



## **OTAMATEA CHRISTIAN SCHOOL**

### **Enrolment Policy**

1. Initial contact is made and an appointment arranged with the secretary or principal to view the school.
2. Secretary or principal will give application pack which includes:
  - Prospectus and fees
  - Parent Information Document
  - Application form
  - Discipline agreement
3. An interview is arranged with the principal. The documents along with birth certificate and medical records are brought to the meeting. Meeting may be via technology.
4. The parents will be notified by the Principal, whether their child's application has been accepted or denied.
5. A date for the child to do diagnostic tests is arranged within two weeks of the child starting school.
6. A trial period of three months is required. This trial period may be extended for three months if it is deemed necessary.
7. Orientation PACE to be used as a guide to help parents understand the schools operation over the first term.
8. Students are accepted for admission into the school at the principal discretion in consultation with the board chair or deputy, based on the school's ability to meet the child's needs, the parent's and student's agreement and support of the school special character, and their willingness to accept the discipline and standards imposed. The principal may seek board approval and support before enrolling students with special needs.