

**POLICY: ENROLMENT POLICY**

**Rationale**

Procedures of enrolments must follow legal requirements and provide an opportunity for all eligible students to enrol at Rotorua Lakes High School 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 schools and international students.
- 1.2 All prospective students and parents/caregiver/guardian must sign the declaration on the Enrolment Form that they have read and understood Rotorua Lakes High School rules and regulations and uniform regulations as determined by the Principal and Board of Trustees and agree to follow these. The Dean is required to explain the school rules and uniform regulations at the time of enrolment.
- 1.3 New students must have correct school uniform and appropriate equipment before attending the first day.
- 1.4 The student and parents/caregiver/guardian must read and sign the Rotorua Lakes High School Cybersafety Use Agreement and then sign the Cybersafety Use Agreement Form.
- 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 The school reserves 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 parents/caregiver/guardian, Dean and Guidance Counsellor. Where appropriate the enrolment will be accepted only under specific conditions, of 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 an Agreement at the commencement of the enrolment.
- 3.3 Any student excluded from another school must meet with the Principal before the enrolment process begins. The student's parents/caregiver/guardian must also attend this meeting.

REVIEW: This policy will be reviewed according to the Board of Trustees' triennial Programme of self review (MAY 2019)

DATE CONFIRMED: 24 MAY 2016