



North East Valley Normal School  
*We Teach Children and Train Teachers*  
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## ENROLMENT SCHEME FOR NEV NORMAL SCHOOL

Dear Parents, Caregivers and Whanau

The Ministry of Education requires the Board of Trustees to implement an enrolment scheme in accordance with section 11H of the Education Act 1989, to avoid overcrowding at the school.

As part of this process, we need to consult with our school community, the wider community and neighbouring schools. The Ministry, and to a lesser aspect the Board, has prepared a proposed zone as a basis for consultation. That proposal is set out in the attached map and explanation.

The introduction of an enrolment scheme will not affect children who are currently enrolled at NEVN School, they will continue to be enrolled at the school. ("Currently enrolled" means that the child is enrolled at and has started attending NEVN School when the scheme becomes effective.)

For children who have not yet enrolled at NEVN School when the scheme comes into effect, the enrolment scheme means that:

If they live in the zone, they will have the right to enrol at NEVN School.

If the Board of Trustees enforces the enrolment scheme and they live outside the zone, they will only be able to enrol at NEVN School if there are places available in their year group. If more children wish to enrol than there are places available, the Education Act says that places must be offered to children in the following order of priority:

1. Students accepted for enrolment in a special programme run by the school and approved by the Secretary of Education.
2. Siblings of current students.
3. Siblings of former students.
4. Children of former students.
5. Children of staff and board members.
6. All other students.

If more children within any one of these priority groups wish to enrol than there are places available, the Board must conduct a ballot to determine who is offered a place.

Before making any decisions on the enrolment scheme, we would like to hear the views of current and prospective whanau, parents and caregivers, and others in the community with an interest in this. Please submit all comments to [office@nevn.school.nz](mailto:office@nevn.school.nz) by 4pm Friday 6<sup>th</sup> March 2020.

If you have any questions at this stage please contact the principal, John McKenzie.

Yours sincerely

*Tess Trotter*

Board of Trustees Chairperson



## NEV NORMAL BOARD OF TRUSTEES

### ENROLMENT ZONE PROCEDURE

#### Home zone

All students who live within the home zone described below and shown on the attached map shall be entitled to enrol at NEV Normal School. Proof of residency within the home zone may be required.

The Home Zone takes addresses on both sides of the boundary roads mentioned in the description unless otherwise stated.

Starting from the intersection of Duddingstone Steps and Buccleugh Street, the home zone follows:

- North-east along Buccleugh Street until North Road
- North-east on North Road until Northumberland Street (including Allen Street)
- North-west on Northumberland Street until Paris Street (including to the end of Northumberland Street)
- North-east on Paris Street until Selwyn Street (including all addresses on Crown Street and Carr Street)
- North-west on Selwyn Street until Coburn Avenue (including to the end of Selwyn Street past Coburn Avenue, Lazar Street, Paisley Avenue, and Calverley Street)
- North-east on Coburn Avenue until Pentland Street
- South-east on Pentland Street until North Road (including all of Pentland Street)
- North-east on North Road until Norwood Street (including Felix Street, Watts Road, Langham Terrace, Kelvin Road, Afton Terrace, Beechworth Street, and Ainslee Place)
- North along Norwood Street until Clava Street (including Tannadice Street, Dryden Street, Bonnington Street, Potters Road, Cluny Street, and Nisbet Street)
- South-east on Clava Street until North Road
- South-east on North Road until Uxbridge Street (including North Road up to Upper Junction Road, Cleghorn Street, Corsall Street, Clifton Street, Nathan Street, and Ribbonwood Close)
- South on Uxbridge Street until Hillingdon Street
- South-west on Hillingdon Street until Rolla Street (including all addresses on Hillingdon Street)
- South-west on Rolla Street until Antrim Street
- North-west on Antrim Street until North Road (including Morton Street)
- West on North Road until Dalkeith Street (including Birchfield Avenue and Pleasant Place)
- South-east on Dalkeith Street until Rhodes Terrace
- South-west on Rhodes Terrace until Montague Street (including to the end of Rhodes Terrace to the north of Dalkeith Street)
- South-east on Montague Street until Rowan Street (including Montague Street to the south-east of Rowan Street)

- South-west on Rowan Street until the end of Rowan Street
- From the end of Rowan Street follows the walkway from Rowan Street to Cardigan Street
- From where the walkway meets Cardigan Street goes south-west on Cardigan Street until Arnold Street (including Cardigan Street to the east of the walkway)
- South-east on Arnold Street until Lennox Street
- South-west on Lennox Street until Buchanan Street
- South-west on Buchanan Street until Calder Avenue
- North-west on Calder Avenue until North Road (including Primrose Bank, Dalmeny Street, and Longworth Street)
- South-west on North Road until James Street
- South-east on James Street until Royston Street (including the rest of James Street past Royston Street, and from number 32 Grey Street to the northern end of Grey Street)
- South-west on Royston Street until Blacks Road
- North-west on Blacks Road until North Road (including up to 42 Blacks Road to the south, and Marquis Street)
- South-west on North Road until Chambers Street (including Mechanic Street up to 24 on the south side and 31 on the north side, Islington Street up to number 34, Frame Street up to number 33, Craigleith Street up to number 35, and Logie Street)
- South-east on Chambers Street until Arden Street
- South-west on Arden Street until Opoho Road
- North-west on the northern side of Opoho Road until North Road
- North-east on the eastern side of North Road until number 45 North Road
- From 45 North Road north-east on North Road until Duddingstone Steps
- North-west on Duddingstone Steps until Buccleugh Street (not including 73 Buccleugh Street)

### **Shared custody**

When the living arrangements for a student are shared (between the parents and/or wider whanau) then the Board of Trustees (BoT) requires written evidence that the student resides within the home zone. This evidence is presented to the BoT for consideration who will determine its response.

### **Special Programme: Te Rōpū Manaaki - yrs 1 - 6**

Students who live within the school's home zone and meet the criteria for enrolment in Te Rōpū Manaaki will be enrolled ahead of out of zone students. Numbers for Te Rōpū Manaaki will be determined by the Principal after consultation with the Te Rōpū Manaaki teachers, the trustees and the Ministry of Education.

The criteria for acceptance into Te Rōpū Manaaki are as follows:

All prospective students must demonstrate a desire to reach proficiency in te reo Māori and a commitment to Tikanga as assessed by the Kaiwhakahaere or other nominated staff of Te Rōpū Manaaki. Proficiency, previous experience and commitment will be assessed during a whanau interview prior to acceptance into the programme. Following the interview staff will meet to discuss the whanau commitment to the programme and assess the student's suitability and likelihood of success in the programme prior to a position being offered.

### **Out of Zone Enrolments Procedure**

The NEV BoT will:

- Decide if we have places that will be made available for the following year by 1<sup>st</sup> September of the current school year.
- Advertise available places by 15 September of the current school year for the following year. Ballot applicants will be informed by the date of any ballot by notice in a daily or community newspaper circulating in the area served by the school and also on our school website.
- Ensure that the ballot application deadline is no later than 15 October of the current school year.
- Ensure that the ballot for enrolments (if required) is held no later than 30 Oct of the current school year.
- Ensure that ballot applicants are advised of the outcome of their application no later than 30 October of the current school year. This will be in the form of a letter stating the outcome, as per the MoE templates.

Unsuccessful enrolments will be kept on a wait-list at the school. If places become available throughout the year the wait-list will determine enrolment priority.

Ballot applications for out of zone enrolment will be processed in the following order of priority:

- First priority must be given to students who have been accepted for enrolment in the above mentioned special programme run by the school.
- Second priority must be given to applicants who are siblings of current students.
- Third priority must be given to applicants who are siblings of former students.
- 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.

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 for Education under Section 11G(1) of the Education Act 1989. Applicants seeking second or third priority status may be required to give proof of a sibling relationship (for example a Birth Certificate of the child and any siblings already enrolled).

Definition of sibling – Section 11F of the Education Act 1989 outlines the definition of "Sibling" within the act. Details of this can be found [here](#).

### **Breaches of NEV Normal School Enrolment Scheme Policy**

The Board has a duty to investigate if it has doubts about whether a move into the zone and subsequent move out of it occurred for genuine reasons or to secure a place at the school. The Board reserves the right to request an enrolled family remove the child/ren from NEVN School should non-genuine reasons be proven.

### **Zone Description**

The Enrolment Scheme takes addresses on both sides of the boundary streets highlighted in the attached map.

# North East Valley Normal School potential home zone

