

# Don Buck School

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Next review: Term 3 2026

## Enrolment

Our Don Buck School enrolment policy and processes comply with the requirements of the Education and Training Act 2020. As required by the Ministry of Education, we use the ENROL system (register of student enrolments) to update enrolments as students enrol, change schools, or leave the school system. Once enrolled, students must attend regularly. See [Student Attendance](#).

### Enrolment conditions

Our enrolment conditions include:

- Students must be [eligible to enrol](#) at Don Buck School.
- Our school has an [enrolment](#) scheme, which means a student must have their usual place of residence in the home zone, or may apply for a place through an out-of-zone ballot.
- Our school operates a cohort entry policy for new entrants.
- If a student has been excluded or expelled from another school, the board meets to consider the individual case and accept or decline the enrolment. If instructed by the Ministry of Education to enrol a student who has been excluded from another school, the board complies with the direction.

### Enrolment process

As part of the enrolment process, parents/caregivers are asked to provide [enrolment information](#). This information allows Don Buck School to meet the requirements of the Education and Training Act and is kept securely. See [Privacy](#) and [School Records Retention and Disposal](#).

Before enrolling a new student, we ensure the student is eligible to enrol at our school. This includes:

- checking documentation (e.g. birth certificate, passport)
- keeping evidence of enrolment eligibility
- making evidence available on request to Ministry of Education staff, reviewers from the Education Review Office (ERO), and others as required.

Once an enrolment is approved, the school arranges appropriate class placement, orientation, transition support, and learning support (including applying for appropriate resources and funding) as needed.

### Class placement

Considerations for class placement include:

- age
- information shared by the student, parents/caregivers, and whānau
- school assessment of individual social and learning needs

- class composition and available space.

Reclassification between year levels may occur occasionally. Parents/Caregivers can make an appointment with the school to discuss the potential effects of their child repeating or moving forward a year. If a shared consensus can't be reached, the school reserves the right to make the final decision. The principal has final approval of all class placements.

See further [enrolment information](#) 

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## Related policies

- [Inclusive School Culture](#)
- [Learning Support](#)
- [Communicating with Parents and Whānau](#)
- [Stand-down, Suspension, and Exclusion](#)
- [Privacy](#)
- [School Records Retention and Disposal](#)
- [Student Attendance](#)


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## Legislation

- Education and Training Act 2020
- Human Rights Act 1993

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## Resources

- Ministry of Education | Te Tāhuhu o te Mātauranga: [School enrolment and attendance rights for students](#) 

**Release history:** [Term 2 2023](#), [Term 3 2020](#)

### IN THIS SECTION

[Cohort Entry Policy](#)  
[Enrolment Scheme](#)

<b>Last review</b>	Term 1 2023
<b>Topic type</b>	Core