

# Clyde Quay School

## Enrolment Scheme Policy

### **Purpose and Principles**

The Board of Trustees and Staff of Clyde Quay School are committed to providing quality education for all children in the school. There is a roll range for the school, above which the quality of education delivered to the children is diminished. The Ministry of Education determines the optimum roll range based on existing resources of personnel, buildings, grounds, facilities and other resources. This enrolment scheme aims to:

- avoid overcrowding or the likelihood of overcrowding by restricting the number of children to be enrolled in the school.
- ensure that the selection of applicants for enrolment at the school is carried out in a fair and transparent manner; and
- enable the Secretary for Education to make best use of existing networks of State schools.

### **Roll**

For the purposes of avoiding overcrowding at Clyde Quay School, the roll will be annually assessed and reviewed by the Ministry of Education.

### **Objectives**

- To maintain the highest possible standard of education delivery to the children attending the school and within the available resources on site.
- To avoid overcrowding at the school.
- To ensure that undue pressure is not placed on the current resources, ie buildings, grounds, personnel, facilities of the school.
- To give priority of entry to those children living in the school home zone.
- If required, to limit numbers of children enrolling from outside of the home zone using pre-established criteria for enrolment.

### **The Clyde Quay School Home Zone**

The enrolment scheme 'home zone' is described on the attached map and is as follows:

“All that area bounded in the east by the Town Belt; in the south by Paterson Street, inclusive of private road Austin Terrace and both sides of Ellice St; in the west by Kent Terrace; in the north east by Oriental Parade to 154 Oriental Parade and in the north by Moeller Street, both sides and up to and including number 12 Moeller Street, and both sides of Shannon Street.”

### **Criteria for Enrolment**

The requirements for acceptance of students shall be as follows:

1. Students whose usual place of residence at the time of enrolment lies within the geographical home zone will be enrolled at Clyde Quay School. The Board may require evidence of usual place of residence.

2. Out of home zone students who apply for enrolment at the school must be accepted in the following order of priority:

- (a) Students who have been accepted for enrolment in any special programme(s) run by the school and approved by the Secretary for Education;
- (b) Sibling of a current student;
- (c) Sibling of a former student;
- (d) Child of a former student
- (e) Children of Board employees (i.e. Staff) or child of a member of the board of the school
- (f) All other applicants.

If there are more applicants in priority groups (a)-(f) than there are places available, selection within the priority group must be by independent ballot.

3. In determining the numbers of out of zone spaces available, consideration is given to ensuring class sizes and year groups are balanced.

### **Procedure for Enrolment**

#### Home Zone Enrolments

Each year the Board will ask for new enrolments from residents living in-zone to determine student numbers for planning purposes in the year ahead. This will then enable the Board to assess how many out of zone places might be available to students who live out of the home zone.

It is anticipated that this will occur during the fourth term and be published in a daily or community newspaper circulating in the area served by the school.

#### 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 enrolment of students who live outside the home zone. The Board will publish this 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 will be processed in the order of priority as outlined in the section 'Criteria for Enrolment' points 2 (a) – (f). If there are more applicants in the priority groups (a) – (f) than there are places available, selection within the priority group must be by independent ballot.

This policy will be reviewed annually by the Board of Trustees.

### **Appeals Procedure**

Any parent who wishes to appeal or complain about an enrolment outcome can do so in writing under Section 11P of The Education Act 1989. Ministry of Education forms for this purpose can be located at any branch of the Ministry's local offices.

Reviewed November 2015