



CENTRAL NORMAL SCHOOL/TE KURA TUATAHI O PAPANOA

Enrolment Scheme Procedure

The guidelines for development and operation of enrolment schemes are issued under section 11G (3) of the Education Act 1989 for the purpose of describing the basis on which the Secretary's powers in relation to enrolment schemes will be exercised.

In order to avoid overcrowding, or the likelihood of overcrowding, Central Normal School Board of Trustees have an enrolment scheme in place (effective from 30 October 2018). Under this scheme, students will be enrolled if they live within the home zone. If students live out of the zone, this scheme ensures that the selection of applicants is carried out in a fair and transparent manner.

Home Zone

All students who live within the home zone described below shall be entitled to enrol at the school. Both sides of the road are included, unless otherwise stated.

Travelling in a clockwise direction:

- The zone begins on the corner of Tremaine Avenue and Seddon Street.
- The boundary follows the southerly side only (even side) of Tremaine Avenue (648 is included in the zone) until the junction with North Street.
- The zone travels in a southeasterly direction along North Street to the junction with Featherston Street (280 Featherston Street is included in the zone).
- The zone travels in a southwesterly direction along Featherston Street to the junction with Carroll Street.
- The boundary then runs in a southeasterly direction along Carroll Street to the junction with Grey Street (155 Grey Street is included in the zone).
- The zone travels in a northeasterly direction along Grey Street to the junction with Victoria Avenue.
- The zone continues in a southeasterly direction along Victoria Avenue to the intersection with Church Street. The Mews is included in the zone.
- The zone proceeds into Church Street in a southwesterly direction until the intersection with West Street. Snelson Street is not in zone.
- The zone continues in a northerly direction along West Street to the intersection with Pioneer Highway. Only addresses 12 and 16 West Street are included in the zone.
- The boundary then runs in a southwesterly direction along Pioneer Highway to the intersection with Botanical Road (694 Pioneer Highway and 248 Botanical Road are included in the zone).
- The zone travels in a northwesterly direction along Botanical Road to the junction with the Palmerston North City Cycleway.

- The zone travels in a northeasterly direction along the Palmerston North City Cycleway to the junction with Tremaine Avenue.
- The zone continues in a northeasterly direction on Tremaine Avenue to the junction with Seddon Street, the starting point.

Proof of residence within the home zone will be required.

Special Programmes

The school operates two special programmes. Students who live within the school's home zone and meet the criteria for enrolment in the special programmes will be enrolled ahead of out of zone students. The criteria for acceptance into the programmes are as follows:

1. **ORS:** students accepted into this programme must be verified ORS
2. **Te Arawaru Māori Immersion Programme:** From Year 3, students will have sufficient knowledge of Te Reo Māori and Tikanga Māori to enable them to be successful in the programme.

Out of Zone Enrolments

Each year the Board will determine the number of places which are likely to be available in the following year for students who live out of zone. If necessary the Board will publish this information and indicate how applications are to be made and will specify a date by which all applications must be received. The frequency of the advertising will be dependent on the spaces available on a term by term basis.

Applications for enrolment will be processed in the following order of priority:

1. **First Priority:** Must be given to students who have been accepted for enrolment in the following special programme(s) run by the school and approved by the Secretary for Education.
 - a. Verified ORS students
 - b. Students accepted for the Level 1/2 Māori Immersion Programme
2. **Second Priority:** Must be given to applicants who are siblings of current students.
3. **Third Priority:** Must be given to applicants who are siblings of former students.
4. **Fourth Priority:** Must be given to applicants who are children of a former student.
5. **Fifth Priority:** Must be given to applicants who are children of Board employees or children of Board members.
6. **Sixth Priority:** Must be given to all other applicants.

If there are more applicants in the first, 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 under Section 11G (1) of Education Act 1989.

Parents will be informed of the date of any ballot by notice in a daily or community newspaper circulating in the area served by the school.

Applicants seeking second or third priority status may be required to give proof of a sibling relationship.

Related Documents:

- [Guidelines for the development and operation of enrolment schemes](#) (Ministry of Education)
- [Pre-Enrolment, Enrolment & Classification Procedure](#)

Review:

- Last reviewed October 2018