



ALBANY PRIMARY SCHOOL
Where learning makes a difference...

August 2020

Re: Out of Zone Enrolment Application

Thank you for your interest in applying for an out of zone position for your child at Albany Primary School.

The board has advised there will only be limited places available in the new entrant level for 2021 enrolments.

Please find attached details of our out of zone enrolment scheme, including the information we require in your application letter. For more information about our school please look on the school website www.albany.school.nz.

Applications must be received by the school no later than 12.00pm on Wednesday 14th October 2020, for enrolments in 2021. If a ballot is required (i.e. the number of applications exceeds the number of vacancies available) this will take place on 21st October 2020.

We will contact you, by post, with the outcome of your application by 31st October 2020.

Once again, thank you for your interest and we look forward to receiving your application.

Yours faithfully

Maree Bathurst
PRINCIPAL

Albany Primary School Out of Zone Enrolment Scheme

Enrolment at the school is governed by an enrolment scheme, details of which are available from the school office.

The board has determined that limited places may be available for new entrant out of zone students for 2021. The exact number of places will depend on the number of applications received from students who live within the school's home zone.

For students seeking enrolment in these terms a ballot will be held on 21st October 2020. The deadline for receipt of applications for these out of zone places is 14th October 2020.

Applications must be in writing to the Board Chairperson, stating name and age of potential enrolment, year level that they will be enrolled at, your current residential address, how long you have lived at this address, names and ages of any potential siblings who will also be a potential enrolment, any health, social, physical or learning needs, custody arrangements or history of the child that the school would need to be aware of and when you wish your child to start at our school. Please also confirm which priority group below you are applying under.

Applications must be received at the school office no later than 12.00pm on 14th October 2020 or if posted the envelope must be postmarked before the closing date and received by the school not later than 5 days after the closing date. Applications can be emailed to the Principals PA, Lisa Elder at elder@albany.school.nz

Applications from out of zone students will be processed in the following order or priority:

- First priority must be given to any applicant who is accepted for enrolment in an approved special programme run by the school. Our school has no such programme
- Second priority must be given to any applicant who is a sibling of current student of the school
- Third priority must be given to any applicant who is the sibling of a former student of the school
- Fourth priority must be given to applicant who is a child of a former student of the school
- Fifth priority must be given to applicant who is the child of an employee of the board of the school or a child of a member of the board of the school.
- Sixth priority must be given to all other applicants

If the number of out of zone applicants exceeds the number of places available, students will be selected by ballot. If a ballot for out of zone places is required it will be held on 21st October 2020. Parents will be informed by post of the outcome of the ballot within three school days of the ballot being held.