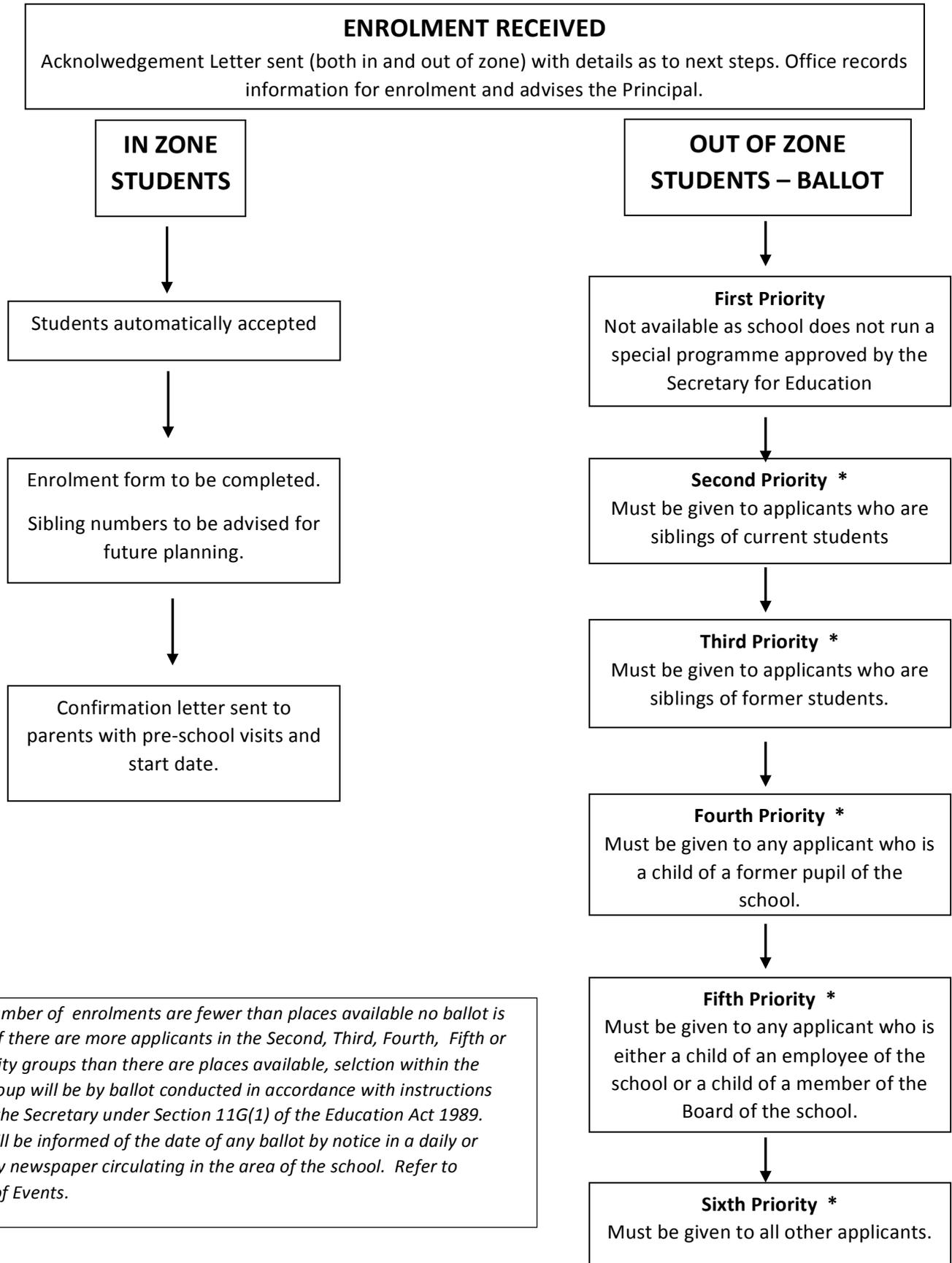


ENROLMENT PROCESS





CALENDAR OF EVENTS

AUGUST BOT MEETING

Advise BOT of likely places for the next year's ballot

1ST SEPTEMBER

Decide on the amount of places available for the next year

15th SEPTEMBER

Advertise the number of positions in the schools group advert (*Charles Levings Avonhead*)
Specific numbers at year levels do not need to be advertised but can be (*MOE suggested not to*)
Use standard advert that set the ballot days and time lines etc. for the next year.
As names come in, prioritise these according to enrolment policy (siblings etc.)

30th OCTOBER

If the number of children is less than the number of available places, then no ballot is required. Send confirmation letters.

If numbers exceed places then we need to ballot (*local Police or JP*)

We can offer X amount of places in the advert but do not need to take them all.

Once ballot is completed, send acceptance confirmation letters and/or non-acceptance. This includes a questionnaire about address and circumstances. Proof will be needed or the BOT/MOE can annul the application. We can ballot for a place and keep a 'priority list' if a place becomes available. If the time for another a ballot occurs, all names go back into the ballot and their place may change.

TERMLY

Each term we can hold a ballot if need but not necessary (End Term1, end Term 3, end Term 3 and includes the October process for the following year)

We follow the same process but this is a small advert (excludes yearly dates etc.)