

MACLEANS COLLEGE
ENROLMENT INFORMATION
2022/2023



PLEASE READ BEFORE YOU COMPLETE
THE ONLINE ENROLMENT FORM

**Due to the large roll at the school we are not accepting applications from
Year 9 & Year 10 in Category 6 in the Out-of-Zone Ballot for the 2023
academic year**

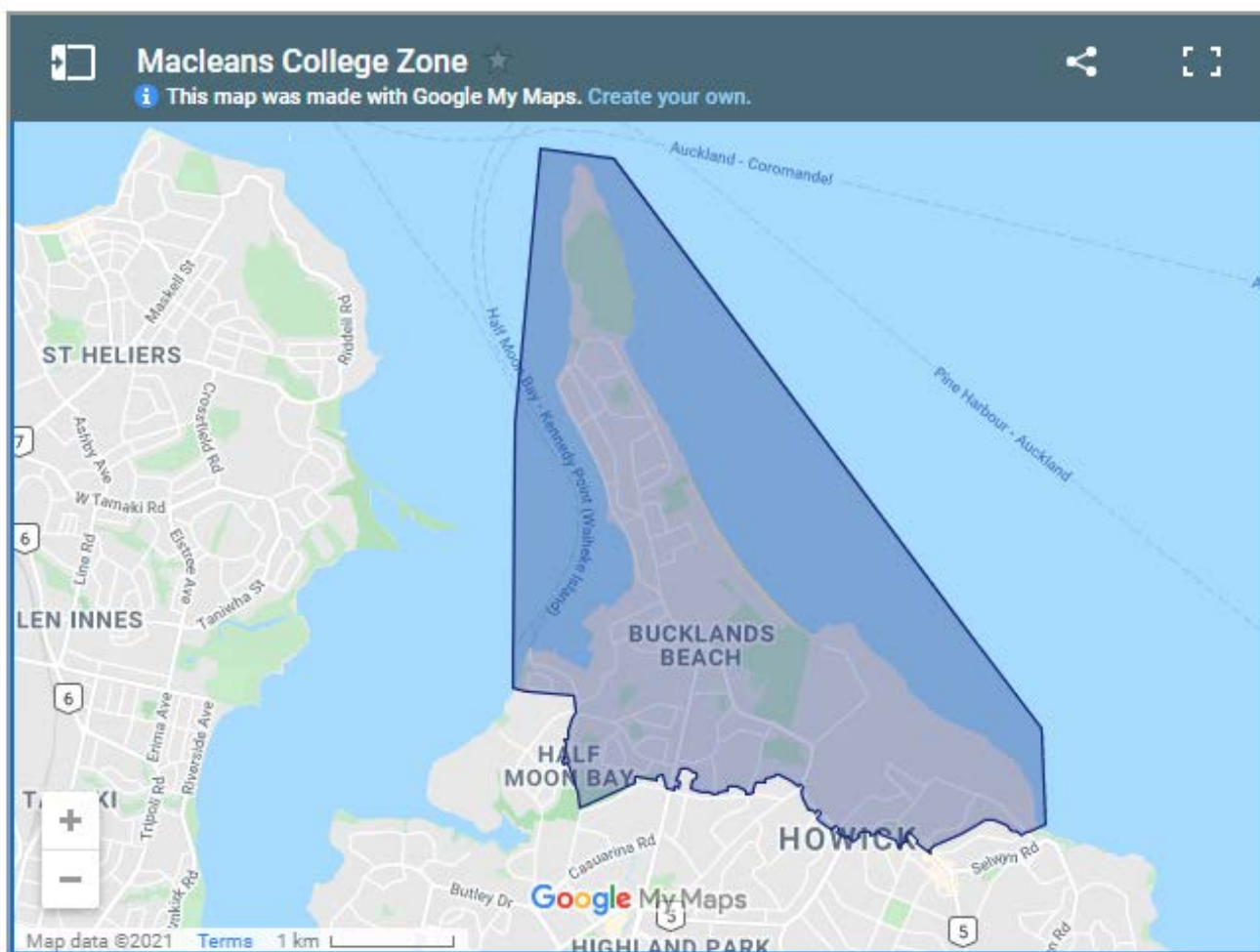
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All applications for enrolment, both in-zone and out-of-zone, will now be submitted using the Online Enrolment Form.

Home Zone

The geographic area described below shall operate as the school's home zone under Section 11G of the Education Act 1989. All students living in the home zone are entitled to enrol at the school at any time:

Starting at Howick Beach, cross Beach Road (107,102 and below included) travelling west and north of Uxbridge Road (excluded) to the intersection with Picton Street (67, 60 and below included). From Picton Street continue along Ridge Road (47, 60 and below included) to Bleakhouse Road to the intersection with Gills Road (excluded). Travel west and north of Gills Road (excluded), crossing Bucklands Beach Road (341, 340 and below included) to the intersection with Pigeon Mountain Road (61, 56 and below included) and Himalaya Drive (excluded). Continue on Pigeon Mountain Road, along Ara Tai to the coastline. Compass Point Way included. Follow the coastline back to the starting point.



A list of Streets in the Macleans College Zone follows:

Adonis Place	Jandell Crescent	Rogers Avenue
Ara-Tai	Janome Place	Seaspray Drive
Argo Drive	Jern Place	Seymour Place
Aylmer Court	Jillteresa Crescent	Sorrel Crescent
Basilton Close	Kaniere Place	Sunderlands Road
Beach Road (102, 107 & below)	Laings Road	Swindon Close
Bleakhouse Road	Loloma Drive	Takutai Avenue
Bretton Lane	Luke Place	Te Akau Crescent
Britannia Place	Lynton Road	The Esplanade
Bucklands Beach Road (340, 341 & below)	Macleans Rd	The Parade
Burford Place	Malloy Place	Thurston Place
Camwell Close	Mander Place	Tomonga Way
Castleton Drive	Marina Heights	Towbridge Place
Charles Dickens Drive	Marine Parade	Tranquility Rise
Cheriton Road	Mark Edward Drive	Vanbrugh Place
Chilton Place	Markham Place	Vivian Wilson Drive
Clovelly Road	Maugham Drive	Villa Court
Colleen Norma Place	McCrystal Avenue	Waihanga Way
Colmar Road	McMillan Place	Waller Avenue
Colum Place	Mellons Bay Road	Walter MacDonald Street
Compass Point Way (also in Pakuranga College Zone)	Micawber Place	Wells Road
Copperfield Terrace	Mimosa Place	Wharf Road
Cornelian Crescent	Montessor Place	Whitcombe Road
Devon Road	Morrow Avenue	Wycherley Drive
Dianne Louise Drive	Murvale Drive	Yacht Place
Dorrington Place	Musick Point Road	
Dorritt Lane	Nickleby Place	
Eastern Beach Road	Oakwood Grove	
Embling Place	Oceania Place	
Endymion Place	Oliver Road	
Ervine Place	Oliver Twist Avenue	
Etherege Place	Page Point	
Finesse Lane	Paisley Street	
Galsworthy Place	Parkhill Road	
Ganymede Place	Patros Place	
Gardenia Grove	Pedersen Place	
Gibson Place	Pegasus Place	
Gillard Place	Pickwick Parade	
Glenfern Road	Picton Street (60, 67 & below)	
Glennandrew Drive	Pigeon Mountain Road (56, 61 & below)	
Glen Oaks Rise	Pinero Place	
Gulf Crest	Pleasant Place	
Half Moon Rise	Poseidon Place	
Hartles Place	Priestley Drive	
Haseler Crescent	Proteus Place	
Hattaway Avenue	Quedley Court	
Hostel Access Road	Richard Avenue	
Icarus Place	Ridge Road (47, 60 & below)	

2022 Enrolments

In-Zone enrolments are open.

Out-of-Zone enrolments - Applications for 2022 have now closed.

2023 Enrolments

In-zone enrolments for the 2023 academic year are now open.

Applications for the Out-of-Zone Ballot for the 2023 academic year are now open to the following:

- All year levels in Category 2-5
- Years 11, 12 & 13 in Category 6

Due to the high roll at the school we will not be accepting applications in Years 9 and 10 in Category 6 in the 2023 Out-of-Zone Ballot

2023 Enrolment Timeline

Enrolments for 2023 Open	Monday 20 June 2022
Parent Only Information Evening	Wednesday 27 July 2022 - 7.00pm in Mansfield House
Parent/Student Open Day	Saturday 13 August 2022 – 9.00am – 12.00 noon
In-Zone Enrolments to be received by **	Wednesday 7 September 2022
Out-of-Zone Enrolments closing date	Wednesday 7 September 2022 at 3.30pm
Out-of-Zone Ballot held	Wednesday 14 September 2022
Out-of-Zone Ballot results emailed	Friday 16 September 2022
In-zone Enrolment Interviews	Wednesday & Thursday 21 & 22 September 2022
Out-of-Zone Enrolment Interviews	Thursday 17 November 2022

**** In-zone enrolments remain open all year - if you want to attend the first round of enrolment interviews you must have your in-zone application in by this date.**

IN-ZONE STUDENTS

In-zone students must remain living in the school zone for a minimum of one year from the first day the student starts at school. Checks will be carried out during the year to ensure that this criteria is met.

Documents you **must** provide along with your online enrolment: ***Please see Enrolment Information Booklet for more detailed list.***

- 1 Rates Bill or Tenancy Agreement (also Statutory Declaration if not with registered rental agency)
- 2 Power Bill or welcome letter showing your name and address of the property
- 3 Birth Certificate in English
- 4 If born overseas also include Passport / Visa
- 5 If student has a visa please also provide parent's Visa
- 6 School report

All documents must be included with your application.

1. Students **must** live with their parents / Legal Guardian / Authorised Primary Duty of Care – long standing situations only) for the time they are attending school at Macleans College. **Domestic students cannot homestay or board.**

Legal Guardian/Authorised Primary Duty of Care must be a long-standing arrangement and not created solely for the purpose of gaining entry to the college.

2. Students must live in the school zone for a minimum of 12 months from the first day the student commences school at Macleans College. **Checks will be carried out during the year to ensure that this criteria is met.**
3. You **must** rent or own a council approved, rateable dwelling, of which you are the **sole** occupants (**boarding / homestays or renting part of a dwelling are not permitted**).
4. You **MUST** provide a power bill or welcome letter in your name **only** and the bill or letter **must** show your name and the address of the property. **Enrolments will not be accepted unless this is included.**

OUT-OF-ZONE STUDENTS

Out-of-Zone enrolments for 2022 are closed. Out-of-Zone applications for the 2023 academic year are now open.

Applications are invited in the following years / categories:

Category 2-5 – Years 9-13

Category 6 – Years 11-13

Due to the large roll at the school we will not be accepting applications from Year 9 or Year 10 – Category 6 in the Out-of-Zone Ballot for 2023

The closing date for the Out-of-Zone Ballot is 3.30pm on Wednesday 7 September 2022.

Out-of-zone students must live with their parent(s) / Legal Guardian / Authorised Primary Duty of Care- long standing situations only - for the time they are attending school at Macleans College. Domestic students cannot homestay or board.

Out-of-zone applications will be accepted in the following categories:

First Category

First category must be given to any applicant who is accepted for enrolment in a special programme run by the school (*this priority does not apply to Macleans College*).

Second Category

Second category must be given to any applicant who is the sibling of a current student of the school.

Third Category

Third category must be given to any applicant who is the sibling of a former student of the school.

Fourth Category

Fourth category must be given to any applicant who is a child of a former student of the school.

Fifth Category

Fifth category 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 Category

Sixth category must be given to all other applicants. Applications accepted for Year 11, 12 and 13 **ONLY**

If there are more applicants in the second, third, fourth, fifth or sixth priority groups than there are places available, selection within the priority group will be by ballot.

BEFORE PROCEEDING TO THE ONLINE ENROLMENT FORM

1. Read the Policies and Agreements below:

It is a condition of enrolment that the enrolling student and their parent / caregiver read the following policies and agreements in preparation for agreeing to the terms as listed on the Online Enrolment Form.

- **Privacy of Information:**

Macleans College has advised me that the information I provide will be used for:

Student records for the Ministry of Education; purposes of the Macleans College Board, Macleans College Alumni, NZ Qualifications Authority (NZQA), Cambridge International Examinations (CAIE) and Special Education Services (SES).

I accept that this information may later be used for statistical and/or research purposes and agree to its use for that purpose, provided that if the information is published in any way it will not identify me or the individual concerned. I understand that the information that I provide will be held at the offices of Macleans College at 2 Macleans Road, Bucklands Beach, Auckland, New Zealand. I am aware of the rights of access to and the correction of this information.

I accept that my son/daughter's photograph or college work may be used for publicity material (ie website or other displays)

- **Usual Place of Residence:**

The address given at the time of application for enrolment must be the student's usual place of residence when the school is open for instruction. The address must be a Council approved, rateable dwelling whether owner occupied or rented and your family are the sole occupants. The Ministry of Education has advised that parents should be warned of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary, for example:

- Residing in-zone on a short-term basis
(Students must reside in-zone for a minimum of 12 months from the first day the student commences school at Macleans College)
- Arranging temporary board in-zone with a relative or family friend
- Using the in-zone address of a relative or friend as an "address of convenience," with no intention to live there on an ongoing basis.

If the Macleans College Board learns that a student is no longer living at the in-zone address given at the time of application for enrolment, and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the Board will review the enrolment. Unless the parents can provide a satisfactory explanation within 10 days, the Board will annul the enrolment. This course of action is provided under Section 110 (A) of the Education Act 1989. Macleans College may actively collect information to ensure that enrolment data provided is accurate.

I confirm that the address which I have provided to Macleans College will be the usual place of residence when the school is open for instruction. I will advise the school of any subsequent change of address. In the event of that change of address from in-zone to out-of-zone, I undertake to make application to the school for the student to continue as a student of Macleans College and acknowledge that prior to the proposed changing of address from in-zone to out-of-zone I am entitled to make such application for the student to continue as a student of the school. I further acknowledge that such a change of address from in-zone to out-of-zone may result in the student ceasing to be eligible to remain enrolled as a student of Macleans College.

- **Residing Permanently with Natural Parent or Legal Guardian or Authorised Primary Duty of Care:**

I confirm that my son / daughter will reside permanently with their parent/s or Legal Guardian or Authorised Primary Duty of Care for the duration of their attendance at Macleans College.

- **Policies and Directives of the School:**

I have read www.macleans.school.nz / About Us - and agree to abide by and uphold the guiding principles, rules, values, policies and directives and general terms and conditions as set out on the website, including the following:

- Policies and directives governing student work and assessment at Macleans College and where applicable the requirements governing candidates for NCEA and CAIE - www.macleans.school.nz / Academic / NCEA / CAIE
- Payment of examination fees – www.macleans.school.nz/ Academic / NCEA / CAIE
- Student transport – www.macleans.school.nz / Student Life / School Expectations / Driving to School
 - a) Transport of students by parents, community members
It is the expectation of the Macleans College Board that parents and community members will transport students safely, will hold a valid licence, only drive a vehicle that is both registered and warranted and will abide by all of the requirements of NZ Road User Rules and Laws.
 - b) Transport of students by students
The School Board has no expectation that students will need to, or have to, transport other students involved in school curricular or extra-curricular activities.
- Responsible Use Policy and use of personal IT devices BYOD Information for parents and students - www.macleans.school.nz / Student Life / School Information / BYOD

Macleans College has an enhanced BYOD programme which has operated since the start of 2013.

All students will be expected to bring a personal IT device to school.

Comprehensive information about the BYOD programme, the Responsible Use Policy and recommended devices, is available on the Macleans College Website.

- Extra-Curricular Code of Conduct – www.macleans.school.nz / Student Life / Extra-Curricular / Code of Conduct Agreement

PREPARE THE DOCUMENTS TO BE UPLOADED

IMPORTANT: Please ensure that the following documents have been included with your application before submitting.

When uploading documents please select only Images, PDF's or Word Documents and these should be scanned and saved using names that indicate the contents (eg. Report, Identity, Address). Maximum file size: 8MB's

- Proof of Identity
- Proof of Address (in-zone only)
including Statutory Declaration – if applicable (see ** under rental)
(If including a Tenancy Agreement please only upload the relevant pages of the document)
- Latest school report
- Documentation for Legal Guardianship Order/Authorised Primary Duty of Care – if applicable
- Educational / Medical / Psychologist / Occupational Therapy Assessment Report – if applicable

ISSUES UPLOADING DOCUMENTS TO ONLINE ENROLMENTS

If you have any issues uploading your documents please check the following:

- Size of the documents – total size must be less than 8MB's – large documents will hinder your application being accepted - Please do not send the whole tenancy agreement – only the relevant pages
- Format in which the documents are saved – they must be PDF / Word / scanned picture
- If you cannot upload from one device please try another

A. PROOF OF IDENTITY - IN-ZONE & OUT OF ZONE

1. **All students must provide a copy of their Birth Certificate (this document must be in ENGLISH)**

AND for Students born outside New Zealand or born in New Zealand and who were not entitled to New Zealand Citizenship at birth:

2. *NZ Citizens: Copy of New Zealand passport or Citizenship Certificate.*
3. *All other students: Copies of passport (first page) and Residency Visa or Student Visa, together with parents' passports and Residency or Work Visas.*
4. *Entry Stamp showing date of first arrival in New Zealand or advise your date of entry to New Zealand.*

B. PROOF OF ADDRESS - IN-ZONE ONLY

1. **OWN HOME**

- *A current land rates Invoice; **OR** An Agreement for Sale & Purchase if the purchase has been within the last 3months*
- **AND a current electricity account; OR a verification from an electrical supplier OR welcome letter Confirmation from an electricity supplier must show both your name and address**

2. RENTAL

- **Sample Statutory Declaration** [here](#)

A Tenancy Agreement (must be a Council approved ratable dwelling of which your family are the **sole** occupants

****** (if a Tenancy Agreement is not with a registered agency the Statutory Declaration - sample [here](#) - should be completed, signed and witnessed by a Justice of the Peace/Solicitor, stating that you are living at the property)

- **AND** a current electricity account (both sides showing previous usage);
OR a verification from an electrical supplier
OR welcome letter.

Confirmation from an electricity supplier must show both your name and address

- **AND** the bond lodgment receipt from the Department of Building & Housing
- **AND** a copy of one other utility account e.g. phone bill, insurance receipt, car registration that is current showing your name and address.

PREVIOUS OUT OF ZONE ADDRESS – IN-ZONE ONLY

If you have moved to the enrolment address in the past 12 months from a property you owned:

- provide the address of that property
- provide proof of what has happened to your past address i.e. sold / rented / vacant.

If you have moved to the enrolment address from a rental property, provide the final electricity account for that address.

ADDITIONAL ADDRESS VERIFICATION (Where applicable) - IN-ZONE ONLY

Mail Re-Direction Notice/Receipt from Post Office (if you have moved house within 1 month of application)

Shipping Receipt for personal & household Items from overseas or other NZ cities OR receipts for essential household Items purchased in NZ

PROOF OF SIBLING / CHILD OF FORMER PUPIL – OUT OF ZONE ONLY

Please provide proof for Past Sibling and Child of a Former Pupil i.e. school reports / year attended / school photos etc.

3. **SCHOOL REPORT**

Please include a copy of the latest school report

4. **LEGAL GUARDIANSHIP ORDER/AUTHORISED PRIMARY DUTY OF CARE – if applicable**

Attach documentation for Legal Guardianship Order/Authorised Primary Duty of Care

Legal Guardian/Authorised Primary Duty of Care - **must be a long-standing arrangement and not created solely for the purpose of gaining entry to the school.**

5. **EDUCATIONAL ASSESSMENT/MEDICAL/PSYCHOLOGIST REPORT(S) – if applicable**

Macleans College may actively collect information and make all enquiries necessary in its opinion to ensure that enrolment details contained in this application are accurate

INFORMATION FOR NEW STUDENTS TO MACLEANS COLLEGE

Please click [here](#) for more information for new students i.e. uniform / stationery / bell times / voluntary donation / extra-curricular / etc.

Includes: Principal's message, expectations, buses, school stationery requirements, BYOD, school uniform, extra-curricular activities, code of conduct, school map, school donation, and bell times.

VOLUNTARY DONATION

The voluntary donation will help pay for shortfalls in government funding to cover such items as class materials, curriculum related class trips, computer technology, library books, the school magazine, sports and cultural equipment, or any such purpose as may be approved by the Board. The donation can be paid at the enrolment interview. The Board will take good care that the money paid by parents will be properly administered and be used for the purposes approved by the Board under its statutory authority, as determined by the Education Act. The voluntary donation amount is \$590. Receipts will be issued on payment of donations. The donation is tax deductible.

WHAT TO EXPECT AFTER LODGING MY ENROLMENT APPLICATION FOR THE 2023 ACADEMIC YEAR

1. If you apply for Category 6 – Years 9 / Year 10 – your applications will automatically be declined and you will NOT receive an email as we have advised that we are NOT accepting applications and will NOT be holding a ballot for these years.
2. After 7 September 2022 if you have applied In-Zone you will be sent an email calling you for an in-zone enrolment interview **OR** if your enrolment is incomplete you will receive an email stating that your application is incomplete and be advised what extra documents are required. If all required documents are not attached processing of your application will be delayed.
3. If you have applied through the Out-of-Zone Ballot (except Category 6 in Years 9 & 10) you will receive an email confirming acceptance of your application **OR** you will receive an email stating that your application is incomplete and what extra documents are required.

On 16 September 2022 you will receive an email to advise that you have been offered a place **OR** that you have not been successful and we will advise what number you are on our waiting list.

If you apply in Category 6 – Years 9 & 10 you will not receive any correspondence – your application will automatically be declined as we are not accepting or holding a ballot for these years for 2023.

4. Students who receive confirmation that they are enrolled / offered a place will later receive information by email on how to choose their subjects and enrolment interview details.
5. Subject confirmation and how to order stationery will be posted on our website, with instructions, in mid to late December 2022.

EXTENSION AND ENHANCEMENT ACADEMIC PROGRAMMES AT MACLEANS COLLEGE

Macleans College has a proud tradition of academic excellence. Many of our students are awarded scholarships and gain very high grades in the Cambridge International and NCEA pathways, with some gaining top in the World or in NZ in Cambridge International.

The courses of study in each subject are well established and developed to ensure the students will experience a rich, challenging, differentiated curriculum which will encourage critical, creative and analytical thinking. Students will experience both subject extension and enhancement.

Students involved in the extension programme will be supported to achieve their true potential academically, socially and emotionally. Macleans College acknowledges and is aware of particular social and emotional characteristics of gifted and talented students, and will promote their holistic wellbeing.

WHAT HAPPENS IN THE EXTENSION AND ENHANCEMENT CLASS?

Students in our **extension class** are taught together as a form class in Year 9 and 10 for Mathematics, English, Science and Social Sciences.

In Year 11 they may have the option of sitting AS or NCEA Level 2 Examination subjects in Mathematics, English, Sciences and Social Sciences.

In Year 12 students then have the opportunity to sit A2 or Level 3 Examinations and Scholarship examinations.

Students in our **enhancement class** are not accelerated but are grouped in a form class and will be taught together in Year 9 and 10 for the core English, Science and Social Science courses with enhancement opportunities.

EXTENSION AND ENHANCEMENT IN MATHEMATICS

Any student in Year 9 can be extended in Mathematics. Early in term 1 students will be placed in a core maths class, once they have been tested they may be invited to move into an extension class where they will be learning at the year 10 level. Students placed in the extension class will also be covering Year 10 material. This will give them the potential to sit AS or NCEA level 2 Mathematics in Year 11 if they are capable. All students are placed in the class based on academic ability. Students in the extension and enhancement class are expected to compete in subject competitions.

Extension and Enhancement in English

Students in the Extension and Enhancement classes will follow the same general course of study as other Year 9 English classes but will be challenged and extended by their teacher in terms of the academic and literary content they cover. This includes the selection and study of advanced literary texts.

Extension and Enhancement in Science

The Enhancement class will follow the same course of study as the mainstream Science classes but will go into more depth and breadth in the taught topics.

Students who are extended in Science may have the opportunity to study 1 AS Science in Year 11.

Extension and Enhancement in Social Sciences

The Extension class will follow the same course of study as the mainstream Social Studies classes but will go into more depth and breadth in the taught topics and will be tested by more challenging assessments and examinations. The Enhancement class will follow the same course of study and take the same assessments as the mainstream Social Studies classes but will go into more depth and breadth in the taught topics. Students who are extended in Social Sciences may have the opportunity to study 1 AS Social Science in Year 11.

Selection process for 2023

In Year 8 there is an option to be tested to gain a place in these classes. The test is in 3 parts, Mathematics, English and Reasoning. A potential student must score well in all 3 areas to be considered for the extension class or an enhancement class.

In 2022 Year 8 students will have the option to register to sit the 3 tests on **Saturday 5th November** from 10am - 12.30pm. This will be the only opportunity to sit these tests.

Depending on results will depend on the nature of the classes we offer for 2023.

You can register to sit these tests at:

[Extension Test Register](#) by 29 September 2022.