



08 December 2017

Duane Major and Marriene Langton  
Board Chair and Principal  
West Spreydon School  
147 Lyttelton St  
Spreydon  
Christchurch 8024  
dmajor@swbc.org.nz;  
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Tēnā korua Duane and Marriene,

**Letter of Approval for New Enrolment Scheme**

Thank you for submitting a draft copy of your proposed enrolment scheme for approval.

Under the authority delegated to me by the Secretary for Education, I am pleased to inform you that your proposed scheme has been approved. A copy of the proposed scheme, bearing my signature of approval is attached.

As soon as practicable, your Board should now resolve to adopt the approved scheme. As agreed earlier, you should use the scheme to manage the school roll around a figure of 325. Please understand that this figure is not a maximum roll; you cannot refuse enrolment to in-zone students "at any time". (See Section 11D(1) of the Education Act 1989.)

Once your Board has adopted the scheme you must publish a notice in a daily or community newspaper circulating in the area served by the school, stating that you have adopted an enrolment scheme. The notice must include a general description of the school's home zone and information about where copies of the enrolment scheme may be viewed and obtained. The format for that notice can be found in Appendix 2 of the Secretary's Guidelines for the development and operation of enrolment schemes.

The Board should also notify individual Board's it consulted to inform them that the scheme has been approved.

Your scheme will come into effect three months after the date of its adoption by the Board. You can apply the pre-enrolment procedures in the scheme at any time after you have published the notice in the newspaper.

Please pay particular attention to the requirements contained in the Secretary's Instructions relating to the operation of enrolment schemes when preparing for a ballot to select out of zone students. I have included a copy of the Instructions for you. Do not hesitate to contact Danielle O'Halloran, your Education Adviser, if you need any help.

Before 1 May each year your Board is required to review the operation of its enrolment scheme and to consider whether there is a continuing need for the scheme. I have delegated authority, however, to exempt a Board from this requirement for a period not exceeding three years. Because your scheme is being approved so late in the year, I am exempting you from the requirement to review your scheme before 1 May next year. Your scheme is therefore set down for review in 2019. You will receive information about the review process early in that year.

Nāku noa nā



Vanessa Goodwin  
Education Manager  
Sector Enablement and Support



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Tēnā korua, Duane rāua ko Marriene,

#### Planning roll for West Spreydon School

This letter is formal notification of the planning rolls that were agreed with your school in October 2017. The following table shows the Master Planning Roll, Build roll and local student population count for West Spreydon School based on the in-catchment demand.

The *Master Planning Roll* is the greatest projected number of students the school will need to cater for in the future and is used to future proof property provision on the school site.

The *Build Roll* is the projected number of students the school will need to accommodate three years after the Christchurch Schools Rebuild property project is completed.

Build Capacity - planned school capacity at 2022	Projected local student population in catchment at 2022	Ratio of Build capacity to planning catchment demand in 2022	Master Planning Roll at 2031-41	Projected local student population in catchment at 2031-41	Ratio of Build capacity to planning catchment demand at 2031-41
325	290	1.12	500	360-600	0.90-0.54

A Master Plan capacity of 500 will provide a contingency plan for further growth past 2031. However, once your new Enrolment Scheme is implemented, you will be able to utilise review of your scheme to manage any potential overcrowding in future years. Your Education Adviser, Danielle O'Halloran, will be in contact with you to discuss this possibility as the need arises.

Nāku noa nā,



Vanessa Goodwin, Education Manager  
Sector Enablement and Support



## West Spreydon School's ENROLMENT SCHEME

### Home zone

All students who live within the home zone described below (and shown on the attached Map), shall be entitled to enrol at the school.

Addresses on both sides of boundary roads will be included unless specified otherwise.

Starting from the intersection of Frankleigh Street and Barrington Street, and proceeding in a counter-clockwise manner,

- North west on the South west side only of Barrington Street to the Christchurch Southern Motorway,
- West along the south side only of the Christchurch Southern Motorway to the Lincoln Road overpass,
- South west along the south east side only of Lincoln Road to Lyttelton Street,
- South east on Lyttelton Street to Edinburgh Street,
- South west on Edinburgh Street to Willis Place
- South east on Willis Place to the end of the cul-de-sac
- From the southern end of Willis Place directly across to the north west end of Countess Lane
- South east on Countess Place to Neville Street
- South west on Neville Street to Domain Terrace
- South west across the Spreydon Domain to the Heathcote River.
- South east along the north east bank of the Heathcote River to Sparks Road
- East along the north side only of Sparks Road to Frankleigh Street
- North east along the north side only of Frankleigh Street to Barrington Street.

Each year, applications for enrolment in the following year from in-zone students will be sought by date which will be published in a daily or community newspaper circulating in the area served by the school. This will enable the board to assess the number of places which can be made available to students who live outside the home zone.

### 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:

1. First priority: This priority category is not applicable at this school because the school does not run a special programme approved by the Secretary
2. Second priority must be given to applicants who are siblings of current students.
3. Third priority must be given to applicants who are siblings of former students.
4. Fourth priority must be given to any applicant who is a child of a former student of the school.
5. Fifth 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.
6. Sixth 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 11G(1) of the Education Act 1989. 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. Applicants seeking second or third priority status may be required to give proof of a sibling relationship.

[illegible]