

Maximum Roll Guidance For Proprietor's and School Boards



Te Tāhuhu o
te Mātauranga
Ministry of Education

Maximum Roll

An Integration Agreement is a legal document between the Proprietor of a state integrated school and the Crown (Minister of Education). It sets out the terms and conditions of integration, including the school's maximum roll. This maximum roll must align with the school's physical property capacity.

At any time during the year, the school's total roll must not exceed the agreed maximum roll, including the non-preference roll. To increase either the maximum roll, the non-preference roll, or both, the Proprietor must complete and submit an application to APIS and the Ministry. Any increase to the maximum roll requires approval from the Minister (delegated).

Please connect with your regional office to understand the process and timelines before requesting an application form.

In a school setting:

- The Proprietor determines who is a preference student and who is a non-preference student (can be delegated)
- The Board enrolls the students, ensuring placements align with available maximum roll, taking both preference and non-preference spaces into account
- All domestic students are counted as whole students as part of the maximum roll
- All Secondary Tertiary Programmes (STP) students are counted as whole students as part of the maximum roll even if only part-time at the school
- International fee-paying students are not included in the school's maximum roll when they have separate Proprietor-owned (non-integrated) facilities.
- Where separate non-integrated space is not available, international students are counted within the maximum roll
- The Board should consult the Proprietor when determining the number of international students to enrol, as this decision must account for three key factors:
 - Ensuring that the enrolment of international students does not prevent the enrolment of eligible domestic students (if students are counted as part of the maximum roll)
 - The availability of separate Proprietor-owned, non-integrated teaching space (if students are not included in the maximum roll)
 - Maintaining the required preference/non-preference ratio among international students

For your school's maximum roll and/or non-preference roll numbers as outlined in your Integration Agreement, please email education.network@education.govt.nz.

If uncertain about the capacity of the integrated and non-integrated space at your school, please email SPS.Integratedschoolsproperty@education.govt.nz

What action is required if the school is at/or nearing its maximum roll?

Max Roll Position	Response	Other Considerations
85% of maximum roll is reached and the school is in an area of population growth, or if there is ongoing demand for enrolment at the school	• If in a growth area, Proprietor to work with the Board to ensure that preference students are enrolled • Proprietor to consider maximum roll increase option for the school (if appropriate) • Proprietor to have early engagement with the Ministry if growth pressures are expected to continue	• Proprietor to consider any property requirements needed for growth • Proprietor to review student attendance and achievement rates to ensure capacity aligns with quality outcomes • Board and proprietor to discuss projected enrolments and predicted roll growth • Proprietor and Board to consider if an enrolment scheme may be required, particularly in areas of high growth
At or approaching max roll and the school is in an area of population growth, or if there is ongoing demand for enrolment at the school	• If in a growth area, or ongoing demand for enrolment, the Proprietor to work with the Board to ensure only preference students are enrolled • Proprietor may engage with the Ministry regarding intentions to apply for a maximum roll increase (MRI) (if aligned with proprietor's growth plans) • Board to actively manage enrolments to remain within the agreed maximum roll	• Secondary schools will need to plan for the retention of senior secondary students and the roll pressure this may cause • Primary schools will need to plan for new entrant enrolments that may occur throughout the year • Consider implementing an enrolment scheme to ensure a fair and transparent process • Proprietors can approach Ministry to initiate process to discuss a potential MRI (if part of growth plan) • Proprietor to plan for any required property to support future growth • Board and proprietor to monitor attendance and achievement data (e.g. over four terms) in preparation for a potential MRI application • Board and Proprietor to be aware that enrolling students over the

		agreed maximum roll is in breach of the Integration Agreement (see below). Helpful link for proprietors and Boards: Enrolment – NZCEO Handbook.
Exceeding maximum Roll and/or non-preference roll limits		
Once a proprietor and/or Board enrol students over the agreed maximum roll and/or above the non-preference roll, this constitutes a breach of the Integration Agreement with the Crown. During this time, the Ministry is unlikely to support any proposed changes to the Integration Agreement while the roll remains over capacity (e.g. maximum roll increase, change of classification). The Ministry will request a plan and active steps from the Proprietor to manage the roll back within agreed limits. Ongoing monitoring and engagement by the Ministry will be required during this time. The Ministry will assess whether an enrolment scheme is required or if an existing scheme needs to be amended, to better manage current and future roll pressures. A Performance Notice (Enrolment) could be issued. This is an intervention to support the Board and Proprietor to manage their current and future enrolments.		