

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

### **Pursuant to Section 7 of the Education Act 1989**

*Date: This policy comes into effect on 1 January 2019*

#### **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 who are residing in New Zealand will normally be given priority for enrolment over children who are residing overseas.

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” (i.e., 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. under the age of six;
- c. not enrolled in a primary school, or about to be enrolled within the first two weeks of February that year;
- d. meet the criteria for enrolment in either a full-time Te Kura ECE programme or a part-time Te Kura ECE programme; and

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- e. 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 six-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 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

Enrolment Category	Gateway	Entry Criteria	Funding
Access	Geographic isolation	<p>Child of a family whose geographic location prevents attendance at a licensed and/or chartered English language medium, or Māori 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, or Māori medium ECE service; or</li><li>(b) located behind a geographic barrier (e.g., un-bridged river), preventing reasonable access to a licensed and/or chartered English language medium, or Māori 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

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<b>Enrolment Category</b>	<b>Gateway</b>	<b>Entry Criteria</b>	<b>Funding</b>
<b>Access</b>	<b>Itinerancy</b>	<p>Child of a family whose itinerancy 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. Caregivers will also provide an updated itinerary to demonstrate continued eligibility.</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> <p>(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;</p> <p>(b) the child's caregiver has a medical condition preventing attendance at a licensed and/or chartered ECE service; or</p> <p>(c) other special circumstances, as discussed by Te Kura and the Ministry of Education manager.</p>	Government funded

**Referral Category**

<b>Enrolment Category</b>	<b>Gateway</b>	<b>Entry Criteria</b>	<b>Funding</b>
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<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.</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> <p>(a) the child's family/whānau faces multiple barriers (e.g., transport and cultural barriers) in accessing a local face-to-face ECE service that meets their needs; and/or</p> <p>(b) there is a high probability that without access to Te Kura, the child will have no, or less than optimal, access to ECE.</p> <p>The Ministry referral letter must:</p> <p>(a) clearly state how the child's enrolment in Te Kura meets these criteria; and</p> <p>(b) set a date for Ministry review to ascertain whether the enrolment in ECE by distance education is still required for the child.</p>	Government funded

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

- a. Students may be enrolled with Te Kura as an adult student, or as a young adult student, where they are: 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>
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Enrolment Category	Gateway	Entry Criteria	Funding
<b>Access</b>	<b>Young adult</b>	<p>Student is 16 years of age or over. If a student is attending a youth guarantee funded course, or a fees-free tertiary course, they will be ineligible to enrol through this gateway.</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> <p>(a) turning 20 years of age or older during the year of enrolment; and</p> <p>(b) not attending a school full-time.</p> <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> <p>(a) a NZQA qualification; or</p> <p>(b) NCEA Level 1.</p> <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 (or up to aged 21 with Ongoing Resourcing Scheme funding or a Section 9 agreement), 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:

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1. the minimum period of enrolment is one term;
2. an educational profile of the student is to be provided to Te Kura within six weeks of enrolment;
3. the student's continued enrolment is subject to meeting Te Kura's engagement and tuition requirements (if students are found to be ineligible for continued enrolment they will be withdrawn);
4. all enrolments must be reviewed by Te Kura on an annual basis or as otherwise specified for a specific category;
5. the student must be resident in New Zealand; and
6. the student must be a domestic student<sup>5</sup>.

### **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>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 or from organisations designated by the national body to identify exceptional arts or sports students:</p> <p>(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;</p> <p>(b) confirming that the programme planned for their development is appropriate and precludes attendance at a reasonably convenient school;</p> <p>(c) advising the likely duration of enrolment; and</p> <p>(d) providing an educational profile from the student's previous school.</p>	Government funded

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<b>Enrolment Category</b>	<b>Gateway</b>	<b>Entry Criteria</b>	<b>Funding</b>
<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> <p>(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</p> <p>(b) located behind a geographic barrier preventing reasonable access to a school, suitable public transport or school bus route.</p> <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 (e.g., from an employer) to confirm itinerancy.</p>	Government funded

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<b>Enrolment Category</b>	<b>Gateway</b>	<b>Entry Criteria</b>	<b>Funding</b>
<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



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Enrolment Category	Gateway	Entry Criteria	Funding
Access	<b>Overseas domestic students (government funded)</b>	<p>This group is for children/dependents 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) intend returning to New Zealand;</li> <li>(d) whose children need to continue education while overseas; and</li> <li>(e) 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 their children meet at least one of the following criteria:</p> <ul style="list-style-type: none"> <li>(a) are going to 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; and/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. The initial application for enrolment must be made within 12 months of the departure of the family from New Zealand.</li> </ul>	Government funded

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<b>Enrolment Category</b>	<b>Gateway</b>	<b>Entry Criteria</b>	<b>Funding</b>
<b>Access</b>	<b>Overseas domestic students (fee-paying)</b>	This group is for domestic students who: (a) are aged 16 or over; and (b) are not currently resident in New Zealand; and (c) do not meet the entry criteria for the government-funded overseas domestic students gateway.	Fee-paying; student charged
<b>International</b>	<b>Overseas international students</b>	This group is for international students who: (a) are not currently resident in New Zealand; (b) not studying NCEA level qualifications.	Fee-paying; student charged

**Referral Category**

<b>Enrolment Category</b>	<b>Gateway</b>	<b>Entry Criteria</b>	<b>Funding</b>
<b>Referral</b>	<b>Oranga Tamariki - Ministry for Children</b>	Student is in the custody and/or guardianship of Oranga Tamariki.  Oranga Tamariki are the referral agency and all such enrolments require the approval of a manager. The Oranga Tamariki referral letter must:  (a) clearly state the supervision arrangements for the student's study with Te Kura;  (b) nominate an Oranga Tamariki 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

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Enrolment Category	Gateway	Entry Criteria	Funding
<b>Referral</b>	<b>Ministry of Education</b>	<p>Student is <b>non-enrolled, excluded</b> or <b>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> <p>(a) clearly state the educationally appropriate supervision arrangements for the student’s study with Te Kura;</p> <p>(b) provide an educational profile (where available), and the name of the previous school;</p> <p>(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</p> <p>(d) set a review period for ascertaining whether a face-to-face schooling option is either still unavailable or inappropriate.</p> <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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Enrolment Category	Gateway	Entry Criteria	Funding
Referral	Ministry of Education Special Education	<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> <p>(a) clearly state the supervision arrangements for the student’s study with Te Kura;</p> <p>(b) provide an educational profile (where available), and the name of the previous school;</p> <p>(c) include a statement from a Ministry of Education psychologist indicating how the psychological or psycho-social issues are to be addressed;</p> <p>(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</p> <p>(e) set a review period for the enrolment.</p> <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

**Section 4—Dual Tuition**

**Eligibility for Government-funded Dual Tuition**

All state and state-integrated schools, and the private schools listed in the definition below, may register domestic students<sup>6</sup> aged 5-19, or in Years 1-15 (or up to aged 21 with Ongoing Resourcing Scheme funding or a Section 9 agreement) 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,

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.

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### 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 Dual Provider Partnership Agreement being in place between the registering school or home education family and Te Kura.

The Partnership Agreement 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 registering under the Summer School gateway, or their parents/caregivers, may initiate registration themselves and retain accountability for supervision and support.

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 or a period of Summer School; and
- b. all dual tuition arrangements, except those for Regional Health School students, cease automatically at the end of each school year; and
- c. Summer School enrolments will cease automatically at the start of Term 1 of the school year.

### Definitions

These education type definitions apply to the Schedules:

Education Type	Explanation
<b>All</b>	All state and state-integrated schools, and the private schools listed below, whose registration covers the year group in question, and government institutions. <i>Note:</i> This category excludes home-educated students.
<b>Private Schools</b>	Government-funded access will be retained for the private schools listed below due to the schools' character and role in supporting vulnerable children and young people. These private schools are: <ol style="list-style-type: none"> <li>a. Ambury Park Centre;</li> <li>b. Odyssey House; and</li> <li>c. Hohepa School.</li> </ol>
<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>Kura 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.

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<b>Education Type</b>	<b>Explanation</b>
<b>Government institutions</b>	The following Child, Youth and Family contracted Care and Protection and/or Youth Justice Residences:  Epuni Education Programme (MoE No. 4934)  CLS Residential Youth Justice Education Programme (MoE No. 5570) Te Poutama Arahi Rangatahi Education (MoE No. 4930)  Kingslea School (MoE No. 518)  Central Regional Health School (for Palmerston North Care and Protection Unit) (MoE No. 1630).
<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.
<b>Realm Country Schools</b>	Students who are enrolled in state schools in the Cook Islands, Niue and Tokelau.

**Dual Tuition Schedules**

**Schedule 1—Fee-paying Access to Dual Tuition Through Te Kura**

<b>Year 1-15 Students</b>					
<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>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

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Year 1-15 Students					
Education Type	Registration		Entry Criteria	Subject Limit	Funding
	Category	Gateway			
<b>Private schools</b>	<b>Choice</b>	<b>Open tuition</b>	<p>This gateway is for domestic students and international students who:</p> <p>(a) are resident in New Zealand; and</p> <p>(b) enrolled in a private school; and</p> <p>(c) are not eligible for any government-funded dual tuition gateway; or</p> <p>(d) are eligible for a government-funded dual tuition gateway but are taking additional courses above the maximum course limit of that gateway.</p>	Unlimited	Fee-paying; student charged
<b>Home-educated students</b>	<b>Choice</b>	<b>Open tuition</b>	<p>Student is home-educated and has been granted a long-term exemption from enrolment under section 21 of the Education Act 1989.</p> <p>Tuition applications require confirmation of the long term exemption from enrolment.</p>	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>	<p>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.</p> <p>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.</p>	None	Government funded

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Year 1-15 Students					
Education Type	Registration		Entry Criteria	Subject Limit	Funding
	Category	Gateway			
<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> <p>(a) dual tuition is essential to the student’s learning circumstances;</p> <p>(b) the special school or institution does not have the capability to meet the learning needs identified; and</p> <p>(c) the capability required is beyond what could reasonably be expected of the special school or institution.</p> <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



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Year 1-15 Students					
Education Type	Registration		Entry Criteria	Subject Limit	Funding
	Category	Gateway			
All	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> <p>(a) confirming that it is continuing to advertise the vacancy;</p> <p>(b) organising classes so that a minimum number of students are receiving dual tuition;</p> <p>(c) providing appropriate supervision and resources, including text books; and</p> <p>(d) for Year 1-8 classes, confirming that <b>Emergency Staffing Scheme</b> assistance is not available.</p> <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
All	Curriculum capability	<b>School Emergency</b>	<p>Where a community has suffered a natural disaster which has impacted on the schools ability to provide education to its students for a significant period of time (deemed by the Secretary for Education).</p> <p>Enrolment through this gateway is to be approved by the Secretary for Education.</p>	As approved by Secretary for Education at time of emergency response	Government funded

NEW ZEALAND GAZETTE

<b>Year 1-15 Students</b>					
<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>Realm Country Schools</b>	Curriculum Capability	<b>Realm Country</b>	<p>This gateway is for realm country students whose school, due to its location is unable to provide access to subjects.</p> <p>Te Kura will assess the applications for realm country dual enrolment and at its discretion make a decision about enrolment. Subject to local schools ability to provide the subject.</p>	As approved on application	Government funded

**Schedule 3**

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

NEW ZEALAND GAZETTE

Year 1-8 Students					
Education Type	Registration		Entry Criteria	Subject Limit	Funding
	Category	Gateway			
<b>All (except special schools)</b>	Curriculum adaptation	<b>Learning support 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> <p>(a) overcoming barriers to achievement as identified through the student's Individual Education Plan (IEP); and</p> <p>(b) the inclusion of the student in the registering school.</p> <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>	Up to 75% of learning programme	Government funded

NEW ZEALAND GAZETTE

Year 1-8 Students					
Education Type	Registration		Entry Criteria	Subject Limit	Funding
	Category	Gateway			
			<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> <p>(a) progress against the student's IEP from the earlier dual tuition; and</p> <p>(b) the further achievement and inclusion goals sought.</p>		

NEW ZEALAND GAZETTE

Year 1-8 Students					
Education Type	Registration		Entry Criteria	Subject Limit	Funding
	Category	Gateway			
<b>All (except 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> <p>(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</p> <p>(b) the registering school substantiates that:</p> <p>(c) the dual tuition is essential to the student's learning programme;</p> <p>(d) it can appropriately supervise and integrate the tuition; and</p> <p>(e) it is undertaking a programme of development to enhance their ability to provide similar enrichment and extension programmes.</p>	2	Government funded

Schedule 4

Year 7-8 Students					
Education Type	Registration		Entry Criteria	Subject Limit	Funding
	Category	Gateway			

NEW ZEALAND GAZETTE

<b>All</b>	Curriculum capability	<b>Technology</b>	This dual tuition gateway is for geographically isolated schools with no access to Year 7-8 technology tuition.  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.	1	Government funded
<b>All</b>	Curriculum capability	<b>Te Reo</b>	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.	1	Government funded

**Schedule 5**

<b>Year 9-15 Students</b>					
<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	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.			
		<b>Learning support needs</b>	<p>Student has identified learning support needs requiring additional support.</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 for individual students, not for group registration.</p> <p>Te Kura will discuss applications with a Ministry of Education manager.</p>	2	Government funded

NEW ZEALAND GAZETTE

Year 9-15 Students					
Education Type	Registration		Entry Criteria	Subject Limit	Funding
	Category	Gateway			
		<b>Reintegration</b>	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 (e.g., Ministry of Education) support the purpose of the supplementary dual tuition and that the school can appropriately supervise and support the dual tuition.	2	Government funded
		<b>Gifted and talented</b>	Student is gifted, exceptional, and studying an additional subject or subjects for which the registering school is able to provide supervision and support.  Dual tuition is at the discretion of Te Kura.  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.	2	Government funded
<b>All</b>	Curriculum capability	<b>Subject not available</b>	<b>School is unable to offer a Year 9-15 subject</b>  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.	4	Government funded

NEW ZEALAND GAZETTE

Year 9-15 Students					
Education Type	Registration		Entry Criteria	Subject Limit	Funding
	Category	Gateway			
			<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>	2	Government funded
			<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>	2	Government funded
			<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>	1	Government funded
<b>All</b>	Curriculum capability	<b>Summer School</b>	<p>This gateway is to enable short-term enrolments (over the summer break between Terms 4 and 1) for students who need to earn additional credits or specific internal standards to complete an NCEA Level.</p> <p>This gateway is limited to 1000 students per year.</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 11-15 Students					
Education Type	Registration		Entry Criteria	Subject Limit	Funding
	Category	Gateway			



## NEW ZEALAND GAZETTE

<b>Year 11-15 Students</b>					
<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>Small senior classes</b>	<p>School has only a small number of students studying the subject at Years 11-15 levels.</p> <p>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.</p>	2	Government funded

### **Endnotes**

1. "Government funded" means government funding paid directly to Te Aho o Te Kura Pounamu for the provision of education services to students.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.