



1.2 Enrolments & Leavers Policy

Approved by: Board of Trustees

Contact: Headmaster

Group: Leadership Team

Date effective: May 2016

Review date: May 2019

Reviewed by: LTeam & Student Office

Policy Statement

The Enrolment & Leavers Policy will present guidelines for the enrolment of new students and the processing of student leavers

Policy Rationale

In accordance with Education circulars 2013/21 & 2012/01 this policy provides guidelines and procedures to be followed in the enrolment of students and in the processing of students who are leaving the College ensuring that all MOE regulations are followed.

Responsibility for implementation

1. **The Board of Trustees**

- Will ensure that policies & procedures are in place, which comply with the MOE regulations governing the enrolment of students and the processing of leavers
- Will delegate implementation of the policy to the Headmaster

2. **Headmaster**

- Will ensure administrators, & deans are aware of the guidelines and procedures to be followed when students are enrolled or when they are processed for leaving

3. **Leadership Team**

- Will review the policy every two years
- Will delegate the implementation of the policy to the Student achievement manager & the Student office

Guidelines: Enrolment

MOE Circular 2013/21 *Student enrolments*

MOE Circular 2012/01 *Eligibility for enrolment in NZ Schools*

All incoming new enrolment forms to the Dean/Housemasters for interviews / approval/ subject options, then to Student Office to create files on KAMAR and report to Ministry of Education.

1. Domestic students and *eligibility* documentation requirements
 - Verification of identity is required on enrolment
 - Boarding enrolments sent to Boarding secretary - files sent to Student Office
2. International students and documentation requirements
 - International enrolments processed by International Manager.
 - International files and up to date Student Visa details, sent to the Student Office
3. Student Office will be responsible for
 - Personal and subject details of all students entered and maintained on KAMAR
 - Ministry of Education ENROL database updated and maintained
 - Student Records – Official file for each student – enrolment forms, parent interview sheets, eligibility documentation, previous school records etc
 - International students records– Student visa details updated on KAMAR and copies attached to files

Guidelines: Leaving

MOE Circular 2013/21 Student Enrolments p.3 "Withdrawing students"

Deans and Housemasters

1. Confirm information received from Teachers, Attendance Office, Student Office, Reception, and gather information regarding Students future intentions (departure information)
2. Initiate leaving procedures with Student Office within 5 days of students last day of Attendance

Leadership Team

1. Exemptions – processed for under 16s - files exemption paperwork in Student Office
2. Exclusions (under 16 years) to Leadership Team for placement support to ensure placement is actually made
3. Expulsions – paper work to Student Office for updating KAMAR & ENROL databases and filing
4. AE applications processed for under 15s and filed with Student Office (copies to MOE Youth Nelson)

Careers Advisor

1. All under 16 years referred to Leigh Gray who have not completed an official leaving process or identified as not attending for NETs. CONNECTIONS information provided to all students who leave
2. All leavers during the year(not including Yr 13) to see Careers Advisor to ensure they have an appropriate vocational pathway and to collect departure information

Student Office

1. Leavers forms – can *also* be printed by Deans.
2. Leaving Certificates
3. Update KAMAR database with leaving details
4. NCEA – Update results and complete withdrawal procedures from Externals and remaining internals
5. Update ENROL database and follow up any problems
6. CONNECTIONS – send term updates
7. Transfer Student Records File – Leavers
8. Let NCG know if doing classes there.
9. Process Year 13 end of year leavers

Appendices

A MOE Circular *2012/01 Eligibility for enrolment in NZ Schools*

B MOE Circular *2013/21 Student enrolments*