

2 May 2013

Northern Region

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David Sutcliffe  
Chairperson Board of Trustees  
Glenbrook School  
459 Glenbrook-Waiuku Road  
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Waiuku 2681

Tēnā Koe David

### **Approval of Enrolment Scheme – Glenbrook School**

Thank you for submitting a copy of your proposed enrolment scheme for approval.

Under the authority delegated to me by the Secretary for Education, I am pleased to inform you that your proposed scheme has been approved. A copy of the scheme, bearing my signature of approval, is attached.

#### *Final Steps for Board*

As soon as practicable, your board should resolve to adopt the scheme, which I have approved. When the board has adopted the scheme it must publish a notice in a daily or community newspaper circulating in the area served by the school, stating that it has adopted an enrolment scheme. The notice must include a general description of the school's home zone and information about where copies of the enrolment scheme may be viewed and obtained. I have attached a suggested format for the notice.

As requested, your scheme will come into effect from 6 May 2013. You will be able to apply the pre-enrolment procedures in the scheme at any time after you have published the final notice in the newspaper. Please note that a student must reside in the home zone at the time of taking up enrolment.

#### *Enrolment Scheme Management*

In operating enrolment schemes, boards must manage enrolments in such a way that overcrowding or the likelihood of overcrowding is avoided, not only in the current year but in future years as well. I would like to draw your attention to the Secretary's Instructions, issued under section 11G(1) of the Act relating to the operation of enrolment schemes.

It is Ministry policy not to provide roll growth accommodation where a school roll has exceeded its accommodation capacity as a result of out-of-zone enrolments. You should also note that where foreign fee paying students are enrolled, tuition and space for such

students are to be funded entirely from fees or locally raised funds. Consequently, the likelihood of overcrowding relates only to domestic and exempt students.

*Review of Enrolment Scheme*

Before 1 May each year the board is required to review the operation of its enrolment scheme and to consider whether there is a continuing need for the scheme. I have delegated authority to exempt a board from this requirement for a period not exceeding three years. In this instance, you will need to review the operation of your scheme by 1 May 2014 to ensure it is operating successfully. You will receive information about the review process early in 2014.

If you have any questions about the ongoing management of your scheme, please feel free to contact Hilary Gandy on 09 632 9408 or [hilary.gandy@minedu.govt.nz](mailto:hilary.gandy@minedu.govt.nz).

Nāku noa, na



Leisa Maddix  
Manager, Early Childhood and Regional Education

encl

Cc Simon Akroyd, Principal – Glenbrook School