

# OUT OF ZONE ENROLMENTS BALLOT PROCESS

For those families wishing to enrol their child at Weedons School, who live out of our zone, the following process applies. This is in accordance with the school's enrolment policy and scheme.

Each term the board's enrolment committee decides how many places are available and at which class levels. Initially places are offered to a priority list (e.g. siblings of present pupils, children of board members). If places remain after this, then the following will occur.

A ballot will be held for other out of zone families.

The board holds a ballot **only if** the number of applications exceeds the number of spaces available. Otherwise entry will be automatic.

To be a part of this process parents need to complete and return the form below (post or email to [kathybell@weedons.school.nz](mailto:kathybell@weedons.school.nz)) by the application deadline date (see below). A ballot will be held at times advertised in The Press (also below).

Families will be notified in writing of the outcome, within 5 days of the ballot.

Parents then need to notify the principal to confirm their acceptance, within 7 days of written confirmation. If they do not respond the place will be offered to another student.

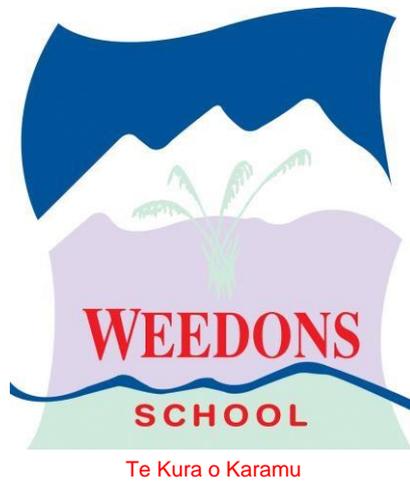
Arrangements for enrolment will then be made for successful applicants. Any specific questions should be addressed to the principal.

## Enrolment Scheme dates for 2020

Term	Advertisement Date	Application deadline (4pm on the following days)	Ballot Date
For children who wish to enrol in terms 1, 2020 <b>Jan 27 – Apr 09</b>	Wednesday 21 August 2019	Wednesday 25 September 2019	Friday 27 September 2019
For children who wish to enrol in terms 2, 2020 <b>Apr 28 – July 03</b>	Wednesday 05 February 2020	Wednesday 04 March 2020	Friday 06 March 2020
For children who wish to enrol in terms 3, 2020 <b>July 20 – Sep 25</b>	Wednesday 22 April 2020	Wednesday 20 May 2020	Friday 22 May 2020
For children who wish to enrol in terms 4, 2020 <b>Oct 12 – Dec 18</b>	Wednesday 22 July 2020	Wednesday 19 August 2020	Friday 21 August 2020
For children who wish to enrol in terms 1, 2021 <b>Feb 01 – Apr 16</b>	Wednesday 26 August 2020	Wednesday 23 September 2020	Friday 25 September 2020

### Note:

- The enrolment procedure for term 1 of any year is governed by legislation that requires schools to have the closing date for applications no later than 15<sup>th</sup> October. Unfortunately, the 15<sup>th</sup> is three days after the holidays, so we have brought the advertisement dates forward so you can complete this process before the end of term 3.
- We advertise early enough at the beginning of each term to allow five-six weeks of school before a successful OoZ applicant starts school. Gives time for transition.



*Pre-enrolment form for a place at Weedons School for all families who live outside of the Weedons School enrolment zone.*

Note to parent/caregiver: If you are living outside of the school's zone, it is only possible to secure a place at the school if there is a vacancy. The reason for setting up the enrolment zone is to ensure that our infrastructure isn't overloaded.

Children living outside the zone may obtain a place through a ballot system. You must fill out the form below and return to the school as soon as possible. We will write to you within three days after the ballot date to let you know whether we can offer a position at the school or not.

1. My son's/daughter's full name is: .....
2. Gender: BOY / GIRL      His/her birth date is: .....
3. I would like to start my child on the following date: .....
4. Is your child a New Entrant? ( Yes / No )
  - a. If not, please state the class level that your child wishes to enter: .....
  - b. Please also state the name of the school your child is attending: .....  
.....
5. Mother's name: .....  
Address: .....  
Father's name: .....  
Address: .....
6. Phone number – Home: .....  
Cellphone: .....
7. Your email address: .....

When the ballot is held and we decide whether we can accept your child or not, we have to advise you in writing. Please tell us your preference for receiving this information by ticking the appropriate box:

LETTER

EMAIL

8. Please tick the appropriate box below that indicates your child's priority status:

Priority number	Criteria	Indicate with a ✓ the priority your child is able to have
Priority number 1	This priority category is not applicable at this school because the school does not run a special programme approved by the Secretary.	
Priority number 2	Your child has a brother / sister currently attending Weedons School.	
Priority number 3	Your child has a brother/sister who has attended Weedons School in the past.	
Priority number 4	You have been a student in the past and now you want your own children to attend Weedons School.	
Priority number 5	You are an employee of the Board (or a Board member) and you have a child who wants to attend the school.	
Priority number 6	All other children who live outside the zone.	

If there are more applicants in the second, third, fourth or fifth 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 the Education Act 1989.

**Important Privacy Note for students who are currently attending another school**

It is customary for our Principal to advise the Principal of the school that your child is attending that we have received your application and that you want your son/daughter to attend Weedons School if it is possible. However, we must ensure we do this with your permission. Please tick the number below indicating what you would like us to do.

1. I give permission to allow the Principal to advise my son's/daughter's current school that our family has filled out an application form for your school.

2. As the parent/caregiver, I undertake to tell my child's school, myself.

3. At this stage, I do not give permission for the Principal to advise my child's current school that she has received an application for an out-of-zone placement for my child.

I declare that all of the information provided on this form is accurate and can be verified if requested.

Signed: .....

Date: .....

Kathy Bell  
Principal

Weedons Ross Road, R.D. 5, Christchurch 7675. Telephone (03) 347-8740 Fax (03) 347-7026

Email – [office@weedons.school.nz](mailto:office@weedons.school.nz)