

HOKOWHITU SCHOOL ENROLMENT, ENTRY, AND ATTENDANCE POLICY (2025)**PURPOSE**

Hokowhitu School Board will ensure an appropriate size of the school through an enrolment scheme, ensure a consistent and supportive introduction to school for New Entrants through cohort entry, and create a positive culture of regular school attendance.

GUIDELINESEnrolment

1. Hokowhitu School will operate an enrolment scheme with a specified home zone, as approved by the Ministry of Education, which is described on the school website.
2. Proof of address will be required for all enrolling students residing within the home zone.
3. The school will operate a pre-enrolment process for out-of-zone enrolments.
 - a. Applications will be processed in the order defined by the Education and Training Act 2020.
 - b. If the number of applicants in any priority group exceeds the number of places available, selection will be by a ballot in accordance with the dates published on the school website.
 - c. Students who are unsuccessful in the ballot will be placed on a waiting list in the order they were drawn in the ballot and will be offered a place if it becomes available later in the year.
 - d. The waiting list will be restarted with each ballot.
4. The Board may annul an enrolment if it comes to believe on reasonable grounds that the enrolment or pre-enrolment form falsely claimed residence in the home zone or falsely claimed a particular priority in the ballot.

Entry

5. Hokowhitu School will operate a cohort entry scheme for New Entrants from the beginning of term 1, 2026.
6. All New Entrants will enter school in cohorts, on either the first day of each term or the mid-point of each term, with the specific dates as notified by the Ministry of Education.
7. Cohort entry does not apply to students transferring from another school or students aged six or over.

Attendance

8. Hokowhitu School will create a positive culture of regular school attendance by taking all reasonable steps to make sure enrolled students attend whenever school is open.
 - a. The Board will develop and implement an Attendance Management Plan in accordance with Ministry of Education guidelines.

- b. The Board will receive and review termly attendance data from the Ministry of Education.
- c. The Principal will report regularly to the Board on student attendance rates and on initiatives to improve attendance.

ASSOCIATED POLICIES/PROCEDURES/HANDBOOKSLegislation

- Education and Training Act

Guidelines

- School Attendance: Quick Reference Guide (Ministry of Education)

School Policies, Procedures, and Other Documents

- Attendance Management Plan

APPROVAL DETAILS

Review frequency: Three yearly
Ratification date: 29 July 2025
Review date: Term 2 (May) 2027

Presiding Member

Principal