

GUIDELINES FOR MANAGING MAXIMUM ROLLS.

1. The Principal and Board have responsibility for managing the roll.
2. We do not support Boards to go above their maximum roll in any situation, at any time of the school year.
3. The Board should have a policy which explains how they manage the roll and have this is available to parents.
4. As school rolls approach 85% of their maximum roll, and if they are in areas of population growth, the Board should take the following steps to manage the roll.
 - a. As the school roll comes under increasing pressure the Board and Principal will adopt a process of not replacing non-preference enrolments, so that the maximum space can be retained for preference enrolments.
 - b. The principal should report to the Board regularly on the school's enrolment data including predicted enrolments for the next 3-5 years. The supporting analysis should note the pressure the school roll may experience at various times during this period.
 - c. The principal and Board should advise the proprietor and all parents seeking enrolment, that the school is reaching its maximum roll and how the board is managing this growth.
 - d. An enrolment scheme may need to be negotiated with the Ministry which could determine urban boundaries for enrolment OR an application could be made by the Proprietor for an increase in maximum roll.
5. Boards should note that schools can only enrol students in the year the student wishes to start school. Any other form of prior communication with the parents can only be an acknowledgement of your willingness to enrol if places are available in the year the child starts school.
6. Please also note that proprietors need to be informed as early as possible that places are restricted so that they can consider their own network planning. This should be done in writing.

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