



NORFOLK
SCHOOL

Norfolk School (2206) Board of Trustees

ENROLMENT SCHEME POLICY

Effective from 19 August 2017

The guidelines for development and operation of enrolment schemes are issued under section 11G (3) of the Education Act 1989 for the purpose of describing the basis on which the Secretary's powers in relation to enrolment schemes will be exercised.

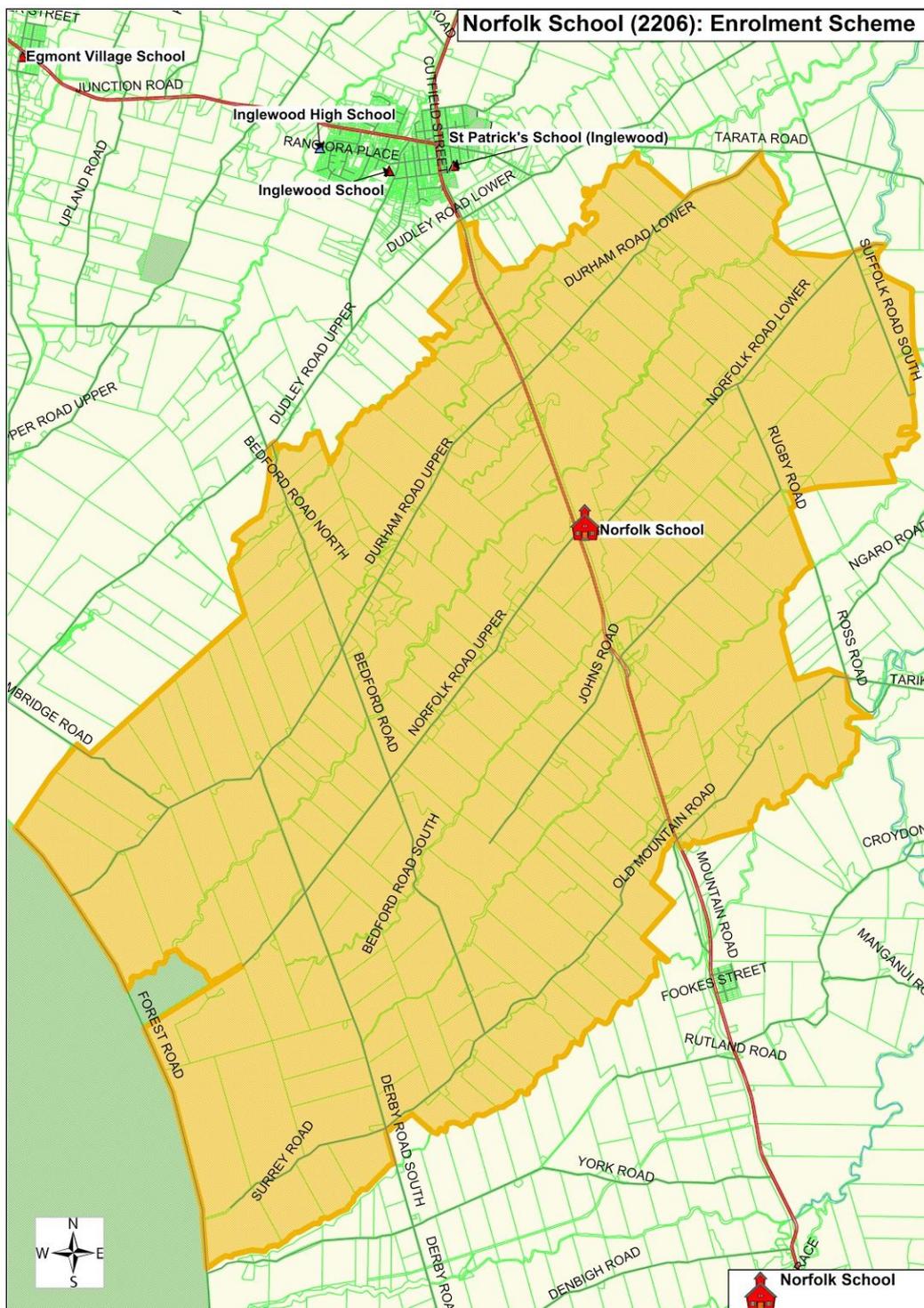
Norfolk School Zone Boundaries

All students who live within the home zone described below and shown on the attached map are entitled to enrol at the school.

- The zone begins at the intersection of Mountain Road and Dudley Road. (No addresses on Dudley Road are included in the zone).
- The zone travels south on Mountain Road, turning eastward onto Durham Road Lower. The zone includes all residences on Durham Road Lower to the point it meets Tarata Road.
- The zone returns to the Mountain Road and Durham Road Lower intersection and travels southwards to Norfolk Road.
- The zone then travels eastward on Norfolk Road (all residences on Norfolk Road are included in zone) until the junction of Norfolk Road and Suffolk Road.
- The zone then follows Suffolk Road south of the Norfolk Road intersection until its end.
- The zone returns to Mountain Road and Norfolk Road intersection, and then travels south to Rugby Road.
- The zone turns east on to Rugby Road (all addresses on Rugby Road are in the zone).
- The zone returns to the intersection of Mountain Road and Rugby Road and travels south to Tariki Road.
- The zone turns east on to Tariki Road and continues to the intersection with Ross Road.
- The zone returns to the intersection of Mountain Road and Tariki Road and travels northwards (back) on Mountain Road to Surrey Road. The zone travels along Surrey Road to the National Park boundary.
- The zone follows the National Park boundary north to Durham Road.

- The zone travels north-east along Durham Road to the intersection of Durham and Bedford Road North.
- The zone turns into Bedford Road North and continues to the intersection with Dudley Road.
- The zone returns to Durham Road and continues north-east to the intersection with Mountain Road.
- From the intersection of Mountain Road and Durham Road the zone travels north to the intersection of Mountain Road and Dudley Road which completes the zone.

Proof of residence within the home zone will be required.



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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.

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(s) run by the school and approved by the Secretary for Education. This priority category is not applicable at this school because the school does not run a Special programme approved by the secretary.
- 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 or third priority status may be required to give proof of a sibling relationship.

ENROLMENT SCHEME PROCEDURES:

- a) By 1 September each year find out how many in zone new entrants will be coming the following year.
- b) By 15 September publish the likely number of places available for out of zone children in the following year.
- c) Applications to be received by October 15th.
- d) If there are more applicants than spaces available, conduct a Ballot according to the Ministry guidelines. Notify applicants by 30 October.
- e) If the Board determines that there are further spaces available for out of zone students during the year, these will be advertised within timeframes that allow at least two weeks between being published and applications closing. The same MOE guidelines will be followed for selecting the successful applicants.