

# Kio Kio School



## Out of Zone Enrolment Policy

### 1. Purpose

This policy supports the school's SchoolDocs Enrolment Scheme Policy by outlining the process and procedures the Kio Kio School Board follows to manage out-of-zone enrolments (OOZE), in accordance with the Education and Training Act 2020. The aim is to ensure fairness, transparency, and effective roll management while maintaining quality education for all students.

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### 2. Background

Kio Kio School operates an **enrolment scheme** approved by the Ministry of Education. This scheme ensures that in-zone students have guaranteed access to the school while providing a structured process to consider out-of-zone enrolment applications.

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### 3. Maximum School Roll

- The Board of Trustees will annually determine a **maximum roll** for Kio Kio School, based on staffing, resourcing, infrastructure and physical capacity.
  - This cap ensures the school can maintain a safe and high-quality learning environment for all students.
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### 4. Class Size Management

- The Board will determine the number of **new entrant enrolments** at the end of each year for the following year, to maintain the overall roll cap and ensure consistent class sizes across the school.
  - The Board will determine the number of **enrolments** for each class and/or year level, to maintain the overall roll cap and ensure consistent class sizes across the school.
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### 5. Ministry of Education Priority Order

Out of zone enrolments will be considered in the following priority order, as set out by the Ministry of Education:

1. Students accepted for enrolment in a special programme (not applicable for Kio Kio School).

2. Siblings of current students.
  3. Siblings of former students.
  4. Children of former students.
  5. Children of Board employees (i.e., school staff) or Board members.
  6. All other applicants.
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## 6. Out of Zone Enrolment Timeline

Application deadlines and available places will be communicated to the school community via the school website.

Applications are received by the school office on behalf of the Board by the application deadline. Applications are checked by the school office for completeness upon receipt and returned to the applicant if incomplete.

- The Board considers out-of-zone enrolment applications at the **first scheduled Board meeting of each term (usually Week 3)**.
- Decisions made at these meetings will apply to enrolments for the **following school term only**.

### Annual Out-of-Zone Enrolment Consideration Schedule:

Term	Applications Close	Applications Reviewed	For Students Starting In
Pre-Term 1	19th of January	20-25th January	Term 1 Cohort 1 - week 1
Term 1	3 pm, 31st January	Term 1 - Board Meeting 1	Term 2 - Cohort 1 - week 1  Cohort 2 - week 6
Term 2	3 pm, 10th of April	Term 2 - Board Meeting 1	Term 3 Cohort 1 - week 1  Cohort 2 - week 6
Term 3	3 pm, 20th of July	Term 3 - Board Meeting 1	Term 4 Cohort 1 - week 1  Cohort 2 - week 6
Term 4	3 pm 22nd of September	Term 4 - Board Meeting 1	Term 1 (following year) Cohort 1 - week 1  Cohort 2 - week 6

# The timeline applies to the New Entrant class and the classes that are at full capacity.

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## 7. Ballot Process

- If the number of out-of-zone applications exceeds the number of available places in a year level/class, a **ballot** will be conducted.
- The ballot will follow Ministry of Education procedures (See 5 for priority order) and be supervised by a neutral party if required.
- Within 2 weeks of the Board meeting at which applications were considered, the Board will inform all applicants in writing of the outcome of their application.
- Unsuccessful applicants will be given 2 weeks to respond as to whether they want to be added to a waiting list.
- Unsuccessful applicants may be placed on a **waiting list**, in the order they were drawn in the ballot. The ballot will be drawn during the Board of Trustees meeting.

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## 8. Communication

- Available out-of-zone places for the following term will be published at the start of each term (see 6).
- Clear deadlines for applications will be communicated in advance (see 6).
- All applicants will be notified of decisions in writing in a timely manner (see 7).

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## 9. Record Keeping

- All enrolment decisions, application forms, and ballot records will be securely stored.
- The Principal will maintain and present accurate enrolment data to inform roll forecasting and reporting.

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## 10. Review

- This policy and the school's enrolment scheme will be reviewed every three years by the Board to ensure compliance with Ministry of Education guidelines and responsiveness to school roll trends.
- Adjustments to roll caps or enrolment limits will be made as needed.

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## 11. Related Documents

- Education and Training Act 2020
- Ministry of Education Enrolment Scheme Guidelines
- Kio Kio School Enrolment Scheme (as approved by MoE)
- School Docs - Enrolment Scheme

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## **Policy Review**

**Adopted by the Board:** 17th of June 2025

**Review Date:** May 2028

**Policy Owner:** Kio Kio School Board of Trustees

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