

**PUNI SCHOOL**  
**NAG 2 - ENROLMENT SCHEME POLICY**

**Rationale:**

Puni School has an enrolment scheme to distinguish our enrolment zone and to prevent overcrowding at Puni School.

**Guidelines:**

- 1) Our Enrolment Zone is bordered by Waller Road, Wily Road down as far as Bregman Rd, AkaAka Road down as far as Elbow Rd, Settlement Rd, Tramway Rd, Attwell Rd bordering on Upper Queen St through to Kitchener Rd, Rowles Rd, Domain Rd, parts of Victoria St West to Factory Rd, Adams South Rd, Corbett Rd, Rogers Rd and parts of Waiuku Rd.
- 2) **Criteria for Admission:**
  - 1. Priority One.** Automatic Entry as of Right:
    - 1.1 Children who reside within the geographic area of Puni School, as detailed on the map held at Puni School, will have automatic entry. In cases where the geographic zone overlaps with the zone of another school the Board of Trustees recognizes that enrolment is a matter of parental choice.
    - 2. Priority Two.** If places are available parents may request an enrolment under a Property Two classification. Applications will be considered with regard to:
      - 2.1 Children who live outside the geographic zone, but who have siblings attending Puni School
      - 2.2 Siblings of children who have attended Puni School.
    - 3. Priority Three.** If places are available:
      - 3.1 All other students by ballot.
  - 3) **Pre-enrolment:**

Each year the Board of Trustees will:

    - Determine a period during which applications 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 for the following year.
  - 4) 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. Ballot application forms are available in the school office or from our website [www.puni.school.nz](http://www.puni.school.nz).
  - 5) Puni School will hold ballot selections in accordance with MOE specifications.
  - 6) From time to time where vacancies exist at certain levels enrolments may be accepted outside of ballot timetables.

**Conclusion:**

By enforcing an enrolment scheme and managing our growth, we will have spaces available for all children living within our zone to attend Puni School and class sizes will be kept to a reasonable teacher pupil ratio.

**Ratified by the Board of Trustees:            September 2018**

**Next Review Date:                                September 2021**