

Summary of Deadlines & Responsibilities

- 1 Sept** By 1st September BoT to determine:
- how many out of zone places available for next year
 - How many pre-enrolment periods there will be (usually 1 for Intermediate & Secondary)
 - Whether the ballot covers whole school or different year levels
 - Whether separate year levels will be balloted on different days
- 15 Sept** By notice in a newspaper advise parents of likely number of places, the deadline for applications and the agreed date for ballots
- 15 Oct** Deadline for applications (except 2018 where 18 Oct is deadline) must be no later than this date
- 30 Oct** First or only ballot must be held on or before this date.
- Within 3 days of ballot** The Board must write to parents of successful applicants to inform them of outcome. At same time board must write to parents of unsuccessful applicants to inform them of the student's place on the waiting list.

Applications received (or postmarked) must be sorted into the five priority groupings. If the number of places available has altered due to in zone enrolments the new number of spaces must be determined and the number provided to the supervisor before the ballot takes place

Each of the priority groupings must be considered in turn. If the number of places is less than the applicants in a particular priority group then all applicants within that group must be included in the ballot.

All ballots must be supervised by either a JP, a practising lawyer, a sworn member of the Police or a local government returning officer. The supervisor cannot be a BoT member, an employee of the BoT or a person with a family connection to a child in the ballot.

Results of a ballot and the waiting list must be available within 3 days of the ballot being held.

If parents of successful applicants decline the place or fail to respond within 14 days the vacant place must be offered to the next applicant on the waiting list.

Applications outside the pre-enrolment period from in-zone applicants must be accepted and enrolled; and from out of zone applicants cannot be considered unless a new ballot is arranged.

Boarders at a school hostel are deemed to be in zone. Foreign fee-paying student must not be included in a ballot for out of zone places.

The provisions of Sections 11P or Section 16 of the Education Act provide the Ministry of Education with the ability to direct a school to enrol a student and these Sections over-rule the provisions of an enrolment zone.