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## THE CORRESPONDENCE SCHOOL 2008 ENROLMENT POLICY

PURSUANT TO SECTION 7 OF THE  
EDUCATION ACT 1989

# The Correspondence School

## 2008 Enrolment Policy

This document explains who may be enrolled with The Correspondence School for government funded tuition.

### Early Childhood Education

#### General

Children may be enrolled in a full-time Early Childhood Education (ECE) programme at The Correspondence School where they are:

- (a) New Zealand citizens or permanent residents or verified domestic students; and
- (b) under the age of 6 (ie 5 years of age or under); and
- (c) not enrolled in a primary school or for more than two sessions a week in a licensed and/or chartered ECE service; and
- (d) within one of the following enrolment categories and fitting the criteria for a gateway where a vacancy is available.

A child ceases to be eligible for enrolment when age or changed circumstances mean that the gateway criteria under which they were enrolled are no longer met.

#### Priority

Children whose access to ECE is limited by their rural location and geographic isolation will normally be given first priority for enrolment.

Children approved by the School as eligible for entry but for whom a vacancy is not immediately available will have their names placed on a wait list. Wait-listed children will normally be admitted to the School in age order.

#### Enrolment Categories and Gateways

Enrolment Category	Gateway	Entry Criteria
Access	Geographic isolation	<p>Child of a family whose geographic location prevents attendance at a licensed and/or chartered English language medium ECE service.</p> <p>To qualify, the student's home must be:</p> <ul style="list-style-type: none"> <li>(a) more than 6km from a licensed and/or chartered English language medium ECE service; or</li> </ul>

		<p>(b) located behind a geographic barrier, preventing reasonable access to a licensed and/or chartered English language medium ECE service.</p> <p>The School will establish entry criteria to ensure access by families with the highest level of need based on distance and accessibility.</p>
	<b>Itinerancy</b>	<p>Child of a family whose itinerancy requires a change of licensed and/or chartered ECE service each school term.</p> <p>The minimum enrolment period is six months.</p> <p>Parents / caregivers must provide, at the commencement of enrolment, an itinerary demonstrating that they will change location at least once per term and that each change in location will require a change of licensed and/or chartered ECE service. A written declaration to that effect will also be required.</p> <p>The Chief Executive Officer of The Correspondence School will review these enrolments six monthly. For this review, caregivers will provide a written declaration confirming that they continue to meet the requirements of this gateway.</p>
<b>Referral</b>	<b>High health needs</b>	<p>Child has a long-term illness or medical condition preventing their attending a licensed and/or chartered ECE service.</p> <p>Caregivers must provide, each year, a medical certificate from a medical practitioner specialising in the condition preventing attendance.</p>
	<b>Special development needs</b>	<p>Child has special development needs such that no licensed and/or chartered ECE service able to meet their needs is available within a reasonable distance.</p> <p>Caregivers must provide a Ministry of Education-Special Education report detailing the nature of the child's special development needs and immediate teaching needs. This report will include verification that no locally available service is able to meet the child's special development needs.</p>
	<b>Special circumstances</b>	<p>Child does not fit any ECE gateway, however may be admitted by the Chief Executive Officer of the School where:</p>

		<p>(a) a sibling has a medical condition such as a bone marrow transplant preventing, for reasons of cross-infection, the child attending a licensed and/or chartered ECE service.</p> <p>(b) the child's caregiver has a medical condition preventing attendance at a licensed and/or chartered ECE service.</p>
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## Years 1-13 Enrolments

### Full-time enrolments

#### General

Children may be enrolled in a full-time Primary or Secondary programme at The Correspondence School where they are:

- (a) New Zealand citizens or permanent residents or verified domestic students; and
- (b) within one of the following enrolment categories and fitting the criteria for a gateway.

Unless otherwise stated:

- (a) the minimum period of enrolment is one term;
- (b) the student's continued enrolment is subject to meeting The Correspondence School's engagement and tuition requirements; and
- (c) all enrolments are reviewed by the School on an annual basis or as specified for a specific category.

The student's eligibility ceases when changed circumstances mean that the gateway criteria under which they were enrolled are no longer met. Years 11-13 students whose circumstances change during term 3 of a year may remain enrolled until the end of the school year.

### Enrolment Categories and Gateways

Enrolment Category	Gateway	Entry Criteria
<b>Access</b>	<b>Exceptional arts and sports performance</b>	<p>Student is an elite athlete, dancer, musician, sports person or an outstanding actor or performer and their development programme precludes attendance at a regular school.</p> <p>Enrolment applications require a letter of attestation from the formally constituted and recognised national body for the sport or art:</p> <ul style="list-style-type: none"> <li>(a) attesting that the student's exceptional attributes mean that they are likely to either represent New Zealand or develop to the top of the field for their age-group; and</li> <li>(b) confirming that the programme planned for their development is appropriate and precludes attendance at a regular school; and</li> <li>(c) advising the likely duration of enrolment; and</li> </ul>

		(d) providing an educational profile from the student's previous school.
	<b>Geographic isolation</b>	<p>Student is unable to attend a neighbouring school because of its distance or inaccessibility from their home.</p> <p>To qualify, the student's home or nearest school bus route must be:</p> <p>(a) more than 3.2 kilometres distant, increasing to 4.8 kilometres if the student is over 10 years of age; or</p> <p>(b) located behind a geographic barrier preventing reasonable access to a school or school bus route.</p> <p>The Ministry of Education's School Transport Service Agents are the confirming agencies.</p>
	<b>Itinerancy</b>	<p>Student would otherwise need to change schools each term because caregivers are itinerant.</p> <p>The minimum enrolment period is six months.</p> <p>Parents / caregivers must provide, at the commencement of enrolment, an itinerary demonstrating that they will change location at least once per term and that each change in location will require a change of school. A written declaration to that effect will also be required.</p> <p>The Chief Executive Officer of The Correspondence School will review these enrolments six monthly. For this review, caregivers will provide a written declaration confirming that they continue to meet the requirements of this gateway.</p>
	<b>Young parents</b>	<p>Student is pregnant or has the primary care responsibility for a child.</p> <p>A student who is pregnant or a young parent, and otherwise eligible for a free place in a state or state integrated school, may self-enrol. They may also be referred by their current or former school, caregivers, family or whanau.</p> <p>Enrolment applications for pregnant students must be supported by a midwife's or medical certificate and where appropriate include an educational report from the student's current school or school previously attended.</p>

		<p>Where for confidentiality reasons this educational report cannot be obtained The Correspondence School will manage this directly with the student, their caregivers, family or whanau.</p> <p>After the birth the student may stay on The Correspondence School roll until the end of the school year.</p> <p>Students enrolled under this gateway who have the primary care responsibility for their child may remain enrolled as a full-time student up to and including the end of the school year in which the student turns 19 years of age.</p>
	<p><b>Overseas</b></p>	<p>New Zealand citizens or New Zealand permanent residents (who have lived in NZ for two years or more) who will be absent from New Zealand for at least six months and need to continue education while overseas.</p> <p>The initial application for enrolment must be made within twelve months of the departure of the family from N.Z.</p> <p>These students are eligible for enrolment if their parents / caregivers are:</p> <p><b>Group A</b></p> <ol style="list-style-type: none"> <li>I. Military and diplomatic personnel, and others employed by the New Zealand Government whose duties take them overseas; or</li> <li>II. New Zealand missionaries serving in overseas mission fields; or</li> <li>III. University staff and others on sabbatical leave; or</li> <li>IV. Teachers recruited on inter-governmental, or non-governmental organisation arrangements for service overseas;</li> </ol> <p>Parents / caregivers must make a written declaration that they meet the following criteria for such students to be enrolled:</p> <ul style="list-style-type: none"> <li>• No employer subsidy towards the education of the student is provided; and</li> <li>• they intend to return to New Zealand on completion of the service overseas; and</li> <li>• there is no suitable local education service available.</li> </ul>

	<p>The parent / caregiver's employer must also verify all three criteria. There is no maximum period of enrolment for these categories.</p> <p><b>Group B</b></p> <p>Travelling or living overseas and intend returning to New Zealand and whose children will be either continuing their education within the New Zealand system or be taking up employment in New Zealand.</p> <p>Parents / caregivers need to show for students in Group B that they:</p> <ul style="list-style-type: none"> <li>• are going to non English speaking countries where a suitable or comparable NZ education system is not available; and require full-time enrolment as they are unable to obtain admission to a suitable school locally; or</li> <li>• are candidates for New Zealand national qualifications for which local schools do not cater; or</li> <li>• require enrolment in specific subjects with The Correspondence School as they have transferred to an overseas school where New Zealand national qualification subjects taken previously are not available; or</li> <li>• are in Years 9-10 at the time of departure from New Zealand, and cannot obtain tuition in subjects they wish to advance to New Zealand national qualification level and no suitable subject is available at the school.</li> </ul> <p>Parents / caregivers must make a written declaration that they meet the following criteria for such students to be enrolled:</p> <ul style="list-style-type: none"> <li>• no employer subsidy towards the education of the student is provided; and</li> <li>• there is no suitable local education service available;</li> <li>• and in addition declare that they intend returning to New Zealand.</li> </ul> <p>Three years is the maximum total period of enrolment for any one student.</p>
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<b>Referral</b>	<b>Alienation</b>	<p>Student is alienated from the education system.</p> <p>An alienated student is one who local schools are unwilling to enrol or who is unwilling to attend the local schools.</p> <p>The Ministry of Education is the referral agency and the Ministry's local office manager or regional office Student Support Manager will approve the enrolment.</p> <p>Enrolments must:</p> <ul style="list-style-type: none"> <li>(a) clearly state the arrangements made to supervise the student's study with the School;</li> <li>(b) where available, be accompanied by an educational profile</li> </ul> <p>These enrolments will be reviewed by the School and the Ministry of Education as agreed on enrolment. The review purpose is to ascertain whether a face-to-face schooling option is available and appropriate.</p>
	<b>Child, Youth and Family</b>	<p>Student is in the custody and/or guardianship of the Child, Youth and Family (CYF).</p> <p>CYF are the referral agency and all such enrolments require the prior approval of a CYF practice or service delivery unit manager.</p> <p>Enrolment applications must :</p> <ul style="list-style-type: none"> <li>(a) specify that the student is in CYF custody or guardianship and the likely duration of the enrolment;</li> <li>(b) clearly state the supervision arrangements for the student's study with the School;</li> <li>(c) provide, where available, an educational profile.</li> </ul> <p>These enrolments will be reviewed by the School and CYF as agreed on enrolment. The review purpose is to ascertain whether a face-to-face schooling option is available and appropriate.</p>
	<b>Corrections</b>	<p>Student is in the custody of the Department of Corrections.</p> <p>The Department of Corrections is the referral agency and enrolments will be through a Department manager.</p>

		<p>Applications need to specify the likely duration of the enrolment and identify the supervision arrangements. Where available they should be supported by an educational profile.</p> <p>Students enrolled under this gateway may remain enrolled up to, and including the end of the school year in which the student turns 19 years of age.</p>
	<p><b>Exclusion / expulsion</b></p>	<p>Student is under 16 years of age and excluded from school, or over 16 years of age and expelled.</p> <p>The Ministry of Education is the referral agency and the Ministry's local office manager or regional office Student Support Manager will approve the enrolment.</p> <p>Enrolment applications must:</p> <ul style="list-style-type: none"> <li>(a) Clearly state the supervision arrangements for the student's study with the School; and</li> <li>(b) provide, where available, an educational profile.</li> </ul> <p>These enrolments will be reviewed by the School and the Ministry of Education as agreed on enrolment. The review purpose is to ascertain whether a face-to-face schooling option is available and appropriate.</p>
	<p><b>Psychological / psycho-social</b></p>	<p>Student has assessed psychological or psycho-social needs.</p> <p>Ministry of Education, Special Education (GSE) is the referral agency and a GSE psychologist must approve all applications.</p> <p>The basis of these applications must be in the first instance that the enrolment is to meet the assessed psychological or psycho-social needs of the student.</p> <p><b>Enrolment on psychological grounds</b></p> <p>The psychological grounds must reside within the individual student and be of sufficient severity to prevent or seriously impede the student from attending a neighbouring school.</p> <p><b>Enrolment on psycho-social grounds</b></p> <p>The psychological grounds must reside within the individual student. The social grounds must reside within the student's relationships in the wider environment, including their family, whanau and school. While neither factor on its</p>

		<p>own might be sufficient, in tandem, there will be good reason for an enrolment recommendation.</p> <p>A statement indicating how the psychological or psycho-social issues are to be addressed must support all enrolment applications. This statement is to assure The Correspondence School that the issues around the young person are being appropriately managed and addressed while the student is enrolled.</p> <p>This statement will outline the supervision arrangements made for the student and specify when the enrolment is to be reviewed by GSE. The statement will be accompanied by an educational profile outlining the learning programme that the student requires.</p> <p>Enrolments will be reviewed by the School and the Ministry of Education, Special Education (GSE) as agreed on enrolment.</p>
<b>Adults</b>	<b>Young adult</b>	<p>Student is 16 or over, or an exempted student aged 15 and is not enrolled at a school.</p> <p>Students enrolled under this gateway may remain enrolled up to, and including the end of the school year in which the student turns 19 years of age.</p>
	<b>Adult</b>	<p>Adult students resident in New Zealand may be enrolled independently of these enrolment categories and gateways for an administration fee.</p> <p>An adult for the purposes of enrolment at The Correspondence School is:</p> <ul style="list-style-type: none"> <li>(a) a New Zealand citizen or permanent resident or verified domestic student; and</li> <li>(b) turning 20 years of age during the year of enrolment, or older, and</li> <li>(c) not attending a school full-time.</li> </ul> <p>Students enrolled under this gateway may remain enrolled until all assessments for the subject area for which they are enrolled are complete or for 12 calendar months, which ever is the sooner. The availability of courses offered by The Correspondence School may be restricted for this category.</p>

## Dual Enrolments

### General

Children may be enrolled in a dual Primary or Secondary programme at The Correspondence School where they are:

- (a) New Zealand citizens or permanent residents or verified domestic students; and
- (b) within one of the following enrolment categories and fitting the criteria for a gateway.

Unless otherwise stated:

- (a) the minimum period of enrolment is one term.
- (b) all enrolments cease automatically at the end of each school year.
- (c) the enrolling school retains responsibility for the pastoral care and educational outcomes of the students enrolled.
- (d) all dual enrolments are subject to a Service Level Agreement (SLA) being in place between the enrolling school and The Correspondence School. The SLA defines the responsibilities of both parties.
- (e) the maximum number of subjects a student may enrol for is two, unless otherwise specified.

### Enrolment categories and gateways

Enrolment Category	Gateway	Entry Criteria
<p><b>Curriculum adaptation</b></p>	<p><b>Gifted and talented</b> <i>State, state integrated schools and government institutions.</i></p>	<p>Year 1-8 students who are gifted and talented and whose home school is unable to provide the appropriate curriculum enrichment and acceleration.</p> <p>Each student will be enrolled at the request of the principal of the home school and at the discretion of the Chief Executive Officer of The Correspondence School.</p> <p>Enrolments for individual students of exceptional ability will only be accepted provided that:</p> <ul style="list-style-type: none"> <li>(a) PAT, TOSCA, AsTTle or equivalent assessments support that the student is exceptionally able and in the top 5% of their age group;</li> <li>(b) Evidence provided by the home school supports that the programme is essential to the student’s Individual Education Plan and is able to be appropriately supervised and integrated.</li> </ul>

		<p>Schools making such enrolments are expected to undertake a programme of development enhancing their ability to provide similar enrichment programmes.</p>
	<p><b>Special education needs</b></p> <p><i>State, and state integrated schools other than special schools, independent schools and government institutions.</i></p>	<p>Year 1-8 students whose home school is unable to provide the specialist programming or curriculum adaptation appropriate to the student's assessed special education needs.</p> <p>At the discretion of the Chief Executive Officer of The Correspondence School enrolments will be accepted where:</p> <p>(a) the programme developed in association with TCS contributes to:</p> <ul style="list-style-type: none"> <li>• overcoming barriers to achievement as identified through the student's Individual Education Plan (IEP); and</li> <li>• the inclusion of the student in the home school; and</li> </ul> <p>(b) the application includes a statement by the home school on the assistance already provided for the student; and</p> <p>(c) the IEP is not more than 6 months old at the time of enrolment at TCS; and</p> <p>(d) student has high health needs that prevent attendance at a neighbouring school.</p> <p>Enrolling schools are expected to undertake a programme of development leading to the school being able to independently provide for the student's needs.</p> <p>Applications to re-enrol students for a successive year are subject to the CEO's approval.</p> <p>Reapplications must identify:</p> <p>(a) the gains made against the student's IEP from the earlier enrolment; and</p> <p>(b) the specific achievement and inclusion goals the enrolling school is seeking from a further enrolment</p> <p><b>Regional Health Schools:</b></p> <p>The Regional Health Schools (RHS) are the referral agencies and students may only enrol while also on the roll of an RHS.</p>

		<p>At the request of the RHS principal, the student may be enrolled with The Correspondence School for part of or their entire learning programme.</p> <p>Each enrolment application requires an educational plan prepared by the RHS detailing the learning outcomes sought and advising review, reporting and supervision arrangements.</p>
	<p><b>Special education needs</b></p> <p><i>State, state integrated Special Schools and government institutions.</i></p>	<p>In addition to the above criteria, dual enrolment applications for Year 1-13 students from Special Schools and Government Institutions will only be considered on clear evidence that:</p> <ul style="list-style-type: none"> <li>(a) the enrolment is essential to the student's learning circumstances; and</li> <li>(b) the special school or government institution does not have the capability to meet the learning needs identified; and</li> <li>(c) the capability required is beyond what could reasonably be expected of the special school.</li> </ul> <p>Applications must be supported by:</p> <ul style="list-style-type: none"> <li>(a) a Section 9 Agreement for enrolment in the Special School; and</li> <li>(b) a current IEP (no more than 6 months old).</li> </ul> <p>The duration of the enrolment is to be specified in the student's IEP.</p> <p>Enrolments will be reviewed annually to confirm their appropriateness and to identify the steps that the Special School or government institution is taking to raise its capability to meet the needs of the dually enrolled student.</p>
	<p><b>Special Needs</b></p> <p><i>State, state integrated and registered independent schools and government institutions.</i></p>	<p>Year 9-13 students with special needs whose home school/ government institution is unable to provide the appropriate specialist programming or curriculum adaptation.</p> <p>There will be no enrolments for timetable clash.</p> <p>Some examples of enrolments that may be approved are:</p> <ul style="list-style-type: none"> <li>(a) Student is gifted and studying an extra subject/s provided the home school takes responsibility for supervision. For exceptional and individual students only. PAT, TOSCA., AsTTle or equivalent</li> </ul>

		<p>results must be used to support the application.</p> <p>(b) Student has specific learning difficulties requiring remedial teaching. The student must be two or more years below their chronological age in any of the core curriculum areas and clear evidence must be provided that the programme is essential to their circumstances. This is not intended to provide for group enrolments. Analysys will be during 2007 in conjunction with the Ministry of Education.</p> <p>(c) Student is at risk of exclusion or expulsion, or who may otherwise qualify for full-time enrolments through the psychological / psycho-social gateway. The enrolment is intended to provide for the students reintegration into a local school. Documentation must show that the home school, caregivers and other stakeholders (eg GSE) support the purpose of the application.</p> <p>(d) Student has a demonstrated family or cultural affinity with a particular ethnic group and requires tuition in that language, including Māori where that language is not offered by their home school. Excludes NZ students on overseas cultural exchange programmes. Overseas students on cultural exchanges in NZ will only be enrolled in subjects required when they return to their home school.</p> <p>(e) Student attends an Activity Centre and may enrol for up to four subjects.</p> <p>(f) Student attends a Teen Parent Unit (TPU) or may otherwise qualify for full-time enrolment through the Young Parent gateway. The enrolment is intended to provide for the students continuance at a local school or TPU. Enrolment may be requested in up to four subjects.</p> <p>(g) Student has high health needs that prevent attendance at a neighbouring school.</p> <p>(h) Regional Health Schools:</p> <p>The Regional Health Schools (RHS) are the referral agency and the student must first be on a RHS roll.</p>
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		<p>At the request of the RHS principal, the student may be enrolled with The Correspondence School for part or their entire learning programme.</p> <p>Each enrolment application requires an educational plan prepared by the RHS detailing the learning outcomes sought and advising review, reporting and supervision arrangements.</p>
<b>Curriculum extension</b>	<p><b>Emergency staff vacancy</b></p> <p><i>State, state integrated and registered independent schools.</i></p>	<p>School has an emergency staff vacancy and no suitable applicants are available.</p> <p>The CEO may approve Year 1-13 class enrolments as an emergency measure and for a defined time period subject to the enrolling school:</p> <ul style="list-style-type: none"> <li>(a) confirming that it is continuing to advertise the vacancy; and</li> <li>(b) organising classes so that a minimum number of students are enrolled; and</li> <li>(c) providing appropriate supervision and resources, including text books; and</li> <li>(d) for Year 1-8 classes confirming that Emergency Staffing Scheme assistance is not available.</li> </ul> <p>Approved enrolments will be for a minimum of four weeks and on a term by term basis.</p>
	<p><b>Small senior classes</b></p> <p><i>State, state integrated schools, registered independent schools and government institutions.</i></p>	<p>School has only a small number of students studying a subject at Years 12 or 13 level. This category will be monitored in 2008 in conjunction with the Ministry of Education. The maximum number of students able to be enrolled in one subject is six. Variation to meet the needs of small and rural schools is at the discretion of the CEO.</p>
	<p><b>Subject not available</b></p> <p><i>State, state integrated schools, registered independent schools and government institutions.</i></p>	<p>School is unable to offer a Year 9–13 subject.</p> <p>This gateway is for small schools. Its purpose is to enable small schools to offer a broader and more balanced curriculum and entitlement ceases once the Year 9–13 roll exceeds 600.</p> <p>A school may make a case for discretion to the CEO of The Correspondence School if their Year 9-13 roll exceeds this limit.</p> <p>Assistance will not normally be available for more than four subjects per student.</p>



	<p><b>Transferring students</b></p> <p><i>State, state integrated schools, registered independent schools and government institutions.</i></p>	<p>Student:</p> <p>(a) has transferred to a school where a Year 9–13 subject previously taken is not available;</p> <p>The subject must be being taken at the time of transfer.</p> <p>Short, modular and “taster” courses do not qualify.</p> <p>The maximum period of enrolment is for the remainder of the current school year.</p> <p><b>Or</b></p> <p>(b) is returning to a local school from a Regional Health School and wishes to continue subjects studied while at the RHS.</p> <p>This is in situations where the student’s health circumstances prevent their full participation in school activities and is for the purpose of achieving their re-integration in the educative process. The maximum period of enrolment is for the remainder of the current school year.</p> <p><b>Or</b></p> <p>(c) is a Year 7-8 student who has transferred from a Māori Medium school to a school unable to provide Māori language tuition. The student may be enrolled for Te Reo Māori.</p>
	<p><b>Te Reo</b></p> <p><i>State and state integrated schools.</i></p>	<p>This gateway is to support Te Reo Māori.</p> <p>The principal of a Kura Kaupapa Māori or a designated Character School where Te Reo is the first language may apply to the Ministry of Education to enrol senior primary students, ie those in Years 7 and 8, in national qualification level Te Reo Māori programmes.</p>
	<p><b>Technology</b></p> <p><i>State and state integrated schools.</i></p>	<p>This gateway is for isolated schools with no access to Year 7 and 8 technology tuition.</p> <p>The principal may apply to the Ministry of Education for approval to enrol their Year 7-8 students with The Correspondence School for technology tuition.</p>