



ENROLMENT PROCEDURE FOR 2026 STUDENTS

Rototuna Junior High School will enrol students to comply with the legislative requirements. All students living permanently within the school zone will be automatically entitled to enrol. Out of zone places will be determined by ballot. No more students will be excluded from enrolment than necessary to avoid overcrowding or the likelihood of overcrowding.

PRIORITY LEVELS FOR OUT OF ZONE APPLICATIONS

Applications for out of zone enrolment will be processed in the following order of priority:

- **First priority** must be given to any applicant who is a sibling of a current student of the school.
- **Second priority** must be given to an applicant who is a sibling of a former student.
- **Third priority** must be given to any applicant who is a child of a former student of the school
- **Fourth priority** must be given to any applicant who is either a child of an employee of the Board of the School or a child of a member of the Board of the School (please email enrolments@rhs.school.nz to advise that you are enrolling as this priority level)
- **Fifth priority** must be given to all other applicants.

If there are more applicants in the first, second, third, or fourth priority groups than there are places available; selection within the priority group will be by a ballot conducted in accordance with instructions issued by the Secretary under Section 11G(1) of the Education Act 1989. Parents will be informed of the date of any ballot by notice in a medium appropriate to the area served by the School.

APPLICATIONS for ENROLMENT

In Zone

The Board of Trustees requires proof of residence within the school zone. In zone applicants who want to enrol at Rototuna Junior High School must attach to their completed enrolment documentation the following documents:

- Evidence of proof of residence within the school zone (two of the following: recent electricity, recent telephone bill, recent internet bill, current tenancy agreement, sale and purchase agreement).
- A copy of a birth certificate or passport in the student's name
- If not born in NZ provide Domestic Student Visa OR NZ Residency Visa OR NZ Citizenship Certificate
- An immunisation certificate is helpful (in case of outbreak) but will not halt the enrolment process

Out of Zone

Out of zone applicants who want to enrol at Rototuna Junior High School must attach to their completed enrolment documentation the following:

- Proof of residence (one of the following: recent electricity, recent telephone bill, recent internet bill, current tenancy agreement, sale and purchase agreement).
- A copy of a birth certificate or passport in the student's name.

- If not born in NZ provide Domestic Student Visa OR NZ Residency Visa OR NZ Citizenship Certificate
- Most recent school report
- An immunisation certificate is helpful (in case of outbreak) but will not halt the enrolment process

YEAR 7-10 ENROLMENT

In zone applications

All Year 7-10 in zone applications with necessary documentation must be received at the school by Friday, 10 October, 2025.

Out of zone applications

The number of out of zone students the school accepts at Year 7-10 is based on the number of in zone students enrolled. All out of zone student applications become part of the ballot process and a set of priorities as is explained in our documentation. This is the same process at all Hamilton state secondary schools with enrolment schemes.

All 2026 Year 7/8/9 out of zone enrolment applications and all supporting documentation must be received by Friday, 19 September. The ballot process for Year 7/8/9 out of zone students will be completed by Friday, 6 October and parents notified in writing by Friday, 17 October and acceptance of enrolment must be confirmed by Friday, 24 October.

It is important to note that successful JHS Out of Zone Enrolments may not be eligible to enrol at Rototuna Senior High School in Year 11 if they are still living out of zone.