

Enrolment and Ballot Policy

N.A.G Six – Administration

In order to ensure the purpose and principles of the school's enrolment scheme are adhered to and that children and parents experience a smooth transition to Balmoral School, these procedures are to be followed.

Children Living Within the School's Home Zone

Children living within the school's home zone are entitled to enrol at Balmoral School. This means that if you give an in-zone address when you apply for enrolment, the address must be your usual place of residence. Children must be living with their parents or legal guardian (Court documentation is required to verify the guardian). If the school finds that you have given false information, the school may cancel your child's enrolment.

Proof of residence and of citizenship/residency must be provided and will include:

1. Original birth certificate or passport showing New Zealand Citizenship or Residency confirming entitlement to enrolment at a New Zealand state school
2. A current, original Auckland Council rates invoice confirming parents' or legal guardian ownership of the property situated within the home zone.
or
An original tenancy agreement **and** a bond letter from the Tenancy Tribunal for the property situated within the home zone.
3. A power invoice for the previous two months. This must be a physical address not a Private Box number.
4. Proof of residence at that address being a properly completed and signed Statutory Declaration (witnessed by a J.P. or Lawyer).
5. The Board may request alternative documentation if any of the above cannot be provided, to satisfy proof of residence.

The Board reserves the right to check residency at the address provided.

If the above enrolment criteria is subsequently found to be fraudulent then enrolment will be terminated.

Pre-enrolments in the Primary School will be encouraged in the year a child turns four, from parents intending their children to attend Balmoral School. Parents will complete an enrolment form and provide all necessary documentation at this stage. Pre-school visits and starting dates will be established and recorded in the New Entrant Diary held in the school office.

Older children transferring from another school or children not pre-enrolled will meet with the Associate Principal prior to commencing school.

New entrants are encouraged to complete up to three morning visits prior to their 5th birthday. Where possible, the visits will take place in the class they have been assigned.

Children may start school on their 5th birthday, or at a date after that suitable to the Principal, to aid in keeping class sizes manageable.

Children who enrol without completing advanced pre-enrolment documentation will not be able to start school until all enrolment details have been verified. This may take up to 5 working days from the date all correct enrolment documentation has been received.

Children Living Outside the School's Home Zone

Each year the board will place a notice in a newspaper circulating in the area, stating:

1. how many out of zone places are likely to be available;
2. the date by which applications for out of zone places must be received;
3. the date(s) of any ballot(s) for out of zone places.

In accordance with Government Legislation, out of zone students who apply for enrolment at the school must be accepted in the following order of priority

1. students accepted for enrolment in a special programme run by the school;
2. brothers and sisters of current students;
3. brothers and sisters of former students;
4. children of former students;
5. children of board employees or children of board members;
6. all other students

If there are more applicants in any priority group than there are places available, selection within the priority group will be by ballot conducted in accordance with instructions by the Secretary under Section 11G (1) of the Education Act 1989.

Applicants seeking priority status through family relationship will be required to submit proof of said relationship.

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Approved by	BOT	
Signed (Chairperson)		