

Dear Parent / Caregiver

Thank you for expressing your interest to enrol your child/children at Matakana School.

If your current place of residence is outside our Enrolment Zone your enrolment is governed by the provisions of the Education Act 1989. The 'Out of Zone' enrolment process and timeline is explained below:

There are two pre-enrolment periods during the year for out of zone students. The first pre-enrolment period is for students seeking to enrol during Term 1 & Term 2. The second pre-enrolment period is for students seeking to enrol during Term 3 & Term 4.

According to the information provided on your "Expression of Interest" form, we will place your enrolment application in the appropriate pre-enrolment period and priority group. (1-n/a, 2-sibling of existing student, 3-sibling of former student, 4-child of former student, 5-child of staff or BOT member, 6-all other).

Prior to the pre-enrolment period, the school will determine if places for out of zone enrolments are available.

If no spaces are available, the school will contact you and you will have the option to either remain on file to be considered for the next available enrolment period, or to withdraw your expression of interest and enrol your child/children at another school.

If spaces are available, the school will invite applications for out of zone places on the school website and place an advertisement in the Rodney Times, stating the application deadline, ballot date and where to find more information.

If you have previously decided to remain on file, ***you do not have to apply again***, as your existing expression of interest is a valid application.

If, after the end of the deadline, less applications than spaces are available have been received, your application will be automatically accepted and the school will contact you to confirm your enrolment.

If, after the end of the deadline, more applications than spaces available have been received, all applications will go into a ballot according to their priority group.

If your application has been successful in the ballot, the school will contact you to confirm your enrolment.

If your application was not successful in the ballot, your application will be ranked on a waiting list. The school will contact you and inform you of the outcome of the ballot and your rank on the waiting list.

You will have the option to either remain on the waiting list for spaces that become available in the enrolment period the ballot has been held for, or, to withdraw your expression of interest and enrol your child/children at another school.

If you decide to remain on the waiting list and no spaces become available for that enrolment period, you can then, again, decide to either remain on file to be considered for the next available enrolment period, or to withdraw your expression of interest and enrol your child/children at another school.

Please note that the process for the following enrolment period will start again as explained above, your rank on the waiting list will cease at the end of the enrolment period the ballot has been held for.