

What is an Enrolment Scheme consultation?

What the Ministry of Education does

The Ministry is responsible for developing and amending enrolment schemes. We always engage with schools and their communities when we want to develop or amend an enrolment scheme.

Community engagement and formal consultation are critical parts of the process because they ensure a strong foundation for trust and confidence in decisions that are made.

The Ministry is required to undertake formal consultation with the Board and their community on any new proposal, or any proposed change to an existing scheme – such as an amendment to a home zone.

Formal consultation allows us to hear and understand the range of views about a proposed change from across the school's community. We will also consult other schools, early learning services, local iwi, and any other group or organisation that might be impacted by the proposal. This ensures all views are considered in the context of the interests of current and future students, as well as the local network.

There are specific groups the Ministry is required to discover and consider the views of during consultation; ([Education and Training Act 2020, Schedule 20, Clause 4 2a and b](#))

- The parents of students at the school
- The people living in the area for which the school is a reasonable convenient school
- The students and prospective students of the school
- The boards of other students that could be affected by the proposed enrolment scheme
- For Kura Kaupapa Māori - the persons and organisations that the Secretary believes have an interest in fostering the school's adherence to Te Aho Matua and any special characteristics set out in its school charter
- For the board of a designated character school - the persons and organisations that the Secretary believes have an interest in fostering the aims, purposes, and objectives that constitute the school's different character
- For a State integrated school – the school's proprietors

And

- The school's Board.

In the Canterbury – Chatham Islands region, we use several methods to conduct consultation about enrolment schemes.

For the community

We use the [Consultation Hub](#) to host an online survey for the community (parents, students and other affected parties) to provide feedback. The website allows us to put the proposed enrolment scheme description (including map, if applicable) and other information relevant to each school on a page specific to the school and then share the URL widely. At the bottom of the page is a survey asking people for some demographic information (connection to the school) and then how much they like the proposed scheme and what positives they see within it. It also asks for what changes they might make and any other relevant comments they may have. Respondents can save their progress and come back later to complete the survey. Surveys are usually open for five weeks. If respondents have any questions, they can contact us through our email address - Canterbury.EnrolmentSchemes@education.govt.nz.

We also place an advertisement in the local newspaper with a link to the survey for people living in the area for which the school is a reasonably convenient school. These people may not be directly linked to the school yet but may be intending to send their children to the school, so they need to be able to have a say in consultation as well.

At the end of the consultation period, the Ministry downloads the raw data into a spreadsheet and sorts the answers into categories in order to analyse answers and consider comments.

For the school BoT

We write to the Board of Trustees of the school getting the enrolment scheme as well. While we work closely with the Board to develop the scheme before it goes to consultation, the Board also has an opportunity to provide feedback during the consultation process. This is a formal Board response to be sent to our mailbox Canterbury.EnrolmentSchemes@education.govt.nz.

If board members wish to make individual responses, they can do so through the online survey.

For boards of other schools that could be affected by the proposed enrolment scheme

We write to the Board of Trustees of (mostly) neighbouring schools. This is to give them an opportunity to make a submission about any implications the proposed enrolment scheme may have on their school. This is a formal Board response to be sent to our mailbox Canterbury.EnrolmentSchemes@education.govt.nz.

If board members of these schools wish to make individual responses, they can do so through the survey.

We also place a notice in the School Bulletin or in the Director of Education's email to the sector informing all schools which schools have proposed enrolment schemes out to consultation each term.

Other groups and Canterbury rūnanga

We write to local early learning services (as applicable) and all Canterbury rūnanga to give them an opportunity to make a submission about any thoughts they may have on the proposed enrolment scheme.

Other groups are kept informed throughout the year as to progress as well through [our regional page on the website](#).

We might also hold a community meeting to explain more details and provide a face-to-face opportunity to ask questions and raise issues or concerns.

We welcome other ideas from the Board to find out the best way to connect with the community to ensure everyone has been given a fair opportunity to participate in the consultation process.

What the school can do

In order to ensure the school community has been given a fair opportunity to participate in the consultation process, it would be beneficial if the school can assist in getting the information out to their community, as they know them best. The Ministry can provide the information for this.

A combination of communicating across different school channels is probably best to cover the most bases.

- School website
- School Facebook page or other social media
- School newsletter
- Email to parents/whānau
- Any other channels the school has to the parent/whānau community e.g. Hero app

It is best to include the link to the consultation survey in the communication and an image of the proposed enrolment scheme (the map). All feedback from the community is to be collected via the anonymous survey mentioned above on the Consultation Hub. If the community has any questions, an email address is available through the survey.

If the school does receive any written feedback directly, it needs to be sent to the Ministry before the end of the consultation period in order to be considered. However, the preferred method of collecting community feedback is through the online survey, as this allows the feedback to be directly lodged with the Ministry.

If the school does publicise the proposed enrolment scheme through its own channels, it is requested that the school informs the Ministry of this so we are aware of and can record the types of consultation that has occurred. Please let your Education Adviser know what channels you have used.

The Ministry can provide printed copies of the online survey for the school to have available at the school office as well. Please let your Education Adviser know if you wish to have these available.

After consultation has finished

The Ministry then completes an “Enrolment Scheme Processing Document” which collates a summary of relevant feedback and considers this, as well as the Education and Training Act 2020 requirements, and makes a suggested final decision for the Education Manager to consider.

The Ministry will provide a summary of consultation feedback to you and may need to discuss some aspects of the feedback before either; a) approving the enrolment scheme as per consultation, b) approving the enrolment scheme with some changes to reflect feedback received, or c) not approving the enrolment scheme and beginning the enrolment scheme design / consultation process again.

The Ministry will provide written confirmation of the final decision. This will include a review date that will fall within three years of the approval date.

The Ministry will provide you with a copy of the final enrolment scheme for you to hold in the office and load on your website as required in the [Education and Training Act 2020](#).

The Ministry will also host the approved enrolment scheme on the Ministry website - [Education Counts](#). Please note that the website is updated termly, and there may be some delay before the approved enrolment scheme appears on the Ministry website.

This website also has a note attached to it stating that “The Ministry of Education tries to ensure that information on schools and school enrolment zones, including maps, is accurate and current, but, school zones and other details are subject to change and you should not rely on information on this website alone. To confirm boundaries or other details, and for assistance with enrolling, you should contact the school concerned. The Ministry accepts no responsibility for any action taken on the basis of information provided on this website, or for any errors or omissions.”

Once notification of approval is given

Once you receive notification of the approved enrolment scheme, you must implement the enrolment scheme as soon as practicable. This usually occurs at the next Board meeting. The enrolment scheme will commence (come into effect) on a later date that will be specified in the approval documentation. These steps will be explained in a letter with the approved enrolment scheme.