

ENROLMENT POLICY

Rationale

While Te Kōpuku will give priority to Māori students, we also recognise our legal obligation under the terms of the Education Act, 1989 and Education Amendment Act (2013) to enrol any mokopuna up to the maximum roll number as specified in the Partnership Schools/Kura Hourua Agreement between the Minister of Education and Kia Ata Mai Educational Trust (the Sponsor).

Policy Objectives

1. To outline procedures for the enrolment of mokopuna at Te Kōpuku High.
2. To ensure and maintain full enrolment at Te Kōpuku High
3. To ensure fair and equitable management of any waiting lists that may eventuate.

Policy Guidelines

1. Te Kōpuku High will accept all year 7 to 13 mokopuna who apply for entry beginning with years 7 – 9 in 2017 and extending to include year 13 by 2021.
2. All enrolments and the enrolment process with whānau/parents & caregivers will be managed by the Chief Executive Officer and/or their delegate
3. The mokopuna recruitment programme will be managed by the Chief Operating Officer and/or their delegate
4. Whānau/parents, caregivers or family members and newly enrolling mokopuna will participate in an enrolment process that includes providing personal details and information to assist with the design of personalised learning programmes and for other school-related purposes. During this process or thereafter, the whānau/parents, caregivers or family members and the newly enrolling mokopuna may nominate a “Champion’ (Aumāngēa) whom the whānau may call upon to represent or advocate for them on matters relating for example, to reporting progress and achievement, managing behaviour and attendance.
5. Every care will be taken to identify the true status of enrolling mokopuna who will need to provide an original legal document such as a passport or birth certificate. Exceptions may be waived where verification can be obtained from a contributing school.

6. Records of mokopuna who are enrolling from other schools must be received, viewed and accounted for. If a record is not received within one month, the school must create a new one.
7. A mokopuna file will be created for every new enrolment, stored securely and accessed by approved persons including the mokopuna, the whānau, the CEO, and staff.
8. Opportunities will be provided to the community to see Te Kōpuku High in operation.
9. In the event that more applications are received than there are places available, the order of priority in which applicants are to be offered places at the school is as follows:
 - a) First priority must be given to any applicant who is the sibling of a current mokopuna of the school or a child of a staff member:
 - b) Where there are more applicants in any of the priority groups than there are places available, selection within the priority group will be by ballot.
 - c) Where two or more siblings apply for places at the school at the same time, the applications of those siblings must be dealt with as a single application for the purposes of the ballot.

Related policies

[Privacy Policy](#)

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Date policy adopted: 12 March 2017

Review date: Postponed to the end of term 2, 2018

Signed by (name): Robyn Hata-Gage

Minuted: 12 March 2017

Designation: Deputy Chair Kia Ata Mai Educational Trust

Reviewed: 1 June 2018