

ENROLMENT POLICY

RATIONALE:

Procedures of enrolments must follow legal requirements and provide an opportunity for all eligible students to enroll at HPC while ensuring a safe learning and teaching environment.

PURPOSES:

1. To establish procedures for enrolments.
2. To ensure that the school is well informed with regard to the particular strengths and needs of the enrolling student.
3. To ensure the maintenance of a safe and positive learning environment for all students and staff.

GUIDELINES FOR NEW ENROLMENTS:

- 1.1 Enrolments must be done in person except Year 8 students from contributing Primary schools and International students.
- 1.2 All prospective students are required to read the Prospectus and are made aware of the *Hauraki Way*. Students and caregivers will sign that they have read and understood College regulations and agree to follow these.
- 1.3 New students must have correct school uniform and appropriate equipment before attending the first day
- 1.4 The college will adhere to the Ministry requirements for out of zone enrolments as outlined in *Guidelines for the Development and Operation of Enrolment Schemes* (Ministry of Education)
- 2.1 Before accepting the enrolment, the student's record with the previous school will be followed up with respect to:
 - academic progress and achievement
 - attitude to learning
 - attendance
 - behaviour outside the classroom
 - specific support requirements
- 2.3 We reserve the right to have a period of 48 hours before notifying the family whether or not the enrolment is accepted
- 3.1 The safety and learning environment of students is a consideration when accepting new enrolments. Should a student's presence potentially cause concerns, a meeting will be held with the Principal, enrolling student's caregiver, Dean and Guidance Counsellor. Where appropriate the enrolment will be accepted only under specific conditions, or which the family and staff will be made aware.
- 3.2 Where a student has a record of inappropriate or unacceptable behaviour, the student may be put on a Dean's contract at the commencement of the school year.

REVIEW: This policy will be reviewed according to the BOT's triennial programme of self review (2010).

DATE CONFIRMED: Aug 2007