

## **Te Aho o Te Kura Pounamu (Te Kura) Enrolment and Dual Tuition Policy**

*Pursuant to Section 7 of the Education Act 1989*

### **Introduction**

This document sets out the criteria for government-funded<sup>1</sup> and fee-paying enrolment at Te Aho o Te Kura Pounamu (“Te Kura”).<sup>2</sup>

It also sets out the criteria for government-funded and fee-paying access to dual tuition at Te Aho o Te Kura Pounamu.

### **Section 1—Early Childhood Education**

#### **General**

The purpose of the Early Childhood Education (ECE) enrolment policy is to provide – as far as is possible – equity of access to ECE for children whose location, health, educational or personal circumstances prevent attendance at a reasonably convenient service.

#### **Priority for enrolment**

The number of state-funded enrolment “places” is capped. This may mean that not all children who are eligible may be able to be enrolled at the time they first apply.

Children whose access to ECE is limited by their rural location and geographic isolation will normally be given first priority for enrolment.

Children approved by Te Kura as eligible for enrolment but for whom a place is not immediately available will have their names placed on a wait list. Wait-listed children will normally be enrolled in age order, oldest first.

#### **Programmes**

Te Kura provides two types of ECE programme – full-time and part-time.

#### **Categories**

There are two categories of enrolment:

- Access – a parent can make an application for their child’s enrolment.
- Referral – the parent’s application must be supported by referral documents (as set out in the referral gateways below).

#### **Gateways**

Within each category there are a number of “gateways” (ie, sets of entry criteria)

Access gateways:

- Geographic isolation
- Itineracy
- High health needs
- Special circumstances

Referral gateways:

- Special development needs
- Ministry of Education

#### **Eligibility to enrol**

To be eligible for enrolment in an ECE programme at Te Kura, children must be:

- a. domestic students<sup>3</sup>;
- b. resident in New Zealand;
- c. under the age of six;
- d. not enrolled in a primary school, or about to be enrolled within the first two weeks of February that year;
- e. meet the criteria for enrolment in either a full-time Te Kura ECE programme or a part-time Te Kura ECE

- programme; and
- f. meet the criteria for a gateway where a place is available.

### **Criteria for enrolment in a full-time or part-time programme**

#### *Full-time programme*

Children may be enrolled in a **full-time** Te Kura ECE programme where they are:

- a. eligible to enrol in an ECE programme; and
- b. not enrolled in a licensed ECE service for more than two four-hour sessions a week.

#### *Part-time programme*

Children may be enrolled in a **part-time** Te Kura ECE programme where:

- a. they are eligible to enrol in an ECE programme;
- b. they are fit the criteria for the Ministry of Education referral gateway; and
- c. a place is available through that gateway.

A child ceases to be eligible for enrolment when age or changed circumstances mean that the gateway criteria under which they were enrolled are no longer met. Te Kura must check in a timely manner when the child is expected to start school to ensure that funding is not claimed in error.

### **Enrolment Categories, Gateways and Entry Criteria**

#### *Access category*

<b>Enrolment Category</b>	<b>Gateway</b>	<b>Entry Criteria</b>	<b>Funding</b>
<b>Access</b>	<b>Geographic isolation</b>	<p>Child of a family whose geographic location prevents attendance at a licensed and/or chartered English language medium ECE service.</p> <p>To qualify, the student's home must be:</p> <ul style="list-style-type: none"> <li>(a) more than six kilometres from a licensed and/or chartered English language medium ECE service; or</li> <li>(b) located behind a geographic barrier (eg, un-bridged river), preventing reasonable access to a licensed and/or chartered English language medium ECE service.</li> </ul> <p>Te Kura will apply prioritisation criteria to ensure access by families with the highest level of need based on distance and accessibility.</p>	Government funded
<b>Access</b>	<b>Itinerancy</b>	<p>Child of a family whose itinerary requires a change of licensed and/or chartered ECE service each school term.</p> <p>The minimum enrolment period is six months.</p> <p>Parents/caregivers must provide, at the commencement of enrolment, an itinerary demonstrating that they will change location at least once per term and that each change in location will require a change of licensed and/or chartered ECE service. A written declaration to that effect will also be required.</p> <p>Te Kura will review these enrolments every six months. For this review, caregivers will provide a written declaration confirming that they continue to meet the requirements of this gateway.</p>	Government funded

<b>Access</b>	<b>High health needs</b>	<p>Child has a long-term illness or medical condition preventing their attending a licensed and/or chartered ECE service.</p> <p>Caregivers must provide, each year, a medical certificate from a medical practitioner specialising in the condition preventing attendance, or a referral letter from a general practitioner to a specialist.</p>	Government funded
<b>Access</b>	<b>Special circumstances</b>	<p>Child does not fit any other ECE gateway, but may be enrolled by Te Kura; for example, where:</p> <ul style="list-style-type: none"> <li>(a) a sibling has a medical condition such as a bone marrow transplant preventing, for reasons of cross-infection, the child attending a licensed and/or chartered ECE service; or</li> <li>(b) the child's caregiver has a medical condition preventing attendance at a licensed and/or chartered ECE service.</li> </ul>	Government funded

**Referral category**

<b>Enrolment Category</b>	<b>Gateway</b>	<b>Entry Criteria</b>	<b>Funding</b>
<b>Referral</b>	<b>Special development needs</b>	<p>Child has special development needs such that no licensed and/or chartered ECE service able to meet their needs is available within a reasonable distance or travel time.</p> <p>Caregivers must provide a Ministry of Education – Special Education report detailing the nature of the child's special development needs and immediate teaching needs. This report will include verification that no locally available service is able to meet the child's special development needs.</p>	Government funded
<b>Referral</b>	<b>Ministry of Education</b>	<p>The child does not fit any other ECE gateway and is referred by the Ministry of Education at its discretion as part of Government's <i>Better Public Service ECE goal</i> to increase participation in ECE.</p> <p>The Ministry of Education is the referral agency and all referrals must be signed off by a Ministry manager (or their delegate), who must be satisfied that:</p> <ul style="list-style-type: none"> <li>(a) the child's family/whānau faces multiple barriers (eg, transport and cultural barriers) in accessing a local face-to-face ECE service that meets their needs; and/or</li> <li>(b) there is a high probability that without access to Te Kura, the child will have no, or less than optimal, access to ECE.</li> </ul> <p>The Ministry referral letter must:</p> <ul style="list-style-type: none"> <li>(a) clearly state how the child's enrolment in Te Kura meets these criteria and the <i>Better Public Service ECE goal</i>; and</li> <li>(b) set a date for Ministry review to ascertain whether the enrolment in ECE by distance education is still required for the child.</li> </ul>	Government funded

**Section 2—Adult and Young Adult Students****Eligibility to enrol**

Students may be enrolled with Te Kura as an adult student, or as a young adult student, where they are:

- a. a domestic student<sup>4</sup>; and
- b. resident in New Zealand.

### **Eligibility for government-funded enrolment**

Where enrolment is government-funded, no fee for enrolment has been prescribed under section 7A of the Education Act 1989, except the tuition administration fee for adult students.

### **Enrolment Categories, Gateways and Entry Criteria**

#### *Access category*

<b>Enrolment Category</b>	<b>Gateway</b>	<b>Entry Criteria</b>	<b>Funding</b>
<b>Access</b>	<b>Young adult</b>	<p>Student is 16 years of age or over and is not attending a school full-time.</p> <p>Students enrolled under this gateway may remain enrolled up to and including the end of the school year in which the student turns 19 years of age.</p>	Government funded
<b>Access</b>	<b>Adult</b>	<p>Adult students may be enrolled for a tuition administration fee (excluding students enrolled by the Department of Corrections).</p> <p>An adult, for the purposes of enrolment at Te Kura, is:</p> <ul style="list-style-type: none"> <li>(a) turning 20 years of age or older during the year of enrolment; and</li> <li>(b) not attending a school full-time.</li> </ul> <p>The primary purpose of enabling adult students to enrol in secondary schooling at Te Kura is to provide foundation skills or “second chance” education. That is, individuals are afforded the opportunity to gain NCEA qualifications that they did not gain when they first attended secondary school as a regular student.</p> <p>The course of study in which the adult student is enrolled must assist the student to reach the following minimum goals:</p> <ul style="list-style-type: none"> <li>• an NZQA qualification; and</li> <li>• NCEA Level 1.</li> </ul> <p>Students enrolled under this gateway may remain enrolled until all assessments for the courses for which they are enrolled are complete or until the end of the calendar year in which they were enrolled, whichever is the sooner.</p>	Government funded

### **Section 3—Year 1-15 Full-time Students**

#### **General**

The purpose of the full-time enrolment gateways is to provide equity of access to compulsory education for students whose location, itinerancy, educational or personal circumstances prevent attendance at a reasonably convenient school.

Students meeting the entry criteria for the access or international category gateways can self-refer to Te Kura. Full-time enrolments through the referral category gateways must be made through the designated agency.

#### **Eligibility to enrol**

Students aged 5-19, or in Years 1-15, may be enrolled in a full-time primary or secondary programme at Te Kura where they meet the entry criteria for one of the enrolment gateways identified.

Except for the gateways for non-enrolled students, and for expelled or excluded students, eligibility ceases when changed circumstances mean that the entry criteria for the gateway concerned no longer apply. Year 11-15 students whose circumstances change during term 3 or later may stay enrolled until the end of the school year in question.

## Requirements

Unless otherwise stated:

- a. the minimum period of enrolment is one term;
- b. the student's continued enrolment is subject to meeting Te Kura's engagement and tuition requirements;
- c. all enrolments must be reviewed by Te Kura on an annual basis or as otherwise specified for a specific category;
- d. the student must be resident in New Zealand; and
- e. the student must be a domestic student<sup>5</sup>.

## Enrolment Categories, Gateways and Entry Criteria

### *Access category*

Enrolment Category	Gateway	Entry Criteria	Funding
<b>Access</b>	<b>Exceptional arts or sports performance</b>	<p>Student is an elite athlete, dancer, musician, sports person or an outstanding actor or performer whose development programme precludes attendance at a reasonably convenient school.</p> <p>Enrolment applications require a letter of attestation from the formally constituted and recognised national body for the activity:</p> <ul style="list-style-type: none"> <li>(a) attesting that the student's exceptional attributes mean that they are likely to either represent New Zealand or develop to the top of the field for their age group;</li> <li>(b) confirming that the programme planned for their development is appropriate and precludes attendance at a reasonably convenient school;</li> <li>(c) advising the likely duration of enrolment; and</li> <li>(d) providing an educational profile from the student's previous school.</li> </ul>	Government funded
<b>Access</b>	<b>Geographic isolation</b>	<p>Student is unable to attend a reasonably convenient school because of its distance or inaccessibility from their home.</p> <p>To qualify, the student's nearest school for their age, gender, and in their preference of English or Māori medium, and school bus route and public transport must be:</p> <ul style="list-style-type: none"> <li>(a) more than 3.0 kilometres from their gateway for students in Years 1–8, increasing to 4.8 kilometres for students in Year 9 or above (private road distance does not count); or</li> <li>(b) located behind a geographic barrier preventing reasonable access to a school, suitable public transport or school bus route.</li> </ul> <p>The Ministry of Education's School Transport Service Agents are the distance-confirming agencies.</p>	Government funded

<b>Access</b>	<b>Itinerancy</b>	<p>Student would otherwise need to change schools each term because caregivers are itinerant. The minimum enrolment period is six months.</p> <p>Parents/caregivers must provide, at the commencement of enrolment, an itinerary demonstrating that they will change location at least once per term and that each change in location will require a change of school. A written declaration to that effect will also be required.</p> <p>Children supported in a refuge environment are classified an "itinerant" as their living arrangements are tentative.</p> <p>Te Kura will review these enrolments six-monthly, and share any information about the status of students with the relevant Ministry of Education local office. For this review, caregivers will provide a written declaration confirming that they continue to meet the requirements of this gateway and an updated itinerary. Te Kura may request additional supporting documentation (eg, from an employer) to confirm itinerary.</p>	Government funded
<b>Access</b>	<b>Young parents</b>	<p>Student is pregnant or whose primary care responsibility for a child prevents school attendance.</p> <p>A student who is pregnant or a young parent, and otherwise eligible for a free place in a state or state-integrated school, may self-enrol. They may also be referred by a school, caregivers, family or whānau.</p> <p>Enrolment applications for pregnant students must be supported by a medical certificate, a certificate or letter from a midwife, or a letter from Work and Income or Ministry of Social Development, and where appropriate include an educational report from the student's current or previously attended school. Where, for confidentiality reasons, this educational report cannot be obtained, Te Kura will manage this directly with the student, their caregivers, family or whānau. After the birth, the student may stay on the Te Kura roll until the end of the school year.</p> <p>Students enrolled under this gateway who have the primary care responsibility for their child may remain enrolled as a full-time student up to and including the end of the school year in which the student turns 19 years of age.</p>	Government funded

<b>Access</b>	<b>Overseas domestic students Group A</b>	<p>This group is for students that are New Zealand citizens or New Zealand permanent residents who:</p> <ul style="list-style-type: none"> <li>(a) will be absent from New Zealand for at least six months; and</li> <li>(b) need to continue education while overseas, and who are children/dependants of:</li> </ul> <ul style="list-style-type: none"> <li>(i) military, diplomatic personnel or others employed by the New Zealand Government whose duties take them overseas;</li> <li>(ii) university staff and others on sabbatical leave; or</li> <li>(iii) teachers recruited by inter-governmental or non-governmental organisations for service overseas.</li> </ul> <p>Parents/caregivers must make a written declaration that they meet the following criteria for such students to be enrolled:</p> <ul style="list-style-type: none"> <li>(a) No employer subsidy towards the education of the student is provided;</li> <li>(b) they intend to return to New Zealand on completion of the service overseas; and</li> <li>(c) there is no suitable local education service available, as assessed by the parents/caregivers.</li> </ul> <p>The parent/caregiver's employer must also verify all three criteria.</p> <p>The initial application for enrolment must be made within 12 months of the departure of the family from New Zealand. There is no maximum period of enrolment.</p>	Government funded
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<b>Access</b>	<b>Overseas domestic students</b> <b>Group B</b>	<p>This group is for children/dependants of New Zealand citizens or New Zealand permanent residents who:</p> <ul style="list-style-type: none"> <li>(a) immediately prior to the first application, have lived in New Zealand for two consecutive years or more;</li> <li>(b) are travelling or living overseas;</li> <li>(c) will be absent from New Zealand for at least six months;</li> <li>(d) intend returning to New Zealand;</li> <li>(e) whose children need to continue education while overseas; and</li> <li>(f) will be either continuing their education within the New Zealand system or taking up employment in New Zealand.</li> </ul> <p>Parents/Caregivers need to show that they:</p> <ul style="list-style-type: none"> <li>(a) are going to non-English speaking countries where a suitable or comparable New Zealand education system is not available, and require full-time enrolment as they are unable to obtain admission to a suitable school locally;</li> <li>(b) are candidates for New Zealand national qualifications for which local schools do not cater;</li> <li>(c) require enrolment in specific subjects with Te Kura as they have transferred to an overseas school where New Zealand national qualification subjects taken previously are not available; or</li> <li>(d) are in Years 9–10 at the time of departure from New Zealand and cannot obtain access to subjects they wish to advance to New Zealand national qualification level and no suitable subject is available at the school.</li> </ul> <p>Parents/caregivers must make a written declaration that they meet the following criteria for such students to be enrolled:</p> <ul style="list-style-type: none"> <li>(a) No employer subsidy towards the education of the student is provided;</li> <li>(b) there is no suitable local education service available; and</li> <li>(c) declare that they intend returning to New Zealand.</li> </ul> <p>The initial application for enrolment must be made within 12 months of the departure of the family from New Zealand.</p> <p>Five years is the maximum total period of enrolment for any one student.</p>	Government funded
<b>Access</b>	<b>Overseas domestic students</b> <b>Group C</b>	<p>This group is for domestic students who:</p> <ul style="list-style-type: none"> <li>(a) are aged 16 or over;</li> <li>(b) are not currently resident in New Zealand; and</li> <li>(c) do not meet the entry criteria for either Overseas domestic students (Group A) or Overseas domestic students (Group B).</li> </ul>	Fee-paying; student charged

***International category***

<b>Enrolment Category</b>	<b>Gateway</b>	<b>Entry Criteria</b>	<b>Funding</b>
<b>International</b>	<b>Overseas international students Group A</b>	This group is for international students who:  (a) are not currently resident in New Zealand; (b) are under the age of 16; and (c) not studying NCEA level qualifications.	Fee-paying; student charged
<b>International</b>	<b>Overseas international students Group B</b>	This group is for international students who:  (a) are not currently resident in New Zealand; (b) who engaged in NCEA level study through a multi-year programme of learning during or before 2014; and  (c) are continuing their NCEA level study.	Fee-paying; student charged

**Referral category**

<b>Enrolment Category</b>	<b>Gateway</b>	<b>Entry Criteria</b>	<b>Funding</b>
<b>Referral</b>	<b>Child, Youth and Family</b>	Student is in the custody and/or guardianship of Child, Youth and Family (CYF).  CYF are the referral agency and all such enrolments require the approval of a CYF manager. The CYF referral letter must:  (a) clearly state the supervision arrangements for the student's study with Te Kura; (b) nominate a CYF contact person; (c) provide an educational profile (where available), and the name of the previous school; and (d) set a review period for ascertaining whether a face-to-face schooling option is available and appropriate.	Government funded
<b>Referral</b>	<b>Corrections</b>	Student is in the custody of the Department of Corrections ("Corrections").  Corrections is the referral agency and enrolments will be through a department manager.  Applications need to specify the likely duration of the enrolment and identify the supervision arrangements. Where available they should be supported by an educational profile. Students enrolled under this gateway may remain enrolled up to and including the end of the school year in which the student turns 19 years of age.	Government funded

<b>Referral</b>	<b>Ministry of Education</b>	<p>Student is <b>non-enrolled, excluded or expelled</b>.</p> <p>The Ministry of Education is the referral agency and all referrals at its discretion must be signed-off by a Ministry manager.</p> <p>The Ministry referral letter must:</p> <ul style="list-style-type: none"> <li>(a) clearly state the educationally appropriate supervision arrangements for the student's study with Te Kura;</li> <li>(b) provide an educational profile (where available), and the name of the previous school;</li> <li>(c) confirm consideration of how a pastoral care and/or learning support relationship with a reasonably convenient local school might be maintained while the student is enrolled with Te Kura; and</li> <li>(d) set a review period for ascertaining whether a face-to-face schooling option is either still unavailable or inappropriate.</li> </ul> <p><b>Non-enrolled</b></p> <p>Student is under 16 years of age, and is non-enrolled and is unwilling to attend school and the local schools are unable to meet the student's needs.</p> <p><b>Excluded/expelled</b></p> <p>Student is under 16 years of age and excluded from school, or is over 16 years of age and expelled, and the local schools are unable to meet the student's needs.</p>	Government funded
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<b>Referral</b>	<b>Ministry of Education Special Education</b>	<p><b>Psychological/psycho-social grounds</b></p> <p>Student has assessed psychological or psycho-social needs verified by a Ministry of Education psychologist.</p> <p>All referrals must be signed off by the Ministry manager (or their delegate).</p> <p>The Ministry referral letter must:</p> <ul style="list-style-type: none"> <li>(a) clearly state the supervision arrangements for the student's study with Te Kura;</li> <li>(b) provide an educational profile (where available), and the name of the previous school;</li> <li>(c) include a statement from a Ministry of Education psychologist indicating how the psychological or psycho-social issues are to be addressed;</li> <li>(d) confirm consideration of how a pastoral care and/or learning support relationship with a reasonably convenient local school might be maintained while the student is enrolled with Te Kura; and</li> <li>(e) set a review period for the enrolment.</li> </ul> <p><b>Psychological grounds</b></p> <p>The psychological grounds must reside within the individual student and be of sufficient severity to prevent or seriously impede the student from attending a reasonably convenient school.</p> <p><b>Psycho-social grounds</b></p> <p>The psychological grounds must reside within the individual student. The social grounds must reside within the student's relationships in the wider environment, including their family, whānau and school.</p> <p>While neither factor on its own might be sufficient, in tandem there is good reason for an enrolment recommendation.</p>	Government funded
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## Section 4—Dual Tuition

### Eligibility for government funded dual tuition

State, state-integrated, partnership schools kura hourua, and private schools may register Year 1–15 domestic students<sup>6</sup> with Te Kura for supplementary government funded dual tuition where the entry criteria for one of the registration gateways set by the attached Schedules 2–6 are met. Where dual tuition is government-funded, no fee has been prescribed under section 7A of the Education Act 1989 for tuition at Te Kura.

This supplementary dual tuition is additional government resourcing to that provided to state and state-integrated schools through operations monies and staffing entitlements, or to partnership schools kura hourua, through their cashed-up funding, or to private schools registered under section 35 of the Education Act 1989 through the per-student subsidy.

The supplementary government-funded dual tuition is for curriculum adaptation and for curriculum capability purposes. The curriculum adaptation categories cover circumstances where the school at which the student is enrolled is unable to provide the required specialist programming or curriculum adaptation. The curriculum capability categories are to enable generally smaller schools to provide a full and balanced curriculum.

### Accountabilities

The school at which the students are enrolled retains all legislative accountabilities, including for attendance, while its students are registered for supplementary dual tuition from Te Kura. Students registered with Te Kura must attend the school that they are enrolled in on a full-time basis.

All supplementary government funded dual tuition arrangements are subject to a Service Level Agreement (SLA) being in place between the registering school or home education family and Te Kura.

The SLA defines the tuition, supervision and support responsibilities of both parties and the circumstances in which these dual tuition arrangements may be terminated by Te Kura.

Parents/caregivers must be made aware of dual tuition arrangements, by the registering school, prior to the student's registration with Te Kura.

Students for whom dual tuition is terminated by Te Kura, because its return of work and/or course completion requirements have not been met, cannot be re-registered for the course or programme concerned that school year.

## Requirements

Unless otherwise stated:

- a. the minimum period of tuition is one school term; and
- b. all dual tuition arrangements, except those for Regional Health School students, cease automatically at the end of each school year.

## Definitions

These education type definitions apply to the Schedules:

<b>Education Type</b>	<b>Explanation</b>
<b>All</b>	All state, state-integrated, partnership school kura hourua, and private schools whose registration covers the year group in question, and government institutions. <i>Note:</i> This category excludes home-educated students.
<b>Regional health school</b>	The Northern, Central and Southern Regional Health Schools.
<b>Special schools</b>	All state special schools. The exclusion to school type eligibility is that Special Schools cannot access the Year 1–8 <b>Special Education Needs</b> Gateway.
<b>Kūra kaupapa Māori</b>	A school established under section 155 of the Education Act 1989.
<b>Designated special character school</b>	A school established under section 156 of the Education Act 1989.
<b>Māori Medium School or unit</b>	A school or unit where Level 1 and 2 te reo Māori is the principal language of instruction.
<b>Attached unit</b>	Any Teen Parent Unit, Activity Centre or Alternative Education programme that is the responsibility of a Board of Trustees of a state or state-integrated school.
<b>Government institutions</b>	The following Child, Youth and Family contracted Care and Protection and/or Youth Justice Residences: <ul style="list-style-type: none"> <li>• Epuni Education Programme (MoE No. 4934)</li> <li>• CLS Residential Youth Justice Education Programme (MoE No. 5570)</li> <li>• Te Poutama Arahi Rangatahi Education (MoE No. 4930)</li> <li>• Kingslea School (MoE No. 518)</li> <li>• Central Regional Health School (for Palmerston North Care and Protection Unit) (MoE No. 1630).</li> </ul>
<b>Home education students</b>	Students who are holders of a long-term exemption from enrolment under section 21 of the Education Act 1989, and who are home-educated.

## Dual Tuition Schedules

### Schedule 1—Fee-paying access to dual tuition through Te Kura

<b>Education Type</b>	<b>Year 1–15 Students</b>				
	<b>Registration</b>		<b>Entry Criteria</b>	<b>Subject Limit</b>	<b>Funding</b>
	<b>Category</b>	<b>Gateway</b>			

<b>State and state-integrated schools</b>	<b>Choice</b>	<b>Open tuition</b>	This gateway is for domestic students and international students who:  (a) are resident in New Zealand; and (b) enrolled in a state or state-integrated school; and (c) are not eligible for any government-funded dual tuition gateway; or (d) are eligible for a government-funded dual tuition gateway but are taking additional courses above the maximum course limit of that gateway.	Unlimited	Fee-paying; school charged
<b>Private schools</b>	<b>Choice</b>	<b>Open tuition</b>	This gateway is for domestic students and international students who:  (a) are resident in New Zealand; and (b) enrolled in a private school; and (c) are not eligible for any government funded dual tuition gateway; or (d) are eligible for a government funded dual tuition gateway but are taking additional courses above the maximum course limit of that gateway.	Unlimited	Fee-paying; student charged
<b>Home-educated students</b>	<b>Choice</b>	<b>Open tuition</b>	Student is home-educated and has been granted a long-term exemption from enrolment under section 21 of the Education Act 1989.  Tuition applications require confirmation of the long term exemption from enrolment.	Unlimited	Fee-paying; student charged

**Schedules 2-6: Government funded access to dual tuition through Te Kura****Schedule 2**

Year 1-15 Students					
Education Type	Registration		Entry Criteria	Subject Limit	Funding
	Category	Gateway			
<b>Regional Health School</b>	Curriculum adaptation	<b>High health needs</b>	At the request of a Regional Health School (RHS) principal, a student already enrolled with the RHS may receive tuition for all or part of their learning programme.  The RHS must support each request with an educational plan detailing the learning outcomes sought, confirming that the student has appropriate supervision and advising the reporting and review arrangements for the student's learning programme.	None	Government funded

<b>Special Schools and Government Institutions</b>	Curriculum adaptation	<b>Special circumstances</b>	<p>For students whose special school or government institution is unable to provide the specialist programming or curriculum adaptation appropriate to their assessed special education needs.</p> <p>At the discretion of Te Kura, supplementary dual tuition applications can be accepted where it is evident that the:</p> <ul style="list-style-type: none"> <li>(a) dual tuition is essential to the student's learning circumstances;</li> <li>(b) the special school or institution does not have the capability to meet the learning needs identified; and</li> <li>(c) the capability required is beyond what could reasonably be expected of the special school or institution.</li> </ul> <p>Te Kura will discuss applications with a Ministry of Education manager.</p> <p>Applications must be supported by a current IEP less than six months old. The IEP is to specify the required tuition duration.</p> <p>All dual tuition arrangements are to be reviewed annually to confirm appropriateness and to identify the steps that the special school or institution is taking to raise its capability to meet the needs of the student concerned.</p>	2	Government funded
<b>All</b>	Curriculum capability	<b>Emergency staff vacancy</b>	<p>Where a school has an emergency staff vacancy and no suitable applicants are available.</p> <p>Te Kura may approve Year 1-15 class dual tuition as an emergency measure subject to the registering school:</p> <ul style="list-style-type: none"> <li>(a) confirming that it is continuing to advertise the vacancy;</li> <li>(b) organising classes so that a minimum number of students are receiving dual tuition;</li> <li>(c) providing appropriate supervision and resources, including text books; and</li> <li>(d) for Year 1-8 classes, confirming that <b>Emergency Staffing Scheme</b> assistance is not available.</li> </ul> <p>Approvals may be granted for a minimum of four weeks and for a maximum of one school term. Approvals can be repeated on a term-by-term basis at the discretion of Te Kura, subject to the criteria above. Schools will be asked to provide evidence that they continue to meet the criteria as part of the approval process.</p> <p>Te Kura will discuss applications with a Ministry of Education manager.</p>	As approved on application / reapplication	Government funded

**Schedule 3**

Year 1-8 Students					
<b>Education Type</b>	<b>Registration</b>		<b>Entry Criteria</b>	<b>Subject Limit</b>	<b>Funding</b>
	<b>Category</b>	<b>Gateway</b>			

<b>All (except special schools)</b>	Curriculum adaptation	<b>Special education needs</b>	<p>For students whose school or government institution is unable to provide the specialist programming or curriculum adaptation appropriate to their assessed special education needs.</p> <p>At the discretion of Te Kura, dual tuition applications will be accepted where the programme developed in association with Te Kura, contributes to:</p> <ul style="list-style-type: none"> <li>(a) overcoming barriers to achievement as identified through the student's Individual Education Plan (IEP); and</li> <li>(b) the inclusion of the student in the registering school.</li> </ul> <p>Te Kura will discuss applications and reapplications with a Ministry of Education manager.</p> <p>Applications must be supported by a current IEP less than six months old and a statement by the school or institution on the special education assistance already provided to the student.</p> <p>Schools or institutions receiving this supplementary dual tuition support are expected to undertake a programme of development leading to the school/institution being able to independently provide the specialist programme or curriculum adaptation required.</p> <p>Reapplications for a successive year are subject to the Te Kura's discretion and must identify the:</p> <ul style="list-style-type: none"> <li>(a) progress against the student's IEP from the earlier dual tuition; and</li> <li>(b) the further achievement and inclusion goals sought.</li> </ul>	Up to 75% of learning programme	Government funded
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<b>All (except partnership schools kura hourua, and private schools)</b>	Curriculum adaptation	<b>Gifted and talented</b>	<p>Students who are gifted and talented and where the registering school is unable to provide the curriculum enrichment and acceleration required.</p> <p>Applications must be supported by a current IEP less than six months old (which may be developed with Te Kura in anticipation of an application).</p> <p>Registrations, at the request of the principal, and at the discretion of Te Kura, will only be accepted where:</p> <ul style="list-style-type: none"> <li>(a) PAT, TOSCA, asTTle or equivalent assessments show that the student is exceptionally able and in the top 5% of their age group for the subject; and</li> <li>(b) the registering school substantiates that: <ul style="list-style-type: none"> <li>• the dual tuition is essential to the student's learning programme;</li> <li>• it can appropriately supervise and integrate the tuition; and</li> <li>• it is undertaking a programme of development to enhance their ability to provide similar enrichment and extension programmes.</li> </ul> </li> </ul>	2	Government funded
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**Schedule 4**

Year 7-8 Students					
<b>Education Type</b>	<b>Registration</b>		<b>Entry Criteria</b>	<b>Subject Limit</b>	<b>Funding</b>
	<b>Category</b>	<b>Gateway</b>			
<b>All</b>	Curriculum capability	<b>Technology</b>	<p>This dual tuition gateway is for geographically isolated schools with no access to Year 7-8 technology tuition.</p> <p>The principal may apply to the Ministry of Education, through a Ministry manager, for approval to register the school's Year 7-8 students with Te Kura for technology tuition.</p>	1	Government funded
<b>All</b>	Curriculum capability	<b>Te reo</b>	<p>A principal may apply to the Ministry of Education, through a Ministry manager, to register Year 7-8 students for dual tuition at all levels of te reo Māori.</p>	1	Government funded

**Schedule 5**

Year 9-15 Students					
<b>Education Type</b>	<b>Registration</b>		<b>Entry Criteria</b>	<b>Subject Limit</b>	<b>Funding</b>
	<b>Category</b>	<b>Gateway</b>			
<b>All</b>	Curriculum adaptation		<p>These three special circumstance gateways are for Year 9-15 students whose additional educational needs place them at risk of non-achievement and where the registering school is unable to provide the specialist programming or curriculum adaptation required. Applications for reasons of timetable clash are excluded from this category, as are applications for domestic students on overseas cultural exchange programmes.</p>		

		<b>Remedial teaching</b>	<p>Student has specific learning difficulties requiring remedial teaching.</p> <p>The student must be two or more years below their chronological age in the curriculum area being applied for. Clear evidence must be provided that the dual tuition programme is essential to their circumstances. Dual tuition applications are considered by Te Kura on an individual student basis. This gateway is not for group registrations.</p> <p>Te Kura will discuss applications with a Ministry of Education manager.</p>	2	Government funded
		<b>Reintegration</b>	<p>The dual tuition, at the discretion of Te Kura, is to assist the student's reintegration into a local school. The supporting documentation must show that the school, caregivers and other stakeholders (eg, Ministry of Education) support the purpose of the supplementary dual tuition and that the school can appropriately supervise and support the dual tuition.</p>	2	Government funded
		<b>Gifted and talented</b>	<p>Student is gifted, exceptional, and studying an additional subject or subjects for which the registering school is able to provide supervision and support.</p> <p>Dual tuition is at the discretion of Te Kura.</p> <p>PAT, TOSCA or AsTTle or equivalent results must show that the student is in the top 5% of their age group for the subject. An IEP must support the application along with evidence that the school can appropriately supervise and support the dual tuition.</p>	2	Government funded
All	Curriculum capability	<b>Subject not available</b>	<p><b>School is unable to offer a Year 9-15 subject</b></p> <p>This gateway is to enable all schools with a Year 9-15 roll of less than 600 (excluding international fee-paying students) at the time of application to offer a broader and more balanced curriculum.</p> <p><b>Student is on approved cultural exchange to a New Zealand school</b></p> <p>Student is on an approved cultural exchange in New Zealand, requires the subjects on return to the country that they are from, and the subject is not available in the registering school.</p> <p><b>Student has transferred from another school during that year</b></p> <p>Short, modular courses do not qualify and the maximum period of dual tuition is for the remainder of the school year.</p> <p><b>Cultural affinity</b></p> <p>Student has a demonstrated family or cultural affinity with a particular ethnic group and requires tuition in that language.</p>	4	Government funded
Attached units	Curriculum capability	<b>Subject not available</b>	Student is attending an Activity Centre, Teen Parent Unit or Alternative Education placement.	4	Government funded

**Schedule 6**

Year 12-15 Students					
Education Type	Registration		Entry Criteria	Subject Limit	Funding
	Category	Gateway			
All	Curriculum capability	<b>Small senior classes</b>	School has only a small number of students studying the subject at Years 12-15 levels.  The maximum number of students able to be registered for tuition in any subject level is six per school. Te Kura has the discretion to vary this limit to meet the needs of rural schools.	2	Government funded

**Endnotes**

<sup>1</sup> "Government funded" means government funding paid directly to Te Aho o Te Kura Pounamu for the provision of education services to students.

<sup>2</sup> Te Aho o Te Kura Pounamu is a correspondence school. This Enrolment and Dual Tuition Policy contains the fixed criteria for enrolment under section 7 of the Education Act 1989.

<sup>3</sup> Refer The Education (Domestic Students) Notice 2013, published in the [New Zealand Gazette, 31 January 2013, No. 11, page 383](#), and Ministry of Education Circular 2012/01 – Eligibility to enrol in New Zealand schools.

<sup>4</sup> Refer The Education (Domestic Students) Notice 2013, published in the [New Zealand Gazette, 31 January 2013, No. 11, page 383](#), and Ministry of Education Circular 2012/01 – Eligibility to enrol in New Zealand schools.

<sup>5</sup> Refer The Education (Domestic Students) Notice 2013, published in the [New Zealand Gazette, 31 January 2013, No. 11, page 383](#), and Ministry of Education Circular 2012/01 – Eligibility to enrol in New Zealand schools.

<sup>6</sup> Refer The Education (Domestic Students) Notice 2013, published in the [New Zealand Gazette, 31 January 2013, No. 11, page 383](#), and Ministry of Education Circular 2012/01 – Eligibility to enrol in New Zealand schools.

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