

# SUNNYBRAE NORMAL SCHOOL

## ENROLMENTS POLICY

Adopted by BoT August 1993

Reviewed on a 4-yearly cycle – last review December 2019

Sunnybrae Normal School has an obligation to provide an educational facility for children living within its local community. The roll needs to be managed to maintain good quality education. This involves balancing available teaching spaces, class numbers, curriculum materials and resources, as well as satisfying parental wishes and legal requirements.

### **Home Zone**

All students who live in the **home zone** described below shall be entitled to enrol at the School. From Akoranga Drive along Northcote Road to Hillcrest Avenue, west on Sylvia Road to Lynden Avenue, along Lynden Avenue to Coronation Road; Coronation Road to Archers Road; from Archers Road to the eastern side of the Northern Motorway. Along the motorway to Akoranga Drive, along Akoranga Drive to Northcote Road. Both sides of every boundary road to be included except where otherwise stated (hereinafter referred to as 'the Zone').

Proof of residence within the home zone is required.

### **Out of Zone Enrolments**

Each year the Board will determine the number of places that 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:

- |                        |   |
|------------------------|---|
| <u>First Priority</u>  | this priority category is not applicable at this school because the school does not run a special programme approved by the Secretary.            |
| <u>Second Priority</u> | must be given to applicants who are siblings of current students.   |
| <u>Third Priority</u>  | must be given to applicants who are siblings of former students.  |
| <u>Fourth Priority</u> | must be given to any applicant who is a child of a former student of the school.  |
| <u>Fifth Priority</u>  | must 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. |
| <u>Sixth Priority</u>  | must 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.

BoT Chairperson: \_\_\_\_\_ Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**SUNNYBRAE NORMAL SCHOOL**  
**APPENDIX TO ENROLMENTS POLICY**

**Pre-Enrolment**

If necessary, each year the Board of Trustees will:

- determine a period during which applications for enrolment will be accepted for the following year
- develop procedures to be followed in the application process
- specify the information which parents may be required to supply in support of an application for enrolment the following year.

Applications will be accepted in terms of this scheme once it has been notified in accordance with section 11G (6) of the Education Act 1989.

**Procedures**

1. All parents/caregivers wishing to apply to enrol their child/ren will do so on the enrolment forms available from the office.
2. Enrolment for new entrants can be made once the child has turned 4. Parents/caregivers who wish to enrol prospective five-year-olds who live outside the zone will be notified of the outcome of their application for enrolment 6 months prior to their 5<sup>th</sup> birthday, or immediately if the child is more than 4.5 years old.
3. Parents wishing to meet the Principal and visit the school should make an appointment through the school office. Prospective parent meetings are held 3-4 times a year; dates of these are advertised on our school website.
4. The Principal and Board Chairperson will discuss the unsuccessful applications prior to notification.
5. If a parent/caregiver wishes to appeal against non-acceptance they may forward further information to the Chairperson of the Board of Trustees.
6. The Principal is responsible for the management of the policy and will report regularly to the Board of Trustees.

**Optimum Sizes**

An optimum number at each class level shall be determined annually.