



Roll Placement Policy

Goal:

To set guidelines for the placement of children on the roll.

Procedure:

1. Parents and whānau with children currently enrolled at the centre shall be asked to confirm enrolment for the following year.
2. As part of the re-enrolment process, parents/whānau are required to provide evidence of the child's/children's current immunisation status.
3. Providing that enrolment confirmation is received, all children on the current roll will be ensured enrolment for the following year.
4. A child may lose their place on the roll if fees are not paid on a regular basis or the account is in arrears. The Trust's decision shall be final.
5. A child may lose their place on the roll if their attendance becomes infrequent, and they are required to become 'casual' according to the Ministry of Education requirements on attendance.
6. No child already attending the centre shall lose their place, except as set out in sections 3 or 4 above
7. Any change to a child's enrolment or termination of their place on the roll must be indicated by completion of all relevant paperwork.
8. Parents/whānau must give two weeks' notice of when they no longer require a place on the roll for their child.

This policy will be reviewed as per the policy review schedule.

Reviewed: 10 March 2020