Act has specific requirements for pre-enrolment at schools with enrolment schemes.

The board ensures that information is available for all parents/caregivers on how to apply for enrolment at Buckland's Beach Intermediate. We coordinate pre-enrolment

deadlines with other schools with enrolment schemes in our area, as needed, and follow key pre-enrolment dates outlined by the Ministry of Education. See Key dates for out-of-zone applications Website link icon

Eligibility to enrol is dependent on the usual place of residence. Students who live inside the home zone are legally entitled to enrol. Parents/Caregivers are asked to provide evidence of the usual place of residence, and the board may investigate this.

After all in-zone enrolments have been accepted, there may be places available for students who live outside the home zone. Enrolment for out-of-zone applicants is dependent on an order of priority defined by the Act and may require a ballot. The board follows all requirements for running ballots.

The board notifies every applicant of the outcome of their enrolment application. Applicants who were entered into a ballot are notified of the outcome within three days of the ballot.

Unsuccessful applicants are put on a waiting list in the order they were drawn in the ballot and may be offered a place if one becomes available before the next ballot.

#### Annulment of enrolment

The board has the right to withdraw or annul (cancel) an enrolment if false information is provided. In this situation, parents/caregivers are informed that the enrolment is being reviewed and are given the opportunity to meet with the board. If the enrolment is annulled, parents/caregivers are informed why.

*(Bucklands Beach Intermediate School Doc Policies and Procedures)*

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