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| Logo & Triangle Banner (A4 Portrait) - Blue.png |
|  | Application form**Request for maximum roll increase and/or Policy Two funding** |  |
|  | Use for existing state integrated schools only. This form enables the Ministry to gather sufficient information for analysis and recommendation. It must be fully completed by the proprietor, in consultation with the board of trustees. In submitting this form, it is assumed proprietors have read and understood the information on the Ministry’s website: [Policy Two funding for new buildings at integrated schools](http://www.education.govt.nz/school/property/integrated-schools/paying-for-capital-work/policy-two-funding-for-new-buildings). When completed, please either: * email to nzceooffice@nzceo.org.nz, or
* print and send to: Association of Proprietors of Integrated Schools

 PO Box 12307 Thorndon Wellington 6144**This application form is intended to be used electronically.****To add rows or adjust layout, turn on the ‘view gridlines’ feature in the Table Layout tab.****Please complete all sections.** |  |
|  | Would the proprietor like to discuss the recommendation with the Ministry before it is formally submitted to the Ministry for processing?  |  | [ ]  Yes [ ]  No |  |
|  |  |  |
|  | Is this an application for Policy Two assistance? |  | [ ]  Yes [ ]  No |  |
|  |  |  |
|  | If the school does not qualify for Policy Two assistance, or there is no Policy Two funding, does the proprietor want to continue with the maximum roll increase application? |  | [ ]  Yes [ ]  No |  |
|  |  |  |
|  | If there is no Policy Two funding, does the proprietor agree to fund extra classrooms required as a result of an approved application?  |  | [ ]  Yes [ ]  No |  |
|  |  |  |  |  |
| **Date of application:** |  |  |
|  |
| **1. Contact information** |
|  |
| School name |  | Profile number |  |  |
|  |  |  |  |
| Address |  |  |
|  |  |  |  |
| Proprietor’s name |  |  |
|  |  |  |  |
| Proprietor’s agent |  |  |
|  |  |  |  |
| Address |  |  |
|  |  |  |  |
| Phone |  |  |
|  |  |  |  |
| Email |  |  |
|  |  |  |
| **2. School information** |
|  |
| **a** | Does the school have a statutory intervention in place? | [ ]  Yes [ ]  No |  |
|  |  |  |
| **b** | Does the school have an enrolment scheme?  | [ ]  Yes [ ]  No |  |
|  | (or is it in the process of developing one?) |  |  |
|  |  |  |
| **c** | Which ERO review cycle is the school on? | [ ]  1–2 |  | [ ]  3 |  | [ ]  4–5 |  |
|  |  |  |
| **d** | Please describe the school’s zone/catchment if known, or attach a map.  |  |
|  |  |  |
|  | Attachments: | [ ]  No | [ ]  Yes: |  |
|  |  |  |  |
| **3. Current roll information** |
|  |
| **a** | Current maximum roll |  |  |
|  |
| **b** | Current maximum non-preference roll (number or percentage) |  |  |
|  |
| **c** | Current actual preference roll |  |  |
|  |
| **d** | Current actual non-preference roll |  |  |
|  |
| **e** | Current actual roll (excluding foreign fee-paying students) |  |  |
|  |
| **f** | Does the school have foreign fee-paying students? | [ ]  Yes [ ]  No |  |
|  |
|  | If yes, how many? |  |  |
|  |
| **4. Proposed roll information** |
|  |
| **a** | Proposed maximum roll |  |  |
|  |
| **b** | Proposed number or percentage of non-preference students  |  |  |
|  |
| **c** | Waiting list details |  |
|  | Please attach waiting list details of students excluded by the current maximum roll. Information should include their:* physical addresses
* year level
* proposed starting date
* ethnicity (if collected – this is very useful for the Ministry’s long term data analysis)
* school currently attending – if not new entrants

And whether they are:* a sibling of a former or current student
* preference or non-preference.
 |
|  | Attachments: | [ ]  Yes [ ]  No |  |
|  |  |  |  |  |
| **5. Roll projections for the next three years** |
|  |
| **a** | Projected peak roll (including non-preference but not foreign fee-paying students): |  |
|  | **Year** |  | **Projected peak roll with current maximum** |  | **Projected peak roll with increased maximum** |  |
|  |  |  |  |  |  |  |
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|  |
| **b** | What information did you use to derive these projections? |  |
|  |  |  |
|  |  |  |
| **c** | Does this roll increase cover: | [ ]  immediate needs[ ]  needs over the next two years[ ]  needs over the next five years |  |
|  |  |  |  |
| **6. Accommodation** |  |
|  |
| **Existing maximum roll** |  |
| **a** | Existing number of integrated teaching spaces |  |  |
|  |
| **b** | Existing number of non-integrated teaching spaces |  |  |
|  |
| **c** | Estimated number of students the school can accommodate |  |  |
|  |
| **d** | Are there special accommodation arrangements for foreign fee-paying students? (eg, has separate accommodation been provided for them?) |  |  |
|  |
| **With the proposed maximum roll** |  |
| **a** | Number of additional teaching spaces required | **through Policy Two:** |  | **by proprietor:** |  |  |
|  |
| **b** | Estimated number of students the school could accommodate with the proposed classrooms |  |  |
|  |
| **c** | Other accommodation required with the proposed roll increase |  |  |
|  |
| **d** | Can the school site accommodate the extra building(s)? |  |  |
|  |
| **e** | What is the current infrastructure capacity of the school? (if known) |  |  |
|  |
| **f** | If the proposed maximum roll exceeds the current infrastructure capacity, does the proprietor have any plans to upgrade this capacity?  |  |  |
|  |
| **g** | Any other comments |  |  |
|  |
| **7. Flow-on effects to neighbouring schools** |  |
|  |
| **a** | What schools in the area may be affected by this maximum roll increase? (include both state and integrated schools) |  |  |
|  |
| **b** | Has there been any initial discussion/consultation with these schools? | [ ]  Yes [ ]  No |  |
|  |
| **c** | If yes, note the response so far (you may attach further information if appropriate) |  |
|  | **Respondents** | **Feedback** |  |
|  |  |  |  |  |
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| **8. Special character network** |  |
| **a** | Is the proprietor in discussions with the local Ministry office about local planning work regarding this schooling network?  |  |
|  |  |  |
| **b** | Does the proprietor have a strategic plan for the school/area? |  |
|  |  |  |
| **c** | How does this application relate to the strategic plan? |  |
|  |  |  |
|  |  |  |  |
| **9. Previous applications** |  |
|  |
| **a** | List all previous maximum roll increase applications in the last five years |  |
|  | **Year** |  | **Maximum roll requested** |  | **Approved / Declined** |  | **Reason / Comment** |  |
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| **10. Other information (optional)** |  |
| **a** | You may choose to add additional information to support your application (eg, evidence of new industry, residential developments, increased demand for specific schooling, migration etc.) |  |
|  |  |  |
|  |  |
| In signing this, the proprietor is declaring that all the information contained in this form is true and correct. |  |
| Signed |  |  |
|  |  |  |  |
| Role | (authorised signatory on behalf of proprietor) |  |
|  |  |  |  |
| Date |  |  |
|  |  |  |  |