

# Winchester School Policy

## Enrolment Policy

### Rationale

To quickly orientate new pupils into Winchester School.

### Guidelines

1. Winchester School operates an enrolment scheme approved by the Ministry of Education.
2. All students who live in the prescribed home zone shall be entitled to enrol at the school on proof of address.
3. All out-of-zone enrolments must meet the criteria of the enrolment scheme.
4. An information pack is used when an enquiry is made.
5. The Principal is available to discuss any aspects of a child's education prior to enrolment.
6. All enrolled Maori children must state their Iwi[s].
7. All children born out of New Zealand must provide their passport to photocopy the immigration status.

### New Entrants

1. We recommend parents contact the school at least six months prior to their child's 5<sup>th</sup> birthday.
2. Children start school on the day of their fifth birthday, or a mutually agreed day following their birthday.
3. We recommend at least three preschool visits to the classroom from a month before their first official day.
4. The length of each visit is planned according to the child's needs.
5. Parents are welcome to stay with the child during preschool visits.
6. The school is legally obliged to sight a birth certificate and immunisation certificate at the time of enrolment of five-year-old pupils.

### Transfers from other schools

New pupils may be enrolled at any time throughout the year (as long as they are eligible through the enrolment scheme) and will commence school the day after enrolment.

### Foreign Fee Paying Students

The enrolment scheme that operates at Winchester School means that Foreign Fee Paying students essentially cannot be enrolled. (Refer to Guidelines for the development and operation of enrolment scheme, February 2011).

### Conclusion

All pupils at Winchester School will be given every opportunity to settle quickly and confidently into the school environment.

**Chairperson** ..... **Date** .....

NOTE: This policy needs to be updated on the school website.