



COBHAM INTERMEDIATE SCHOOL **ENROLMENT POLICY**

Enrolment Process for Students Living in the Cobham Enrolment Zone

- Enrolment forms can be completed online or via hard copy. (Hard copies are available from the office.) Each enrolment form must be accompanied by a copy of the student's birth certificate or passport for proof of their date of birth. Proof that the child resides in the Cobham enrolment zone must be provided before we can confirm your enrolment. This must be one of the following:
 - Real Estate or Tenancy Agreement (from a verified agency)
 - Home phone/internet invoice
 - Electricity invoice
 - Gas invoice
 - Contents insurance
 - Rates demand

The school has the right to request more than one of the above if more clarification is required.

- The address given at the time of application for enrolment must be the student's usual place of residence when the school is open for instruction. This means that if you move to an out-of-zone address before your child's first day of attendance at the school, your child will not be entitled to enrol at Cobham Intermediate.
- In cases of shared custody, it is expected that a student must reside in our zone for 50% of the time. Custody agreements to support enrolments maybe requested.
- If a child is not living with one parent, proof of guardianship maybe requested.
- The Board of Trustees advises that parents should be warned of the possible consequences of deliberately attempting to gain unfair priority for enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary; for example:
 - Renting accommodation in-zone on a short-term basis;
 - Arranging temporary board in-zone with a relative; or
 - Using an in-zone address of a relative or friend with no intention to live there on an ongoing basis.
- Any boarding arrangements with a relative will need to be considered by the Board of Trustees.
- If the school learns that a student is no longer living at the in-zone address given at the time of application for enrolment, and has reasonable grounds to believe that a temporary in-zone residence has been used for the purposes of unfairly gaining priority in enrolment at the school, then the Board can review the enrolment by issuing the parent of the student a review notice. The school will issue this review notice on behalf of the board. Unless the parents can give a satisfactory explanation within

10 days, the Board may annul the enrolment. This course of action is provided for under Schedule 20 of the Education and Training Act 2020. If the student's enrolment has been accepted but they have not yet commenced their first day of school, the board delegates the responsibility to issue a review notice and make a decision whether the enrolment is to be annulled to the school Principal.

Enrolment Process for Students Living Outside the Cobham Enrolment Zone

- Enrolment forms can be completed online or via hard copy and must be received by the school by the deadline (usually by the last day Friday of August). Each enrolment form must be accompanied by a copy of the student's birth certificate or passport for proof of their date of birth, and visa status of student and parents, if applicable.
- If needed, a ballot is held the first week of September before a Justice of the Peace.
- Applicants are advised within three days of the ballot being held if their enrolment was successful or not.
- The school cannot confirm receipt of the enrolment and/or include it in the ballot until all supporting documents have been received.

Ballot Process

- By 15 July the Board will determine how many places are likely to be available in the next year for students who live outside the home zone specified in the school's enrolment scheme.
- By 15 July each year, the Board must decide whether the ballot(s) that it will hold will cover the whole school or whether there will be separate ballots at different year levels within the school.
- By 30 July each year, by notice in a daily or community newspaper circulating in the area served by the school, a Board must advise parents of the likely number of out of zone places that the Board has determined will be available for the next year (in total or at particular year levels as the case may be) and the date the ballot will be held.
- Before proceeding to the ballot(s), the Board must consider the number of applications for enrolment that have been received from in-zone students and confirm or, if necessary, revise its estimate of the number of places available for out of zone students (in total or at specific levels, as the case may be). This number must be provided to the supervisor before the ballot takes place.
- In preparation for the ballot, out of zone applications should be sorted into the following priority groupings specified in Section 11F(1):
 - siblings of current students
 - siblings of former students
 - children of former students
 - children of Board employees or Board members
 - all other applicants
- Each of the priority groupings must be considered in turn. If the number of applicants within a particular priority grouping is less than the total number of remaining available places, all applicants within the grouping must be offered enrolment. Otherwise, a ballot will be required, and all applicants within the grouping must be included in the ballot.
- If out of zone applications are received after the advertised deadline, they must be set aside, unless they are clearly postmarked with a date before the date of the advertised deadline.

- The Board accepts no responsibility for enrolments that are sent to the wrong email and/or postal address.
- Within three school days of a ballot being held, the Board will write to the parents of successful applicants to inform them of the outcome of the ballot.
- At the same time, the Board will write to the parents of unsuccessful applicants to inform them of the student's place on the waiting list.
- The results of the ballot, including a copy of the waiting list, is available for inspection at the school within three school days of the ballot being held.
- If parents of successful applicants decline to accept the places offered, or fail to respond within the 14 day period, the Board must offer the vacant places to unsuccessful applicants in the order in which their names are recorded on the waiting list. This process should continue until all available places (as specified by the Board at the date of the ballot) have been filled or no names remain on the waiting list.
- The Board can exercise discretion on any enrolment, based on the parameters of the Education and Training Act 2020.

After your child's enrolment has been confirmed, the school starts a transition process which involves entrance testing, and Cobham staff work with students previous schools to establish classes for the following year. This process is carried out over term 4.

By the second week in December a Cobham handbook is sent to all families and you will be notified about your class placement for the following year. At this time you will be able to book an interview with your child's teacher for the first day of the following year.