

**Draft of text for letter to parents of students on a waiting list, in situations where a board determines part way through a year that it has vacant places that can be made available to out-of-zone students**

When the board last held a ballot for out-of-zone places at <school name> your child was unsuccessful in the ballot. You were informed that your child's name had been placed on a waiting list.

I am pleased to be able to inform you that a vacancy has occurred and I am now able to offer < name > a place at our school. I realise that by now your child is settled in another school. Nevertheless you may wish to accept the place at our school that I am now able to offer you. Please indicate your intentions by completing the tear-off slip at the bottom of this letter and returning it to the school by <date>. If you have not responded by that date, I will take that as an indication that you no longer wish your child's name to remain on the waiting list.

I look forward to hearing from you.

< Add any relevant details about procedures relating to the first day of attendance. >

Yours sincerely

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Strike out the option that does not apply.

- (a) I accept the offer of a place at <school name>. I understand that the place is available for immediate enrolment <or for enrolment from (date)> and that the offer of a place does not entitle me to delay enrolment until a later date.
- (b) Thank you for the offer of a place at <school name> but I do not wish to take up the offer.

Signed \_\_\_\_\_

**Draft of text for letter to parents of out-of-zone applicant who has been successful in a ballot held in accordance with Instruction 31**

Thank you for your application for enrolment of your son/daughter <name> at <school name>.

A ballot has recently been held for places available for out of zone students and I am pleased to be able to inform you that < name > was successful. I am therefore able to offer him/her a place at our school. Please understand that this offer is for immediate enrolment <or state a date at that enrolment will commence> and if not taken up does not confer an entitlement to enrol next year or at some other time.

You will appreciate that some applicants were not successful in the ballot and are still on the waiting list. Please confirm your acceptance of the place in writing, or alternatively indicate that you will not be taking up the offer. A tear-off slip is provided for your convenience. Your reply must reach the school no later than < a date that is 14 days from the date on this letter >. If confirmation is not received by this date, the place will be offered to the first person on the waiting list of applicants who were unsuccessful in the ballot.

I look forward to hearing from you.

< Add any relevant details about procedures relating to the first day of attendance. >

Yours sincerely

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Strike out the option that does not apply

- (a) I accept the offer of a place at <school name>.
- (b) Thank you for the offer of a place at <school name> but I do not wish to take up the offer.

Signed \_\_\_\_\_

**Draft of text of letter to parents of student whose enrolment is being reviewed because there are reasonable grounds to believe that a temporary in-zone address has been used for the purpose of gaining enrolment at the school**

*Note: This is a model only. Details should be changed as appropriate.*

Dear <parent's name>

**ENROLMENT REVIEW NOTICE**

It has come to the attention of the board that <student's name> is no longer living at the address that, at the time of your application for enrolment, you stated would be *his/her* usual place of residence.

I note that when you applied for enrolment you gave no indication that the given address would be a temporary one, nor have you subsequently informed the school of any change of address, although you gave an undertaking to do so in the statement you signed at the time of application. The board feels therefore that it has reasonable grounds to believe that you have used a temporary residence within the school's home zone for the purpose of gaining enrolment at the school.

Under Section 110A(1) of the Education Act 1989, I am formally advising you that the board <or relevant sub-committee> will be reviewing the enrolment at a meeting on <date>.

It might be, of course, that there is a perfectly reasonable explanation for the change of address and that there has been no attempt to use a temporary in-zone residence to secure enrolment at our school. If that is the case, I would appreciate it if you would contact me immediately \* or make an appointment to see me in person, to provide an explanation. If the board is satisfied that the explanation for moving out of zone is genuine, then your child is entitled to remain on the school roll.

The board <or relevant sub-committee> has asked me to prepare a report for its meeting of <date>. The report will include any information that you have provided by way of explanation. Please let me know if you would prefer to be present at the meeting to present your case personally.

If I do not hear from you by <date, that is at least 10 school days after the date of this letter and before the board meets to consider the matter>, the board may annul the enrolment as provided for in Section 110(1A) of the Education Act 1989. Any annulment will take effect one month from the date of the board's decision.

<Signed>

Principal

\* Give contact details if not on the school letterhead.

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Ministry of Education  
Mātauranga House  
33 Bowen Street  
PO Box 1666  
Thorndon  
Wellington 6140

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Te Kawanatanga o Aotearoa

# Proposed Enrolment Scheme Checklist

This checklist is to help schools when sending a proposed enrolment scheme to the Ministry of Education for approval.

School Enter School Name sending in proposed enrolment scheme

Under Section 11H(3) of the Education Act 1989, "When developing a proposed enrolment scheme, a board must consult with whatever persons and organisations it considers appropriate and, in particular, must take all reasonable steps to discover and consider the views of-

- (a) the **parents** of students at the school; and
- (b) the **people living in the area** for which the school is a reasonably convenient school; and
- (c) the **students and prospective students** of the school (depending on their age and maturity); and
- (d) the **boards of other schools** that could be affected by the proposed enrolment scheme.

A school does not have to specifically consult in a certain way (e.g. newspaper ads or public meetings), but they do have to make sure they have covered the four groups above. It is recommended to consult as widely as possible to cover the four groups.

The list below is designed for the school to show how it conducted the consultation process.

Checkbox	Description of item included	Notes
	<b>Letter to the Ministry outlining proposed scheme.</b> This letter should also include how the Board has responded to feedback from the consultation process and given consideration to feedback and how it has made changes (or not) to the proposed enrolment scheme.	<b>Required</b>
	<b>Copies of all consultation material sent to four groups listed above</b>	<b>Required</b>
	<b>Proposed map</b>	Preferred
	<b>Proposed written description</b> (can ask Ministry to write this)	Preferred
	Proposed special programme	If applicable
	Copy of newspaper ad or other local public distribution	If used, include date
	Copy of school newsletter	If used, include date
	Screenshot of school website or Facebook page	If used, include date
	Copies of notes from public meetings	If held
	<b>Copies of all individual feedback from the community, parents or students</b>	<b>Required</b>
	<b>Copies of all individual feedback from neighbouring schools</b> (see second table for details)	<b>Required</b>

