

# OUT OF ZONE ENROLMENT PROCEDURE INFORMATION



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.

Applications for enrolment will be processed in the following order of priority:

- **First priority** must be given to students who have been accepted for enrolment in special programme(s) run by the school and approved by the Secretary for Education.
- **Second priority** must be given to applicants who are siblings of current students.
- **Third priority** must be given to applicants who are siblings of former students.
- **Fourth priority** must be given to any applicant who is a child of a former student of the school.
- **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.
- **Sixth priority** must be given to all other applicants.

Out-of-zone places will be determined by ranking based on selection criteria.

If there are more out-of-zone applications than places, applicants not securing a place will enter the selection process for places at the school on the same basis as other out-of-zone students.

If there are more applicants in the second, third, fourth, or fifth priority groups than there are places available, places must be allocated in priority order until a category is reached where the number of spaces available in that category is insufficient to accommodate the number of eligible students. Selection within that priority group must be by ballot conducted in accordance with instructions issued by the Secretary under Section 11G(1) of the Education Act 1989.

The date of any ballot will be published on our website – [www.otc.school.nz/enrolments](http://www.otc.school.nz/enrolments)

Applicants seeking second or third priority status may be required to give proof of a sibling relationship.

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Out of Zone applications received during the year will be considered on a case-by-case basis. If a place is not available, there will be an option to go on to the College's Out of Zone waitlist.

Our waitlist is valid for the current year of application only.

Any applicants wishing to be considered for the next year will need to submit another application.