



# Te Kāreti o Tawa TAWA COLLEGE

## 2023 Prospectus





## Tawa College

P.O. Box 51-045

Tawa, Wellington

Phone: 04 232 8184

Email: [secretary@tawacollege.school.nz](mailto:secretary@tawacollege.school.nz)

Website: [www.tawacollege.school.nz](http://www.tawacollege.school.nz)

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## MESSAGE FROM THE TUMUAKI

Kia ora koutou

Tawa College is a school that prides itself on providing opportunities for students to grow and learn, personally and collectively, in all areas of school life. Our school is committed to values based education that celebrates holistic growth, success, achievement and serving others.

We are firm supporters of restorative approaches that emphasise the value of the individual, and their place in the community. A school that cares about positive relationships also shares an approach to leadership that is distributive, participatory and collegial. An important element of this is an ongoing commitment to growing our collective understanding of te ao Māori and recognising the important role of Te Tiriti o Waitangi in navigating our future together.

As Tumuaki of Tawa College, I value the importance of both continuity and change. Together we can preserve the best of where we have come from while embracing opportunities for meaningful change that will continue to benefit our students and serve our community.

Our aim is for Tawa College to be a school where all students have access to meaningful learning experiences that help shape and form their ability to critically engage with, and understand, their world. Tawa College is a school that

ultimately deals with people and their potential. We believe we should be advocates for students as well as agents of change and development. Success is when a student leaves school with the opportunities and the tools required to fully participate in the world as it changes around them. Tawa College continues to be a school that values service underpinned by a commitment to 'Doing Justly'. We continue to be a reflective community that aims to offer innovative and engaging pathways for students of all abilities and that is relentless in seeking opportunities for students to realise their potential.

This 2023 prospectus showcases the life of the college. It is a "living" document and is subject to change throughout the year. It is a snapshot of student life, achievements and college procedures. More information is available by contacting the college office or through the college website. I trust that your student will carefully consider Tawa College as their secondary school of choice. We encourage prospective students and their parents to attend the Tawa College Open Evening to find out more about who we are. If you would like to discuss enrolment of your child at Tawa College, at any year level, please contact me at your convenience.

Nāku noa, nā  
**Andrew Savage**

# VALUES



High standards of attainment and participation



A safe, inclusive and positive learning environment

Respect of self and for others



Service



Community and whānau support

AT TAWA COLLEGE WE...

**CONNECT**  
KIA KOTAHI

COMMUNICATE • RESTORE • RELATE

STRIVE REFLECT RESPECT CONNECT

OUR CORE VALUES

AT TAWA COLLEGE WE...

**STRIVE**  
PANEKIRETANGA

ENGAGE • ENCOURAGE • AIM

STRIVE REFLECT RESPECT CONNECT

OUR CORE VALUES

AT TAWA COLLEGE WE...

**REFLECT**  
KIA WHAIWHAKAARO

PROBLEM-SOLVE • ANALYSE • ORGANISE

STRIVE REFLECT RESPECT CONNECT

OUR CORE VALUES

AT TAWA COLLEGE WE...

**RESPECT**  
KIA MANAAKI

CARE • EMPATHISE • APPRECIATE

STRIVE REFLECT RESPECT CONNECT

OUR CORE VALUES

“Learning is something that happens when students feel engaged, compelled, curious and ready. While there will always be the need to be taught skills and concepts, learning really takes off when we allow ourselves the time and space to try and fail, reflect and refine. We are committed to seeing education through a holistic lens which recognises academic achievement as an element of success, and that success will look different for different learners.”

- Andrew Savage, Tumuaki

## About us

Tawa College students are open, accepting of difference and demonstrate a willingness to serve both the school and our community. They strive to reach their potential in all aspects of school life. They connect with each other in a respectful manner and they reflect on their actions. Healthy relationships based on the framework of Restorative Practices is key to the social fabric of Tawa College. Students are encouraged to demonstrate empathy, courtesy and kindness.

Tawa College, through well-qualified staff and community support, aims to develop students' intellectual abilities, personal maturity and social responsibility in an educational environment which promotes achievement, resilience, self-esteem and service.



*Head Students Cedar Porteous and William Pita  
Deputy Head Students Sharlene Viliamu-Letalu and Ravi Machacon*



## Communication

### Student Online Environment

<https://e2learn.school.nz/> is Tawa College's student online environment linking to their learning through Hapara. It allows your student to have access to a number of important features from home as well as school. On the front page you will find important messages in the slideshow. The School Calendar and Daily Notices can be accessed from here.

### School Bridge: <https://tawa.bridge.school.nz/>

School Bridge enables parents and students to access information including: timetable, notices, check contact details are correct, attendance, reports, assessment information, course selection, permission slips, account information and other relevant links. Details for login access are sent in January each year.

### College Website: [www.tawacollege.school.nz](http://www.tawacollege.school.nz)

This is the main site for information that prospective caregivers may need; particularly the Join Us page. The notice banner on the main page is used in times of emergency.

### School Apps NZ

Tawa College has a School App which you can download to your mobile device. The School App provides a quick and convenient way to communicate student absences. It also provides links to the school calendar, daily notices, school bridge, e2learn and staff contact details for Senior Leadership, Deans and Heads of Department. Caregivers are encouraged to sign up for the notification alerts, as this is a main conduit of information in times of emergency. The School App can be downloaded from the App Store or Google Play.



*Deputy Principal Katie Rawles, Deputy Principal Steve Conroy,  
Associate Principal Robyn Chester, Principal Andrew Savage,  
Deputy Principal Jules Nicholas.*

## Restorative Practice

Tawa College uses Restorative Practices. This encourages students to take greater ownership of their own behaviour and to be part of the problem solving process which takes place after an incident. This is for incidents ranging from minor classroom infringements, through to major issues or concerns.

The approach focuses on the relationships that may have been damaged and how best these relationships can be restored. This involves students “making things right” and also putting into place strategies and support so that the behaviour is not repeated. Where appropriate, people who have been impacted are given an opportunity to participate in a meeting to tell their side and be part of the solution.

## Guidance of Students

- Every student has a form teacher.
- Every student has a form teacher who guides the overall progress of each form. The form teacher stays with the class for the first four years of the student’s schooling.
- Three senior teachers, called Deans, are in charge of each year level (Year 9, 10 etc.) and these Deans accompany the students through to Year 13. The Deans become very well acquainted with the students in their charge. Parents wishing to consult the College about any matter, should make their first contact with one of the Deans at the appropriate year level.
- The Principal, Associate Principal and Deputy Principals are responsible for the overall administration of the school and the teaching programme. They are available to meet with parents and students when necessary.
- There are three Guidance Counsellors and a Careers Advisor. These teachers are experienced in their work and are trained and available to help parents and students in personal matters.

The confidentiality of parents and students is paramount. All staff members with special responsibility for the care and guidance of students work closely together with the classroom teachers. They ensure that our students have their needs identified and have the resources available to help them. Parents should feel free to ask for the assistance of the school if they are concerned about any aspect of their children’s personal or academic growth and development.

## Cybersafety Use Agreement

The Tawa College Cybersafety Use Agreement covers the use of computers, network, and internet access. This is to protect the interests of students and staff. Students and their parents/guardians must sign that they have read and understood this agreement. Users’ accounts will be valid throughout their time at Tawa College or until replaced by a new Cybersafety Use Agreement.

## Attendance

- Telephone, email or text notification (via the Tawa College School App) of absences needs to be made as early as possible for each day that the student is away.
- The Student Attendance Officer will contact parents/ caregivers of students who are away without notification.
- Dental and medical appointments should be made outside of class time. If this is not possible parents/caregivers must advise the Office prior to the appointment.
- Students are to sign out at the School Office, each time they leave the school grounds.
- Students are not permitted time away from school for other events: e.g. work, driving lessons etc.
- Absences for longer than three days require the prior approval of the Principal. Requests must be made in writing or by email to the Principal.

## Emergency

- Sick or injured students must report to the College Office.
- Only once a parent / caregiver has been contacted will the student be allowed to leave.
- Costs involved with transporting / caring for students who are sick / injured may be recouped.

## Learning with Devices

Tawa College is a BYOD (Bring Your Own Device) school. All students should have a **device** (not a phone) to use throughout the day for their E-learning. There is no specified device required. However to date, students are finding Chromebooks to be lightweight, hard-wearing and with good battery life. Detailed information about devices and learning programmes is available from the college. Whānau who may experience barriers in providing a device are encouraged to make early contact with the college.





## The School Day

	Monday	Tuesday	Weds	Thursday	Friday
Period 1	8.35am	8.35am	9.30am <i>Late Start</i>	8.35am	9.00am
Period 2	9.35am	9.35am	10.30am	9.35am	10.00am
Form Time	10.35am	10.35am	<i>No Form Time</i>	10.35am	8.40am <i>Start with Form Time on Friday</i>
Interval	11.00am	11.00am	11.20am	11.00am	11.00am
Period 3	11.20am	11.20am	11.40am	11.20am	11.20am
Period 4	12.20pm	12.20pm	12.30pm	12.20pm	12.20pm
Lunch	1.20pm	1.20pm	1.30pm	1.20pm	1.20pm
Period 5	2.20pm	2.20pm	2.20pm	2.20pm	2.20pm

## 2023 Provisional Term Dates\*

### Term 1

Wednesday 1 February - Thursday 6 April

### Term 2

Monday 24 April - Friday 30 June

### Term 3

Monday 17 July - Friday 22 September

### Term 4

Monday 9 October - Tuesday 12 December

\* Please note these dates may be subject to change.

Please note the following:

- Wednesday and Friday timetables vary slightly.
- There is no general supervision of students prior to 8.15am each day. Unless students are attending specific school meetings they should not arrive earlier than 8.15am each day.
- Teachers are rostered daily for supervision duties at interval, lunchtime and at the end of the day.

## House System

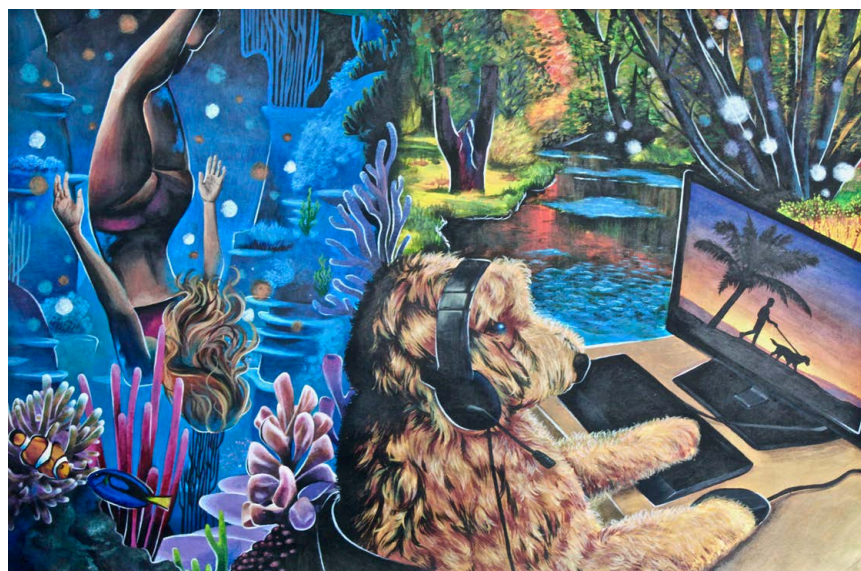
Tawa College has a House System. Each student will be placed in one of the following houses: Kauri, Kowhai, Pohutukawa and Totara.

## Homework

Tawa College values homework as an opportunity for students to complete work started in class, revise for tests, prepare projects or assignments, prepare for new work, practise learnt work and do independent research.

Whānau can support students to achieve success with homework by taking an interest in their homework, help students manage their time and provide an appropriate environment for independent work.

It is expected that students, whānau and teachers will work together to ensure that homework is a positive learning experience.



Molly Barham (Year 13 2021)

# PROPOSED SUBJECT COURSE STRUCTURE 2023

Below is our current course structure. With the NCEA changes and refreshed curriculum, Tawa College is in a period of review and is looking forward to sharing a new look curriculum in the near future. **Year 9:** Students select six options, one each from the Arts, Languages and Technology. Options are for half year duration and cannot be repeated. **Availability of option subjects is dependent on class size and staffing considerations.**

Year 9	Year 10	Year 11	Year 12	Year 13
<b>CORE SUBJECTS</b> English	<b>CORE SUBJECTS</b> English  Media Studies (Option Subject)	English (compulsory)  Media Studies	English  Media Studies	English Sustainable Projects Media Studies
Maths	Maths	Maths (compulsory)	Maths  Personal Financial Capability	Maths Maths with Calculus Statistics & Modelling Personal Financial Capability
Physical Education & Health	Physical Education & Health	Physical Education (Core) Physical Education (NCEA) Health	Physical Education (NCEA)  Health	Physical Education (NCEA)  Health
Social Studies	Social Studies	Geography History  Psychology	Classical Studies Geography History Legal Studies Psychology Tourism	Classical Studies Geography History Legal Studies Psychology Tourism
Science	Science	Science (compulsory)	Biology Chemistry Earth & Space Science Physics	Biology Chemistry Earth & Space Science Physics
<b>At Year 9 : PLUS SIX OF</b>	<b>At Year 10: PLUS TWO OF</b>			
<b>Arts Courses</b> Art Digital Design Art Animation & Storytelling Art Painting Art Printmaking Dance Drama Music Fundamentals Music Band Music Choir Music Advanced	Art Dance Drama Music Studies Music Performance	Art Dance Drama Music Studies Music Performance	Art Design Painting Photography Printmaking Dance Drama Music Studies Music Performance	Art Design Painting Photography Printmaking Dance Drama Music Studies Music Performance
<b>Language Courses</b> French Japanese Te Reo Māori  English Language Learners Language Studies	French Japanese Te Reo Māori  English Language Learners Language Studies	French Japanese Te Reo Māori Kaupapa Māori English Language Learners	French Japanese Te Reo Māori Kaupapa Māori English Language Learners	French Japanese Te Reo Māori Kaupapa Māori English Language Learners
<b>Technology Courses</b> Computer Science Information Digital Information Technology Spatial & Product Design Product Design & Manufacturing Fashion & Textiles Technology	Computer Science Information Digital Information Technology Spatial & Product Design Product Design & Manufacturing Fashion & Textiles Technology Food & Nutrition	Computer Science Information Design Information Technology Spatial & Product Design Product Design & Manufacturing Fashion & Textiles Technology Food & Nutrition	Computer Science Information Design Information Technology Spatial & Product Design Product Design & Manufacturing Fashion & Textiles Technology Food & Nutrition  Hospitality	Computer Science Information Design Information Technology Spatial & Product Design Product Design & Manufacturing Fashion & Textiles Technology Food Technology Food & Society Hospitality
<b>Commerce Courses</b>	Commerce	Accounting  Economics	Accounting Business Studies Economics	Accounting Business Studies Economics
<b>Transition Courses</b>		Pathways	Early Childhood Education Gateway Pathways  Trades Academy	Early Childhood Education Gateway Pathways Pathways - Police Sustainable Projects Trades Academy



## NCEA Level 1

To gain the NCEA Level 1 certificate, you need 80 credits at Level 1 or higher. You also must have achieved at least 10 credits in literacy and at least 10 credits in numeracy. Any NCEA qualification may be completed over more than one year.

## NCEA Level 2

To gain NCEA Level 2 you will need 80 credits, 20 of which can be counted from your Level 1 NCEA (i.e. they count twice), and 60 which must be from Level 2 or higher. It is possible to gain a Level 2 certificate without having completed Level 1. However, to gain NCEA Level 2 you must have achieved NCEA Level 1 Literacy and Numeracy requirements.

## NCEA Level 3

To achieve this certificate you require 80 credits, 20 of which can count from Level 2. 60 credits must be from Level 3 or higher. It is possible to gain a Level 3 certificate without achieving either Level 1 or Level 2. You must have achieved NCEA Level 1 Literacy and Numeracy to attain NCEA Level 3.

## Endorsed NCEA Certificate

A NCEA certificate can be endorsed with Merit if you gain 50 Merit or Excellence credits at that level or higher. An Excellence endorsement requires 50 Excellence credits at that level or higher.

## Individual Course Endorsement

You can gain a Merit endorsement in an individual course if you gain at least 14 credits at the Merit and Excellence level, including 3 from an externally assessed standard and 3 from an internally assessed standard. To gain an Excellence endorsement you will need 14 credits at the Excellence level, including 3 from an externally assessed standard and 3 from an internally assessed standard.

## Scholarship

Scholarship is a monetary award to recognise top students in a range of subjects. It does not attract credits but attaining a Scholarship(s) will appear on the Record of Learning.

## Other National Certificates

Students may also gain National Certificates in a range of subjects, e.g. Employment Skills, Computing, Tourism and Retailing.

## Entry to University

In 2023 most school leaver entrants will apply for admission to a New Zealand university on the basis of NCEA, minimum University Entrance being:

- Attain NCEA Level 3
- Achieve 14 credits at least in each of three approved Level 3 subjects
- 10 credits at Level 1 (or higher) from approved numeracy standards
- 10 credits at Level 2 or higher, (five in reading and five in writing) from approved literacy standards.

Additionally, most universities have introduced an extra guaranteed entry criteria on points as follows:

- Points will be based on the student's best 80 credits from a maximum of five approved Level 3 or higher subjects.
- A maximum of 24 credits in each subject will be counted.
- Points will be calculated as follows:
  - **1 Excellence Credit = 4 points**
  - **1 Merit Credit = 3 points**
  - **1 Achieved Credit = 1 point**
- As at the time of printing, the Guaranteed Entry Score from NCEA varies from university to university in New Zealand. For most undergraduate courses at Victoria University, the number of points required is 150.

For more information please visit the relevant university websites or contact the Tawa College Careers Advisor.

If a student is seriously considering university study, they should choose at least three, preferably four approved subjects, assessing against achievement standards at Level 3.

## Accreditation

Tawa College is accredited by the New Zealand Qualifications Authority under the provisions of the Education Act 1989 to provide education and training based on the National Qualifications Framework.



# CULTURAL

Tawa College has a strong musical and cultural life and students are encouraged to join in these groups so that they can broaden their development and enjoyment.

## Music

The College provides the opportunity for participation in choral music through the all-comers choir *Dawn Chorus* as well as several other auditioned choirs and barbershop groups. Instrumental groups include the String Orchestra, Rock Band, Westpac Chamber Group, Concert Band and Guitar Groups. The Music Department also provides group tutoring in strings, woodwind, guitar, brass, percussion and voice.

## Cultural Groups

Every year the college presents a musical or theatrical major production. We have many cultural groups which students can choose to participate in, including Kapa Haka, Polynesian Club, Drama Club, Dance Group, Library Group, Chess Club, Tramping Club, Young Enterprise, Astronomy Club, Debating, and Restart (a Christian group).

Students are welcome to participate in the annual Science Fairs. Drama and Debating are presented to all students as classroom activities as part of the NZ Curriculum.

## Drama and Dance

The college has two purpose built drama and dance rooms, located in F and A block respectively. These cater to classes from Year 9 to 13 including scholarship.

The drama department presents regular public performances for whānau and the wider community and every consecutive year presents the Major Production. The 2021 production *New York, New York* is pictured at the right.

The dance department also visits and presents dance performances for local schools. The *Dance Roadshow* and *Mosaic* events are both a celebration of dance at the college.



The following codes form part of college life: Athletics, Bowls, Cross Country, Golf, Mountain Biking, Badminton, Tennis, Dragon Boat Racing, Cheerleading, Waterpolo, Swimming, Cricket, Hockey, Triathlon, Squash, Rugby, Futsal, Floorball, Volleyball, Football, Basketball, Netball, Underwater Hockey and Softball.

Almost 60% of students participate in at least one code. College teams participate in all sports organised in the Wellington-Porirua areas. When a code is played at the College, students may join non-school teams only with the permission of the College. Each sporting code relies upon the assistance given by parents in transport, coaching, supervision and support. All interested helpers are warmly invited to contact the College.

The College has a Teacher in Charge of Sport and a full-time Sport Director who have responsibility for sport in the school.

We have annual billeting exchanges with Nayland College (Winter sports), Havelock North High School (Summer and Winter Sports). Our Junior teams take part in a triangular exchange with Onslow and Newlands Colleges. Junior teams also compete in a Central 6 competition for both Summer and Winter Sports. Central 6 includes schools from Hawke's Bay, Manawatu, Whanganui and Kāpiti Coast.

The College holds an Annual Sports Prizegiving to recognise individual, school team, regional and national success in sport.



# DONATIONS AND COURSE CONTRIBUTIONS

## Extra-Curricular Activities

These include all activities and events at the school that are not part of the main subject curriculum. Tawa College traditionally offers a wide variety of extra-curricular activities. Our Operations Grant is for curriculum areas, therefore there are costs involved in extra-curricular activities (for example: choirs, sports teams, EOTC week). Please make sure you are fully aware of the costs involved in an extra-curricular activity before you agree to your student participating.

## Instrument hire

Music tuition is available to students with specialist music tutors. A donation towards this is appreciated. Some instruments may be available for hire for which there may be a cost.

## Text books

Text books that are required for a course are issued to students as needed and these must be returned in good, reusable condition at the end of the specified course or at the end of the school year.

## Lockers

Students can choose their own locker which they will have for one year at a time. They will need to provide their own padlock to put on the locker that they have chosen. The lockers will be cleared by the students at the end of each year.

## School Magazine - Tawahi

Available for optional purchase at the end of the school year.



## General Donation

The government funds education in New Zealand. Tawa College receives funding to cover most curriculum costs from the government. However, costs continue to increase each year, and we require additional income to meet the costs involved in maintaining our school whilst continuing to provide a varied range of curriculum options. For this reason, we request a general donation from families to assist in covering our costs. Payment of this donation helps to ensure there are sufficient resources available to provide an education that is comprehensive, and of a quality that we as a school and you as parents would like.

You will be issued with a receipt for any donations paid to Tawa College, of which one-third can be claimed as a refund from Inland Revenue.

The General Donations for 2023 are:

- \$300 for one child
- \$220 for each of two students in a family
- \$175 for each of three or more students in a family.

## Payments to Tawa College

Statements are sent out each term. Account information is also available via the parent portal. Payments can be made by cash, eftpos, automatic payments, credit card or instalments.



Tawa College's field centre at Putara

## General provisions

Please read the uniform requirements below before you purchase any articles intended for school wear. By resolution of the Tawa College Board, students are required to wear the College uniform as set out in this prospectus.

Students must wear the correct College uniform at all College activities, including:

- Daily attendance at classes
- Other College events as determined by the Principal.

Every article of clothing worn at or brought to the College should be clearly and indelibly marked with the name of the student to whom it belongs.

**Hair:** Students' hair must be worn in a style and length that remains tidy and off the face throughout the normal activities of a school day. Beards, moustaches and extravagant hair colours are not appropriate at school.

**Jewellery:** No visible jewellery may be worn but one plain gold or silver keeper or stud may be worn in each ear. Taonga may be worn provided it is worn in a way that aligns with the cultural values of the taonga. It is important to note that students may be asked to temporarily remove the item for a lesson/activity if staff consider the taonga or jewellery to be a health and safety risk.

**Nails:** Nail polish in a clear or neutral shade is permitted.

## Tawa College uniform items

(interchangeable to meet student needs)

**Jersey:** Regulation Tawa College blue, long sleeved, v-neck with embroidered college crest.

**Sweatshirt:** Regulation blue Tawa College sweatshirt with crest.

**Blazer:** The Tawa College blazer may be worn as part of the dress uniform.

**Tie:** Plain Tawa College tie with embroidered crest can be worn with a long sleeved shirt/blouse.

**Shoes:** Shoes should be plain black with no other colours, flat heeled, below ankle with laces. Slip-on shoes which do not have laces may also be worn, only if they meet all of the other criteria stated. This is a Health and Safety issue.

**Scarf:** The Tawa College scarf may be worn.

**Physical Education Uniform:** A royal blue t-shirt with striped collar and crest. Royal blue shorts. Shoes must have non-marking rubber soles. Plain black or navy blue track pants may be worn for PE classes during Terms 2 and 3.

**Rainjacket:** Students are permitted to wear a plain black jacket with no markings as part of the college uniform.

**Head Wear:** There are two approved hats. The Tawa College school beanie and any plain dark blue hat. The beanie is sold through the college office and is the only acceptable beanie. Any plain dark blue hat is permitted.

**Shirts/Blouses:** Regulation silver or white cotton with short or

long sleeves can be worn. Any garment worn underneath the shirt or blouse must be white and not visible above the neckline or below the sleeves or lower hem.

**Skirt:** The Tawa College skirt in the Duncan tartan fabric. The minimum length of the skirt should be mid-knee.

**Shorts:** Mid-grey worsted with bearer and side straps (no belt required).

**Trousers:** Long grey wool/polyester trousers may be worn with a black belt. If students are wearing trousers they must wear a long sleeved shirt/blouse with the college tie. The long sleeved shirt/blouse and college tie may also be worn with the grey shorts.

**Socks/Stockings:** Plain black mid-calf socks or stockings in black or a medium brown shade.

**Headscarves (for cultural reasons):** These may be worn but the only colours permitted are blue, black or white.

## Dress uniform

Dress uniform will be worn, as determined by the Principal, on formal occasions, and for inter-school visits. Whilst it is not necessary or compulsory at junior level, it becomes necessary as a student advances in the school. It is essential for first teams in some codes, and for certain school groups whenever they appear in public. The dress uniform consists of: blazer worn with a white long sleeved shirt/blouse, shoes as stipulated above, plain black or white socks or black/medium brown stockings, college tie with either trousers or the tartan skirt.

**Sports Uniforms:** These vary according to particular sports codes and are available from the Sports Department.



## Year 13

Year 13 dress code is "smart casual". Students are encouraged to wear their leaver's hoodie or similar. Both items are optional. At the start of the year an agreed dress code will be provided to Year 13 students outlining the school's expectations. Students are encouraged to retain their school uniform items from Year 12 for use on special occasions as required.

# ENROLMENT

Tawa College is governed by an Enrolment Scheme that states the optimum roll for the College, defines an area (“the Tawa College home zone”) from which permanently resident students will have priority, and lists the criteria which govern the enrolments of students who live outside of the Tawa College home zone. The Scheme also sets out the enrolment process regarding applications and the importance of correct information being provided to the school.

Students who live inside the school zone have automatic right of entry: enrolment of those outside the zone will follow a priority ranking and a ballot may be required.

## Important features of the Enrolment Scheme

### For students in the home zone

Priority for enrolment places will be given to students whose usual and permanent place of residence is within the Tawa College home zone at the date the student commences at the college.

The Tawa College home zone is defined as the suburb of Tawa bounded on the north by the Wellington City/Porirua boundary, and including the localities of Linden, Greenacres (including the extensions of Woodman Drive), Central Tawa, Redwood, Grenada North, Takapu Valley and Willowbank / Middleton Road as far south as the northern entrance to the railway tunnel.

Parents who claim this priority of enrolment must furnish proof of residency within the Tawa College home zone.

### For students from outside the home zone

The categories set out below are established by the Education Act 1989.

- 1 First Priority:** Acceptance for enrolment in a special programme run by the school. (Tawa College currently has no special educational programme as defined by the Ministry of Education).
- 2 Second Priority:** Any applicant who is a sibling of a current student of Tawa College.
- 3 Third Priority:** Any applicant who is a sibling of a former student of Tawa College.
- 4 Fourth Priority:** Any applicant who is a child of a former student of Tawa College.
- 5 Fifth Priority:** Any applicant who is a child of a person employed by the Board of Trustees (e.g. teacher, support staff).
- 6 Sixth Priority:** All other applicants.
  - If there are more applicants in the second, third, fourth, fifth or sixth priority groups than there are places available, selection will be made by ballot within each priority group. All details concerning enrolments for entry in 2023 are provided on the Tawa College website (Enrolment tab). This includes the closing dates for out of zone applications and the ballot dates.
  - Ballots will be held on a date to be notified and will produce a ranked list of out of zone students, who will be offered places at the school in accordance with the number of places available.
  - The optimum number of enrolments in the first year (Year 9) is 265 students.
  - Out of zone applications for Year 9 students in 2023 are due by Monday 25 July 2022.
  - Out of zone applications for students in Years 10 to 13 in 2023 are due by Friday 14 October 2022.



## For all applicants

Go to [www.tawacollege.school.nz](http://www.tawacollege.school.nz) and select the Enrolment tab. Complete your online enrolment. Please ensure that you upload all the required attachments including birth certificate, evidence of in zone residency, and vaccination history. If you do not have computer access, please visit the college office for assistance.

### For out of zone applicants in Year 9 2023:

In order to be eligible for entry into the out of zone ballot, your online enrolment must be completed no later than **Monday 25 July 2022**. Enrolments completed after this date are not able to be considered in the out of zone ballot for entry in Year 9 in 2023.

### For out of zone applicants in Years 10 to 13 2023:

In order to be eligible for entry into the out of zone ballot, your online enrolment must be completed no later than **Friday 14 October 2022**. Enrolments completed after this date are not able to be considered in the out of zone ballot for entry in Years 10 to 13 in 2023.

### Out of zone ballots

The ballot for Year 9 in 2023, if required, will be held on Monday 1 August 2022. The ballot for Years 10 to 13 in 2023, if required, will be held on Friday 21 October 2022. All applicants will be notified within three working days of the result of such ballots.

## Completing the online enrolment

The Tawa College Board wants to be as fair as possible in allocating places at Tawa College. That requires accurate information from families upon which important decisions depend. The accuracy of your completion of the online enrolment also affects other families. Parents and guardians are advised of the following:

1. It is of paramount importance that the enrolment application is completed accurately and truthfully. The Education Act 1989 allows the Board to annul the enrolment of a student if false claims are made e.g. about residence or the relationship of an enrolling student to a current student. In such cases a student can be required to leave within one month of the date of annulment.
2. Please note that living 'in the school zone' means that a student has their main residence within the school zone. Please also note that the school will not accept the temporary transfer of guardianship to someone living in zone as evidence that a student is living in zone.
3. Please ensure that if you are making an enrolment application under Priority rankings two through to five, all details concerning the connection to the college are accurately noted.
4. The statistical information asked for is required by the Ministry of Education to assist them in various aspects of policy formation and statistical analysis.
5. Please note that completing the online enrolment represents verification that you have declared all information submitted is true and valid.

