



## **CHS Zone Policy**

Reviewed by Cambridge High School Board on 10 March 2026

### **Student enrolment-zone**

#### **Rationale**

The Board recognises the fact that community members wish to have their children attend the school of their choice.

The Board also recognises the constraints placed on it by its financial and physical resources.

The Board is also bound by legislation relating to enrolments as detailed in the Education & Training Act 2020.

#### **Purposes**

1. To set clear guidelines on how students might enrol or be enrolled at Cambridge High School.
2. To ensure the educational needs of students at Cambridge High School are not disadvantaged by having the facilities of Cambridge High School over-taxed.
3. To ensure those who wish to enrol students at Cambridge High School have a clear understanding of the philosophy of the school, its rules and regulations, and, that in applying to enrol students at Cambridge High School, they, and those being enrolled, accept and adhere to these.

#### **Guidelines**

1. The Principal has overall authority to accept or decline students wishing to enrol at Cambridge High School, in keeping with the Cambridge High School Enrolment Scheme and the terms and conditions of student rights of access to education as laid down by the Ministry of Education.
2. The Principal will actively promote the school's expectations and procedures for enrolment within the school's community each year.
3. The criteria for deciding on the acceptance or otherwise of students, are to be applied by the Principal in keeping with the Enrolment Scheme.



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- The Board is required to review its enrolment scheme annually by 1 May. (Note: The enrolment scheme can be re-negotiated within the Ministry of Education at any time. Any change must be advised to the community (eg. newspaper) as soon as practicable after it has been adopted by the Board. Any amendment will take effect on 1 January in the year following its adoption.

### Conclusion

Currently the school's physical resources are limited and to ensure current students are not disadvantaged, the school has adopted an enrolment scheme. Where possible, however, students who wish to enrol at Cambridge High School will be encouraged to do so.

Approved by the CHS Board:

Date: 9 March 2026

Review Date: Term 1, 2027.

### Appendix 1

#### Cambridge High School Enrolment Scheme

##### Home Zone

All students who live within the home zone (shown on the attached map) shall be entitled to enrol at the school.

Proof of residence within the home zone will be required by the Principal.

##### Out of Zone Enrolments

Each year the board will determine the number of places which are likely to be available in the following year for the enrolment of students who live outside the home zone. The board will publish this information by notice in a daily or community newspaper circulating in the area served by the school. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

Applications for enrolment will be processed in the following order of priority:



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### **First Priority:**

Must be given to any applicant who is the sibling of a current student of the school.

### **Second Priority:**

Must be given to any student who is the sibling of a former student of the school.

### **Third Priority:**

Must be given to any applicant who is a child of a former student of the school.

### **Fourth Priority:**

Must be given to any applicant who is either a child of an employee of the board of the school, or a child of a member of the board of the school.

### **Fifth Priority:**

Must be given to all other applicants.

If there are more applicants in the second, third, fourth, or fifth priority groups than there are places available, selection within the priority group will be by a ballot conducted in accordance with instructions issued by the Secretary under Section 3 of the Education & Training Act 2020. Parents will be informed of the date of any ballot by notice in a daily or community newspaper circulating in the area served by the school. Out of zone students ending after this date will be added to the waiting list based upon the date of their application.

Applicants seeking second or third priority status may be required to give proof of a sibling relationship.