**Tawa School (3035)**

**Enrolment Scheme**

The guidelines for development and operation of enrolment schemes are issued under Schedule 20, Clause 3 (3) of the Education and Training Act 2020 for the purpose of describing the basis on which the Secretary’s powers in relation to enrolment schemes will be exercised.

**Home Zone**

**All students who live within the home zone described below shall be eligible to enrol at the school.**

The Home Zone includes addresses on both sides of the boundary roads mentioned in the description unless otherwise stated.

Starting from the intersection of Main Road and Surrey Street, the home zone follows:

* South along the eastern side of Main Road until Lincoln Avenue
* West along Lincoln Avenue until its intersection with Frederick Street and Woodstock Terrace
* South along Woodstock Terrace until Chester Road
* South along Chester Road until Kiwi Crescent
* West along Kiwi Crescent until Larsen Crescent
  + Including Tui Terrace
* East along Larsen Crescent until Oriel Avenue
  + Including Larsen Crescent to the west of Kiwi Crescent
* South along Oriel Avenue until Bede Grove
  + Including all side streets off of Oriel Avenue
* South along Bede Grove until Sunrise Boulevard
* East along Sunrise Boulevard until Main Road
  + Including Sunrise Boulevard to the west of Bede Grove
* South-east along Main Road until Takapu Road
  + Including Willowbank Road,
  + And including William Earp Place and all side streets off it
* East and then north along Takapu Road until the end of Takapu Road
  + Including Woodburn Drive
* South back along Takapu Road to the Johnsonville Porirua Motorway
* North along the Johnsonville Porirua Motorway until online with the northern end of Cecil Road
* Jumps west from the Johnsonville Porirua Motorway to the northern end of Cecil Road
* South along Cecil Road until Stephen Street
* West along Stephen Street until Duncan Street
* North along Duncan Street until and including 38 Duncan Street
* From 38 Duncan Street jumps south-west to the eastern end of Surrey Street
* West along Surrey Street until Main Road.

Each year, applications for enrolment in the following year from in-zone students will be sought by a date that will be published by public notice in a medium appropriate to the area served by the school. This will enable the board to assess the number of places that can be made available to students who live outside the home zone.

**Special Programmes**

Tawa School has been given approval to run a Montessori special programme to be capped at 30 students.

Students who live within the school’s home zone and meet the criteria for enrolment in the special programme will be enrolled ahead of out of zone students. The criteria for acceptance onto the special programme are as follows:

|  |
| --- |
| 1. Siblings of children already enrolled in the Montessori programme.  2. Children with two to three years recent Montessori experience including Montessori pre-school.  3. Older children transferring from other Montessori primaries.  4. Children without Montessori backgrounds, subject to criteria agreed with the Maanaki Montessori Education Trust. |

**Out of Zone Enrolments**

Each year the School Board will determine the number of places which are likely to be available in the following enrolment period(s) for the enrolment of students who live outside the home zone. The Board will publish this information by public notice in a medium appropriate to the area served by the school. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

Applications for enrolments will be processed in the following order of priority:

**First Priority**              will be given to students in the Montessori special programme.

**Second Priority**         will be given to applicants who are siblings of current students.

**Third Priority**             will be given to applicants who are siblings of former students.

**Fourth Priority**          will be given to any applicant who is a child of a former student of the school.

**Fifth Priority** will be given to any applicant who is either a child of an employee of the board of the school or a child of a member of the board of the school.

**Sixth Priority** will be given to all other applicants.

If there are more applicants in any priority groups than there are places available, selection within the priority group will be by ballot conducted in accordance with [instructions by the Secretary](https://www.education.govt.nz/assets/Enrolment/Secretarys-Guidelines-March-2023.pdf), under [Schedule 20, Clause 3 (1)](https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS177647.html) of the Education and Training Act 2020. Parents will be informed of the date of any ballot by public notice in a medium appropriate to the area served by the school.

**Applicants may be required to give proof of In Zone address, or proof to support their application if seeking enrolment under the Out of Zone priorities.**