



06 APR 2018

Jed Laundry  
[fyi-request-7390-6d5af5d0@requests.fyi.org.nz](mailto:fyi-request-7390-6d5af5d0@requests.fyi.org.nz)

Dear Jed

Thank you for your request to the Ministry of Education on 7 March 2018, for information related to West Spreydon School and its enrolment scheme. You requested the following:

1. *Whether or not WSS has a school zone as of 7 March 2018.*
2. *If WSS does not have zoning as of 7 March 2018, whether a draft zone is held by the Ministry as of this date, and if so when the Ministry expects the draft zone will come into effect.*
3. *Any meeting minutes, notes, and written or email correspondence with WSS (including its Principal, Staff, or the Board) regarding the zoning of WSS, dated from 1 November 2016 to 7 March 2018. In particular, I am interested in:*
  - a. *any discussion or requirements about the zone area (any zone proposals, requirements for enrolment numbers, funding considerations, school capacity considerations, etc.);*
  - b. *any discussion or information about the overlap of WSS's zoning to other schools in the area;*
  - c. *any consideration to the impact to out-of-zone families with children currently enrolled at WSS (i.e., impact to out-of-zone enrolment for potential first- and second-priority out-of-zone enrolments);*
  - d. *any information about or copies of any transition plans for current staff and families; and*
  - e. *any feedback received about the proposed zoning, including aggregated results of consultation (not individual verbatim responses).*
4. *Generic information about the process of defining a school's zone that would normally be presented to a School, including their Principal, Staff, and their Board; such information may include an overview of the process, roles and responsibilities, requirements for consultation, requirements for the zone area, and approval process.*

On 22 March 2018, we transferred question 3 to the Board of Trustees of West Spreydon School for a response under section 14(b)(ii) of the Act, as the information is more closely connected to its functions. This letter provides a response to the remainder of your request.

Your request has been considered under the Official Information Act 1982 (the Act).

Enrolment schemes are a mechanism to help Boards manage their roll and avoid the risk of overcrowding at their school. They are a tool to help manage the enrolment of students across the schooling network, and they help ensure that schools' existing property and resources are used efficiently.

The Ministry needs to approve any scheme to ensure it complies with the purposes and principles of enrolment schemes set out in Part 2 of the Education Act 1989, including making sure that pupils are able to attend a reasonably convenient school.

An enrolment scheme was put into place at West Spreydon School on 8 March 2018. You can find a map of the home zone and a copy of the letter from the Ministry granting approval for the scheme, by going to the school's website at [www.westspreydon.school.nz](http://www.westspreydon.school.nz) and clicking on the tab marked "our school".

You can see the information we provide to schools about enrolment zones on our website, at [www.education.govt.nz/setting-up-and-managing-enrolment-schemes-zones](http://www.education.govt.nz/setting-up-and-managing-enrolment-schemes-zones). This page provides information about the development and operation of enrolment schemes for state schools, and templates of notices and letters for schools on issues to do with an enrolment scheme, including ballots and waiting lists.

You might also be interested in information about enrolment schemes which we provide to parents on our website, at <https://parents.education.govt.nz/enrolment-schemes-zoning>.

Thank you again for your request. Under section 28(3) of the Act, you have the right to refer this response to an Ombudsman. You can do this by writing to [info@ombudsman.parliament.govt.nz](mailto:info@ombudsman.parliament.govt.nz).

Yours sincerely



Susan Howan  
**Acting Deputy Secretary**  
**Sector Enablement and Support**

cc: Coralanne Child, Director of Education for Canterbury