



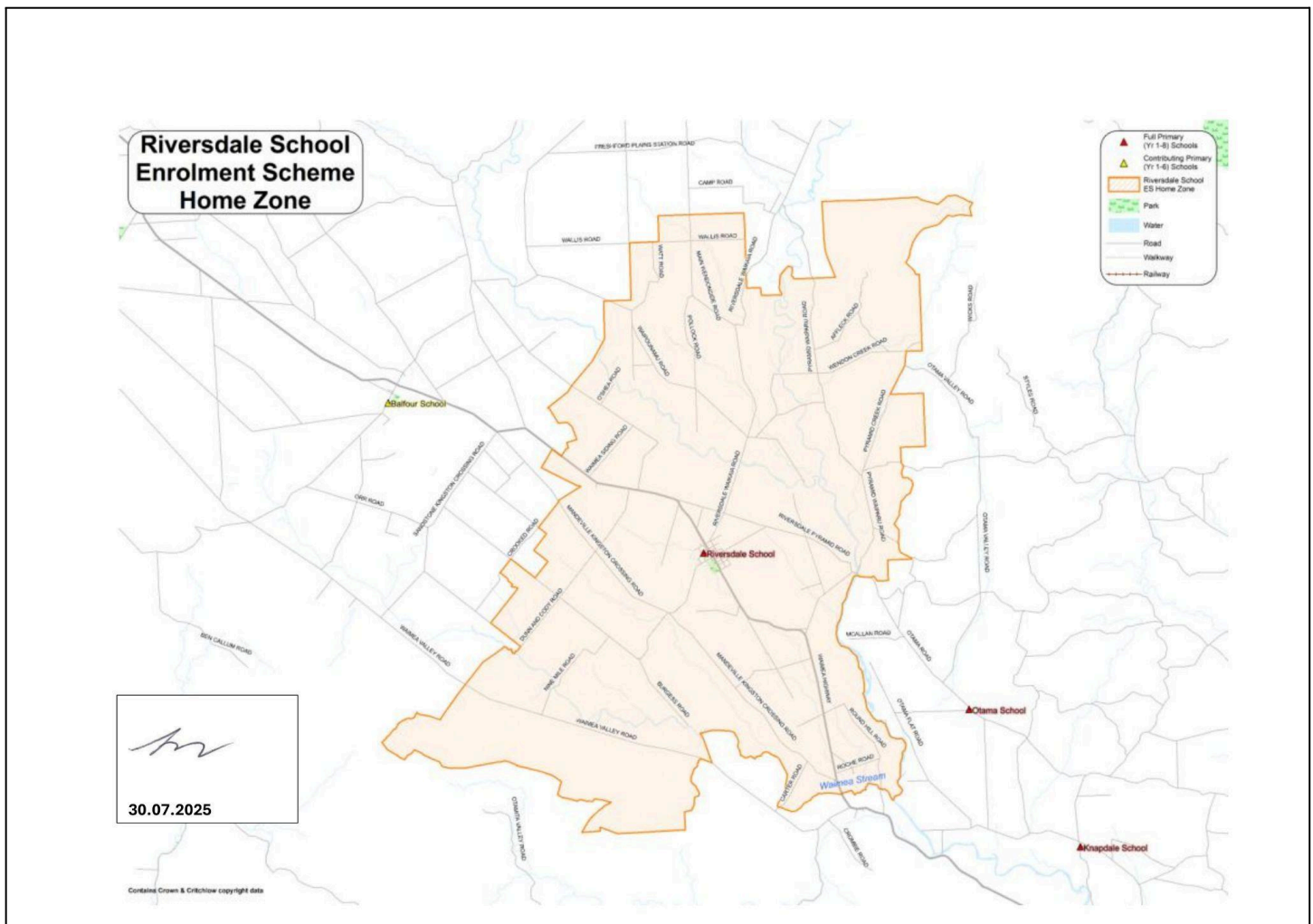
RIVERSDALE SCHOOL
Inspiring Excellence

Riversdale School Board Enrolment Procedure

Purpose

To ensure that all parties are clear of the process for enrolment at Riversdale School.

Riversdale School Enrolment Zone



Guidelines

1. Riversdale School will accept all 'in-zone' enrolments utilising the zone specified by the Ministry of Education for Riversdale School.
2. All 'in-zone' applications must have the appropriate documentation completed prior to the child starting, including providing proof of residence.
3. Each year the Board will determine the number of places which are likely to be available in the following year for the 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.

4. Once applications close the Secretary and Principal will count the number of 'out of zone' places. If a ballot is required then a Police Officer will be contacted to supervise that the ballot is conducted appropriately.
5. If there are more 'out of zone' places that would lead to a capacity being reached, then the Ministry of Education ballot system would be utilised.

Applications from 'out of zone' students will be processed in the following order of priority as stipulated by the Ministry of Education:

- **First priority** must be given to any applicant who is accepted for enrolment in a special programme run by the school.* (At present Riversdale School does not have a special programme running).
- **Second priority** must be given to any applicant who is the sibling of a current student of the school:
- **Third priority** must be given to any student who is the sibling of a former student of the school:
- **Fourth priority** must be given to any applicant who is a child of a former student of the school:
- **Fifth priority** must be given to any applicant who is either a child of an employee of the board of the school or a child of a member of the board of the school:
- **Sixth priority** must be given to all other applicants

Places will be offered through a letter for 'out of zone' children being sent out within two days of the ballot, requesting the acceptance letter to be returned in two weeks. If the letter is not returned by the date and time specified in the letter then that child will forfeit their place in the school and the next child on the list will be offered that position instead.

If a family does not take up the offer of position then the next child on the waiting list will be offered that place.

The Ministry of Education guidelines will be referred to for all other requirements for enrolment at Riversdale School. These can be found on the Ministry of Education website www.minedu.govt.nz

Conclusion

Riversdale School understands the importance of a transparent enrolment system and will ensure that all parties are aware of how the Enrolment Procedure works.