

Aotearoa Infinite Academy

Enrolment Policy



Purpose

Aotearoa Infinite Academy (AIA) is committed to providing fair, transparent, and inclusive access to education for all eligible students.

This policy sets out how AIA manages the enrolment of students in accordance with the Education and Training Act 2020, its obligations with the Charter School Agency, and the Ministry of Education's operational requirements.

It ensures that all domestic students are given equitable opportunity to enrol, up to the school's approved capacity, and that enrolment processes support both compliance and the school's values of accessibility, inclusion, and excellence.

Scope

This policy applies to:

- All applications for enrolment at AIA (Years 9–12);
- The management of student records, re-enrolments, and withdrawals;
- The administration of enrolment data through the Ministry's ENROL system.

It applies to all staff involved in student admissions and data management.

Legal and Regulatory Framework

AIA operates under the following legislation and regulations:

- Education and Training Act 2020;
- Obligations to the Charter School Agency;
- Privacy Act 2020;
- Ministry of Education ENROL data requirements;
- '*School Records - Retention and Disposal*' (Ministry of Education and Archives New Zealand)

All enrolment practices must align with these obligations and be open to audit.

Principles

AIA's enrolment process is guided by the following principles:

1. **Equity and Access:** Every eligible domestic student has the right to apply for enrolment, regardless of background or circumstance.
2. **Transparency:** Enrolment decisions and capacity limits are managed consistently and in accordance with the law.
3. **Inclusion:** Enrolment processes support students of all abilities, cultures, and identities, consistent with AIA's inclusive ethos.
4. **Accountability:** Records, decisions, and communications are documented and subject to review.

Eligibility

Enrolment is open to eligible students from across New Zealand, regardless of location. Specifically, AIA may enrol domestic students, within the school's approved year levels (Years 9–12), entitled to free enrolment and free education under section 33 of the Education and Training Act 2020. AIA cannot enrol international students.

Enrolment Capacity

AIA can only enrol students up to its maximum capacity agreed with the Charter School Agency.

To ensure balanced cohort development, AIA may manage indicative intake targets by year level (for example, initial targets of 60 students for each Year 9 and 10 and 40 students for each Year 11 and 12).

If applications for a particular year level exceed the indicative intake, those applicants will be placed on a temporary waitlist. Waitlisted applicants may be offered places as other year levels remain under-subscribed or if spaces become available prior to the start of term.

AIA remains committed to enrolling all eligible domestic students up to its total approved capacity. No eligible student will be refused enrolment while overall capacity remains available. Once overall capacity is reached, a waitlist and ballot process (outlined below) will apply.

Enrolment Process

1. Application Submission: Families complete the Enrolment Application Form and provide required documents.

NB: An application is considered received only when it has been successfully submitted via the portal and an automated confirmation of receipt has been issued. This ensures fairness and consistency in managing enrolments on a first-come, first-served basis.

2. Initial Review: Applications are checked for eligibility and completeness. Applicants and families may be invited to an information session or interview to discuss readiness for online learning.

NB: This review does not determine eligibility or limit enrolment; its purpose is to ensure every student enters AIA with the tools, understanding, and support needed to thrive in a digital-first learning community.

3. Offer of Enrolment: Eligible students are offered enrolment in order of receipt, subject to available capacity. Offers are confirmed in writing.
4. Enrolment Confirmation: On acceptance, AIA provides:
 - Access to the Curriculum Handbook outlining course options, learning expectations, and key contacts;
 - Access to Code of Conduct for Students;
 - Orientation and onboarding information;
 - Confirmation of the student's start date.
5. ENROL System Update: AIA records each student's enrolment in the Ministry's ENROL system within five school days of their first day of attendance.

Waitlist and Ballot Procedures

Pre-Opening or Year-Level Waitlist

During the initial enrolment phase (prior to the school's opening), AIA may maintain temporary year-level waitlists to manage indicative intake targets.

- Applicants on this list will retain their application date and priority ranking.

- If other year levels remain under-subscribed, AIA may offer available spaces to waitlisted applicants before the start of term.

Ongoing Waitlist and Ballot Process

Once AIA reaches full overall capacity:

- A permanent waitlist will be maintained for all new applicants.
- Applicants will be offered places as vacancies arise, in accordance with the priority order in section 212U(5) of the Education and Training Act 2020.

Priority Order:

1. Siblings of current AIA students
2. Siblings of former AIA students
3. All other applicants.

If there are more applicants in a priority group than spaces available, AIA will conduct a ballot for that group.

Where siblings apply together, they are treated as a single ballot entry. A sibling is defined in section 75(3) of the Act.

All ballots will be documented and conducted fairly and transparently for audit purposes.

Equity, Inclusion, and Non-Discrimination

AIA does not discriminate based on ethnicity, gender, sexual orientation, disability, belief, or socio-economic background.

All enrolment decisions are based solely on eligibility and available capacity.

AIA supports equitable access for Māori, Pasifika, disabled, and neurodiverse learners, consistent with national education priorities and the school's inclusive values.

Withdrawal, Deferral, and Re-Enrolment

- Students or families may request withdrawal or deferral by written notice.

- The school may initiate withdrawal in accordance with its Attendance and Engagement Policy if a student ceases to participate in learning for an extended period without contact.
- Withdrawals are recorded in ENROL within five school days.
- Re-enrolment is subject to available capacity and a review of the student's readiness to re-engage.

Records and Privacy

All enrolment data is securely managed in accordance with the Privacy Act 2020 and AIA's Privacy Policy.

Records are retained for the required period and may be reviewed by the Charter School Agency or Ministry of Education as part of compliance monitoring.

Oversight and Review

The Principal oversees implementation of this policy, supported by the Operations and Admissions Team.

The Board of AIA retains governance responsibility for ensuring that enrolment processes comply with legislative and charter requirements.

This policy is reviewed annually or when legislative or contractual changes require it.