MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

13 May 2022

Tess Trotter and John McKenzie
Presiding Member and Principal
North East Valley Normal School
248 North Road
North East Valley
Dunedin North 9010

Tēnā kōrua Tess and John

School enrolment scheme

Thank you for working with the Ministry in developing a proposed enrolment scheme for your school.

We have completed our assessment on the proposed scheme, which has now been finalised. After carefully considering all information, I have decided to approve an amended scheme which reflects consultation feedback, this includes the agreed overlap area with Ōpoho School. A signed copy of the approved scheme is attached to this letter.

As agreed, your scheme will come into effect at the beginning of Term 3, 2022 but you can apply the pre-enrolment procedures in the scheme at any time after you have given notice of your scheme to your school community and any affected parties in the wider local community.

In adopting an enrolment scheme to manage your school's capacity, the scheme can assist your school to manage its capacity, based on 12 teaching spaces. Capacity is calculated using a school's teaching space count and the breakdown of the school roll by year level. It can therefore vary slightly each year. Our current capacity calculation means there is space for approximately 285 students, I acknowledge a figure of 300 has been discussed early on in this process, and can continue to be used as a planning figure. Please understand this figure is not a maximum roll and your school must accept all in-zone enrolments.

The next step is for your Board to adopt the scheme, and to provide details of the scheme to your school community and any affected parties in the wider local community. This notice may be given in the most appropriate way for your community. You may like to combine this notice with the indication of your Board's assessment of how many places are available for out of zone students.

Further details can be found on page 26 of the Secretary's Guidelines for the development and operation of enrolment schemes, and we are also able to provide advice and guidance if needed.

Information to assist you in preparing for a ballot to select out-of-zone students is also available on our website and requirements are set out in the Secretary's Instructions.

We review schemes annually and will contact you as part of this process. The scheme is likely to be reviewed in 2024. We will continue to monitor enrolment patterns closely as this, and other schemes, come into operation.

Please contact Nikki Hosking, 03 471 5227 nikki.hosking@education.govt.nz, for any help with the implementation process.

Nāku noa nā

Kathryn Palmer
Manager Education, Otago Southland region

North East Valley Normal School (3783)
Enrolment Scheme

Effective from 25 July 2022

The guidelines for development and operation of enrolment schemes are issued under Schedule 20, Clause 3 (3) of the Education and Training Act 2020 for the purpose of describing the basis on which the Secretary's powers in relation to enrolment schemes will be exercised.

Home Zone

All students who live within the home zone described below shall be eligible to enrol at the school.

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

Starting from the intersection of Opoho Road, North Road, Bank Street, and Great King Street North, the home zone follows:

- North-east along the eastern side of North Road until number 45 North Road
  - Including the northern side of Opoho Road between North Road and Knox Street
- Continues North-east along North Road until Duddingstone Steps
- North-west along Duddingstone Steps until Buccleugh Street
- North-east along Buccleugh Street until North Road
- North-east along North Road until Northumberland Street
  - Including Allen Street
- North-west along Northumberland Street until Paris Street
  - Including Northumberland Street to the north-west of Paris Street
- North-east along Paris Street until Selwyn Street
  - Including all the side streets off Paris Street
- North-west along Selwyn Street until Coburn Avenue
  - Including Selwyn Street to the north-west of Coburn Avenue,
  - And including Lazar Street
- North-east along Coburn Avenue until Pentland Street
- South-east along Pentland Street until North Road
- North-east along North Road until Norwood Street
- North-east along Norwood Street until Clava Street
  - Including all the side streets off Norwood Street between North Road and Clava Street
- South-east along Clava Street until North Road
  - Including Nisbet Street
- North-east along North Road until its intersection with Upper Junction Road and Mount Cargill Road
- South-west back along North Road until Uxbridge Road
  - Including Cleghorn Street,
  - Including Clifton Street,
  - And including Ribbonwood Close
- South along Uxbridge Street until Hillingdon Street
- South-west along Hillingdon Street until Rolla Street
  - Including all of Hillingdon Street
- West along Rolla Street until Antrim Street
- North-west along Antrim Street until North Road

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    - Including Morton Street
- West along North Road until Dalkeith Street
    - Including Birchfield Avenue,
    - And including Pleasant Place
- South-east along Dalkeith Street until Rhodes Terrace
- South-west along Rhodes Terrace until Montague Street
    - Including all of Rhodes Terrace
- North-west along Montague Street until North Road
    - Including Montague Street to the south-east of Rhodes Terrace
- South-west along North Road until Arnold Street
- South-east along Arnold Street until the end of Arnold Street
    - Including all the side streets off Arnold Street
- From the end of Arnold Street jumps south-east to the end of Lennox Street
- South-west along Lennox Street until Buchanan Street
- South-west along Buchanan Street until Calder Avenue
- North-west along Calder Avenue until North Road
    - Including Primrose Bank,
    - Including Dalmeny Street up until number 10 Dalmeny Street,
    - And including Longworth Street
- South-west along North Road until James Street
- South-east along James Street until Marquis Street
    - Including James Street between Marquis Street and Grey Street
- South-west along Marquis Street until Black Road
- South-east along Blacks Road until Grey Street
    - Including Balfour Street
- North-west back along Blacks Road until North Road
- South-west along North Road until Mechanic Street
- South-east along Mechanic Street until Maybank Street
- South-west along Maybank Street until Montrose Street
    - Including Maybank Street between Mechanic Street and Blacks Road
- North-west along Montrose Street until Taine Street
- South-west along Taine Street until Chambers Street
- South-east along Chambers Street until Arden Street
- South-west along Arden Street until Glendining Avenue
- North-west along Glendining Avenue until North Road
- South-west along North Road until Duddingstone Steps.

Special Programmes

The school operates the following special programme: Te Rōpū Manaaki

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 whānau interview prior to acceptance into the programme. A written statement of indicators of proficiency in Te Reo and commitment to Tikanga is available on enquiry form the school office.
Enrolment will be determined by the Ngā Kaiako Maori, Principal and a Board of Trustees member.

If there are more applicants than spaces available in the programme, places will be balloted according to the criteria set.

The number of ākonga able to enrol in Te Rōpū Manaaki is limited to 60 places (see note 1).

For ākonga who meet the commitment above, priority of acceptance into the programme is in the following order:

1. Applicants residing within the North East Valley School home zone and with siblings enrolled in Te Rōpū Mannaki
2. Applicants residing in the North East Valley School home zone
3. Applicants residing outside the North East Valley School home zone with siblings currently attending Te Rōpū Mannaki
4. Applicants Residing outside the North East Valley School home zone with extended whānau connections, for example, cousins
5. All other applicants

If there are more applicants in any priority group than places available, a ballot will be conducted.
Note 1: the number of out of zone places will be determined following applications from in zone students during the pre-enrolment process.

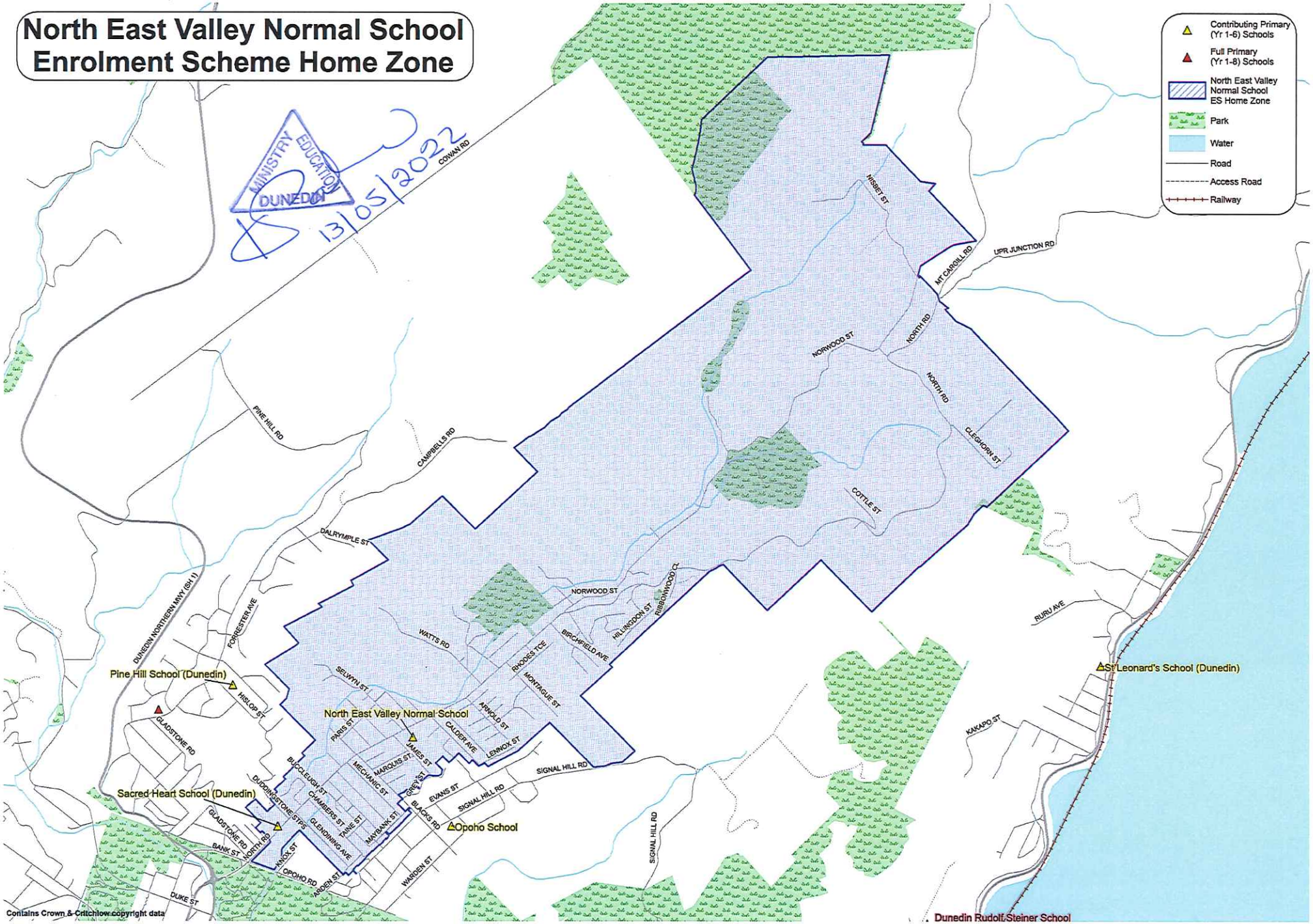
Out of zone enrolments
First Priority: must be given to students who have been accepted for enrolment in the special programme (Te Rōpū Manaaki) run by the school and approved by the Secretary of Education.

Out of Zone Enrolments

Each year the Board of Trustees 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 public notice in a medium appropriate to 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 for enrolments will be processed in the following order of priority:

First Priority	will be given to any applicant who is accepted for enrolment in a special programme run by the school
Second Priority	will be given to applicants who are siblings of current students.
Third Priority	will be given to applicants who are siblings of former students.
Fourth Priority	will be given to any applicant who is a child of a former student of the school.
Fifth Priority	will 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	will be given to all other applicants.

North East Valley Normal School Enrolment Scheme Home Zone

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