



# WYNDHAM PRIMARY SCHOOL

## Enrolment Process

### **Purpose:**

To facilitate a successful transition for new entrant students/ākonga and other students enrolling at Wyndham Primary School.

To ensure all students/ākonga have the best possible start to their schooling with the necessary resourcing in place to facilitate learning and promote hauora/wellbeing.

### **Procedure:**

Each student/ākonga must be enrolled at a registered school by the time they turn six. No student/ākonga may be enrolled before they turn five. Students/ākonga and their families/whānau are encouraged to attend an enrollment information session with the Principal before they start school.

The school does not currently operate an enrolment zone therefore any student/ākonga is entitled to be enrolled unless they have been indefinitely suspended from another school. In this case, the School Board will meet and consider the individual case, and either accept or decline the enrollment.

If a family/whānau wishes to enrol a student/ākonga who requires additional learning the Principal/SENco and New Entrant teacher will collaborate with the family/whānau, Ministry of Education, ECE provider and other agencies as appropriate to facilitate a successful transition to school.

Families/whānau complete an enrollment form and based upon the information provided, the school completes the enrollment process. Forms and information booklets are available from the school office or the Principal. When the school receives all required documentation including immunisation information, the relevant details are recorded into the MOE ENROL database and the student/ākonga is formally enrolled in the school.

The school office contacts the families/whānau of new entrants one term before their fifth birthday and organises school visits. New student/ākonga generally have three before school visits, the first from 9.30 am to 11.30am, the second to 12.40pm and the third for the full school day finishing at 3.10pm. Additional visits can be arranged as required.

### **Enrolling a new student/ākonga at Wyndham Primary School**

#### ***Family/whānau***

1. Completes an enrolment form and send it to the school. Includes a copy of the birth certificate or passport as proof of their date of birth and the student's/ākonga immunisation certificate.

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| <b>School office</b>     | <ol style="list-style-type: none"><li>2. Verifies the student's/ākonga date of birth with their birth certificate or passport, and checks proof of address.</li><li>3. Enters the details into the school's SMS and MOE ENROL database.</li><li>4. Shares school bus zone information, uniform and stationery information with family/whānau.</li></ol> |
| <b>School Leadership</b> | <ol style="list-style-type: none"><li>5. Places the student/ākonga into a class, provides classroom supports and resourcing as required.</li></ol>                                                                                                                                                                                                      |

**Additional information:**

Students/ākonga who leave Wyndham Primary School and enrol at an alternative school have their information on ENROL updated once the school is notified that they are enrolled at their new school. The school office and classroom teacher completes transfer documentation and forwards any assessment data and information as requested by the new school.

Students/ākonga are classified according to their start date at school and funding year as allocated by the Ministry of Education. In general, a student/ākonga who enrolls as a New Entrant before April is considered a Year 1 for funding purposes and students/ākonga enrolled as New Entrants after April are considered a Year 0. At the request of families/whānau the school may reclassify students/ākonga as long as it will not impair the student's/ākonga learning or hauora/wellbeing.