

Enrolment Policy Statement

Ponsonby Primary School (The School)

It is the policy of this Board:-

- That the roll at Ponsonby Primary School be managed in accordance with Section 11 of the Education Amendment Act 1991 to avoid overcrowding.
- That the school have control over enrolments to ensure a quality education for students.
- That the priority levels of entry stated in the enrolment implementation statement apply to all families wishing to enroll students at Ponsonby Primary School.
- That the Principal is delegated the responsibility of enrolment of students in priority levels 1 and 2 only, with the right to refer any enrolment to the Board of Trustees.
- That the policy be reviewed annually and any changes follow parent consultation.

Rationale

Ponsonby Primary School has a commitment toward achieving the teacher: pupil ratios contained in the Ministerial Reference Group (MRG) 1995 recommendations.

Teacher / pupil ratios within the school will be managed in conjunction with that commitment. The number of teachers is that approved by the Ministry of Education.

Years 1-3 (1 teacher to 23 students)

Years 4-6 (1 teacher to 29 students)

The school recognises the benefits to the pupils and the school, of having children and families from the immediate neighbourhood attending the school. This allows for ease of accessibility to the school and enables families to actively associate with, and participate in, the development and wellbeing of the school. In addition to the physical proximity the school values an active and supportive relationship with all members of the school community and so recognises the desirability of accommodating entire families within the school community.

For the purposes of:

- Avoiding overcrowding generally and at any level of the school.
- Providing quality education.
- Balancing resources.
- Long term planning.

The Board of Trustees will implement the following amendment to the existing policy with effect from January 1, 1998.

The determination of enrolments and admissions will be at the discretion of the Ponsonby Primary School's Board of Trustees.

Ponsonby Primary School Enrolment Policy 1998

Ponsonby Primary School
Implementation Statement attached to the enrolment policy.

Overcrowding

The Board retains the right to close off the school roll (full school or designated levels). In situations where, in its discretion, it decides that there is or is likely to be overcrowding. The Board will be guided by the MRG Guidelines as the preferred teacher : pupil ratio.

Enrolment Priority levels

Subject to the overcrowding clause stated above, the following priority levels will be used in considering applications for enrolment.

Level 1

- Children of parents/caregivers living in the designated in zone streets (Area A), defined in Attachments 1 and 2, who can provide positive proof of permanent residency within the zone and have completed a statutory declaration, signed by a justice of the peace or solicitor.

Level 2

- Children who have a sibling attending the school.
- Children whose parents are currently employed by the Board of Trustees of Ponsonby Primary School for more than .2 of a week and more than 1 consecutive term.

(Level 1 & 2 delegated to the Principal subject to the overcrowding clause. The Principal may at any time refer an application to the Board of Trustees.)

Level 3

Without implying any ranking or weighting, factors which may be taken into account when considering other applications to the Board of Trustees for enrolment include:

- Children who have previously been enrolled at Ponsonby Primary School.
- Children whose families have current or historical association with the school.
- Fee- paying students.

Enrolment Procedures

Pre enrolment

The school maintains a pre enrolment list for pre school priority levels 1 and 2 children. This helps with school development planning. Annually parents are requested to pre-enroll their children turning 5 years of age in the following year. (Note: no out of zone pre enrolments are accepted).

For year 1 students pre enrolled

8 Weeks prior to a full enrolment the school will contact the parents/caregivers and arrange a full enrolment meeting with the principal; organise school visits, and advise the parents/caregivers to bring a copy of the birth certificate, the statutory declaration and their latest power bill or other documentation to verify residency.

Students who are not pre enrolled and are priority level 1 or 2

Parents/caregivers and student meet with the principal to complete all documentation. On return of the appropriate forms, statutory declaration, verification document, copy of the birth certificate, and notified acceptance of a place, the principal will arrange a date for starting.

Priority level 3 Applications

A letter of application must be written to the Board outlining the case for enrolment. The application will be considered at a Board meeting. The Board's decision is final and no reasons will be given.

Moving out of zone Clause

- If the permanent place of residence of a student who is enrolled shifts to out of zone (Area A) and the family has been a member of the school community for a period greater than 6 months, the student will remain enrolled provided that the place of permanent residence remains within the Ponsonby, Herne Bay wider area, as shown on enrolment zone map, designated Area B. (Attachment 2).
- If the permanent residence of a student is outside the designated Area B, the Board may require the pupil to leave Ponsonby Primary School.

- If a student has been a member of Ponsonby Primary School for less than 6 months, and their permanent place of residence shifts out of zone, (Area A), the Board may require the pupil to leave Ponsonby Primary School.

False Information

If any family is found to have supplied false information to the school, the Board may decline placement or, if already enrolled, require the student to leave Ponsonby Primary School.

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Attachments

1. List of streets and properties within the PPS designated home zone (Area A)(Priority 1 Streets).
2. Map showing Designated Home Zone (Area A) (priority 1), and the Designated Area B (Moving Clause) .
3. Statutory Declaration.

Policy reviewed
Date: October 20, 1997

Signed BOT Chairperson

Marlene Oliver.

Responsibility for monitoring
 School principal
 Board Chairperson

Next review date

June 1998 for MOE requirement
 re-overcrowding
 October 1998 – actual policy
 statement.

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