

# HOW ENROLMENT WORKS

## ENROLMENT CAPACITY

No more prospective students than is necessary will be excluded to avoid overcrowding or the likelihood of overcrowding.

To ensure the health and safety of enrolled students in relation to the current site capacity, the roll for the start of the school year will be at a reasonable margin below the optimum level of students to allow for expected roll growth and demand from the in zone areas during the year.

## ENROLMENT SCHEME

### IN ZONE:

All students who live within the in zone described below shall be entitled to enrol at Glendowie College.

- a) **Glendowie and St Heliers:** bounded by West Tamaki Road, Grampian Road, Allum Street from Grampian Road, Melanesia Road from Allum Street to Sage Road, Sage Road, and the coastline from Sage Road to West Tamaki Road. Both sides of the boundary road will be considered to be in the in zone.  
**and:**
- b) **St Johns Park:** bounded by St Johns Road, Remuera Road, Koraha Street, Abbots Way, Ngahue Drive and College Road (**these boundary roads are excluded and therefore not considered to be within the in zone**). Streets that fall within these boundary roads will be considered to be in the in zone.

Each year applications for enrolment in the following year from in-zone students will be sought by a date which will be published in a daily or community newspaper circulating in the area by the school. This will enable the Board of Trustees to assess the number of places which can be available to students who live outside the in zone.

### SPECIAL PROGRAMMES:

Glendowie College does not operate a special programme approved by the Secretary of Education.

### 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 in zone. The Board of Trustees will publish enrolment 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.

|                        |   |
|------------------------|---|
| <b>First Priority</b>  | This priority category is not applicable at the school because the school does not operate a special programme approved by the secretary for Education. |
| <b>Second Priority</b> | will be given to applicants who are siblings of current students of the school.   |
| <b>Third Priority</b>  | will be given to applicants who are siblings of former student of the school.   |
| <b>Fourth Priority</b> | will be given to applicants who are children of a former student of the school.   |
| <b>Fifth Priority</b>  | will be given to applicants who are children of board employees or children of a member of the board of the school.                                     |
| <b>Sixth Priority</b>  | will 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.

Applicants seeking second or third priority status may be required to give proof of a sibling relationship. Applicants seeking fourth priority status may be required to give proof of enrolment.

