## Draft public notice advertising details of pre-enrolment procedures and subsequent balloting procedures

**For a group of schools of a similar type**

*In cases where there is a group of schools that are all going to follow the same pattern, it is possible to create a public notice that covers all schools in the group. Any variations within the group must be separately listed (eg the likely number of out of zone places available at each school). Here is an example of how a public notice might be created covering six secondary schools, who have agreed that they will all hold a ballot for places at Years 10-13 at a later date than the ballot for places at Year 9. Note that the notice must be placed in an appropriate medium (for example a newspaper that circulates in all the areas served by schools in the group or an internet-based community noticeboard).*

This notice applies to the following schools, all of whom have authority to operate enrolment schemes to prevent overcrowding.

School A

School B

School C

School D

School E

School F

The boards of the above schools invite applications from parents who wish to enrol their children at the above schools for next year. Details of the enrolment schemes are available from the relevant school office in every case.

Applications should be made in writing and addressed to the principal of the relevant school. The envelope should be marked “Application for enrolment”. The deadline for receipt of applications for out of zone places is XXXday 15 September 20XX.

Parents of students who live within the home zone of a school listed in this notice should also apply by this date to assist the school to plan appropriately for next year. [This includes students applying to be treated as in-zone students under transition provisions.]

The board of each of the named schools has determined that the following places are likely to be available for out-of-zone students next year.

|  |  |
| --- | --- |
| School A | 25 |
| School B | 40 |
| School C | 55 |
| School D | 35 |
| School E | 45 |
| School F | 50 |

The exact number of places available at each school will depend on the number of applications received from students who live within the school’s home zone.

School C and School E operate approved special programmes, for which enrolment is controlled by particular criteria stated in the enrolment scheme of each school. The special programme places likely to be available for out of zone students are shown below.

School C Māori immersion programme 12 places

School E Class for students with physical disabilities 4 places

*[State the methodology to be used for the special programme if there are more out-of-zone applications than places available].*

If the number of out-of-zone applications exceeds the number of places available (outside of the special programme), students will be selected by ballot.

In cases where ballots are required they will be held on the following dates.

Wednesday 25 October 2020 for places in Year 9 in 2021

Friday 27 October 2020 for places in Years 10 - 13 in 2021

Parents will be informed of the outcome of the ballot within three school days of the ballot being held.