

NADI SANGAM SCHOOL

JACK N JILL KINDERGARTEN

POLICY ON SCHOOL ZONING

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POLICY OBJECTIVE

1.1 The purpose of this policy is to act as a guide of Nadi Sangam Primary School and Jack n Jill Kindergarten, (hereinafter abbreviated to as NSS). To address access, quality and equity in Primary and Kindergarten school. The purpose of school home zoning is :-

- (a) to avoid overcrowding, or the likelihood of overcrowding, at this school; and
- (b) to ensure that the selection of students for enrolment at this school is carried out in a fair and transparent manner; and
- (c) to enable NSS to make the best use of existing educational resources;
- (d) to improve the performance and ensure equal distribution of high, average and low achieving students in Primary and Kindergarten school.
- (e) to ease traffic congestion and reduce travelling costs incurred unnecessarily by parents;
- (f) to enable proper and fair administration of provision of transport assistance to students;
- (g) to remove social stratifications such as parents occupation, socio economic status, ethnicity and religious affiliations and encourage parents within the zone to work together to improve the school.

2.0 DEFINITIONS

- 2.1 Catching Areas – help schools to identify their communities and give parents an indication of their zone school.
- 2.2 Eligible student – student who qualifies for bus fare assistance scheme.
- 2.3 Enrolment scheme – scheme or procedures devised by Nadi Sangam and Jack N Jill kindergarten school as approved by MEHA to enrol students within school home zone.
- 2.4 Feeder School – primary school within a designated school home zone, which works in conjunction with a secondary within that same school home zone in order facilitate the placing of students upon reaching secondary school age.
- 2.5 Head Of School – refers to the Head Teacher of this school.
- 2.6 Reasonably convenient school – school that is opted by students who do not have a school within their home zone which may be convenient to the students considering the cost and distance.
- 2.7 Out of zone students – students who (aspire to enrol or) are enrolled in school not within their home zone or the school's home zone.
- 2.8 School home zone – zone or area between residences of students or children located within 2 kilometres radius from the school

2.9 Urban Schools - schools located in the urban, sub- urban and peri urban areas less than 15 km from the nearest urban centre.

3.0 RELEVANT LEGISLATION

3.1 School Constitution

3.2 MEHA school zoning Policy

3.3 Education Act 1978

3.4 Constitution of Fiji 2013

4.0 POLICY

4.1 The concept of home school zone shall involve the defining of catchment areas. Such catchment areas, which are determined and approved by NSS be referred to as the school home zone.

4.2 Nadi Sangam Primary School and Jack N Jill kindergarten home zone scheme as formulated by MEHA, which shall outline a home zone with clearly defined boundaries, that must be approved by the Permanent Secretary for Education.

4.3 Students who live within a school's home zone shall have absolute right to be enrolled in that school regardless of religion, ethnicity, race, background or status.

4.4 NSS shall not exceed student/teacher ratio of 35: 1 per stream for Primary school and 15:1 for Kindergarten school.

4.5 The application of this Policy shall be implemented by NSS and Jack N Jill

Kindergarten.

5.0 PROCEDURES

5.1 Enrolment Scheme

5.1.1 NSS enrolment scheme is consistent with the policies as set out by the Ministry of Education, Heritage & Arts and

- (a) define a home zone for the school; and
- (b) set out the enrolment procedures or criteria for selecting applicants who live outside the home zone; and
- (c) identify any special programmes offered by the school and the criteria on which students will be accepted onto any special programme
- (d) maintain the teacher student ratio to a maximum of 35 : 1 and 15: 1

5.1.5 Students not having schools within the home zone may apply to be enrolled to this school.

5.1.6 NSS has developed this enrolment scheme aligned to this Zoning Policy and MEHA Policy. This enrolment scheme also explicitly specifies the priorities for “out of zone students.

5.1.7 NSS will clearly display its enrolment scheme in the main school notice Board.

5.1.8 A copy of the school enrolment scheme will be sent to all current parents/guardians of the school before the next date of enrolment.

5.2 Enrolment Dates

5.2.1 The dates issued below shall be strictly observed by the parents/guardians School management.

5.2.2 NSS & Jack n Jill kindergarten will start enrolling students who live within their school's home from

Monday, week 10 of Term 3 and complete on last Friday of Term Three each academic year .

5.2.3 NSS and Jack n Jill will begin to enrol out of zone students on the second Monday of December each year and the enrolment for out of zone students must be strictly carried out under the first come, first serve basis.

5.3 Exceptions to School Home Zone

5.3.1 A student who lives in the school home zone of the school under an enrolment scheme has the right to be enrolled at this school.

5.3.2 A student who lives outside NSS home zone can be enrolled in the following order of priority only if –

- (a) he or she is offered a place at the school in accordance with the procedure or criteria concerning recruitment of students outside the zone as set out in the urban enrolment scheme;
- (b) he or she is accepted for enrolment in a special programme run by the school;
- (c) preference for certain subject combinations that are not offered by the school in the student's home zone;
- (d) preference for vernacular subjects combinations that are not offered by the school within the student's home zone;
- (e) one or both of the child's parents is a teacher at the same school;
- (f) one or both of the child's parents work within the school zone;
- (g) one or all of the child's biological sister(s) or brother(s) are enrolled or teaching in the same school;

5.4 Enrolment may be nullified if based on false information or temporary residence

5.4.1 The Head of the school of NSS has an enrolment scheme which may nullify the enrolment of a student if he or she believes upon reasonable evidence that the student's enrolment or pre- enrolment form falsely claimed, for the purpose of securing enrolment, that –

- (a) the student was living in the school's home zone when the student enrolled at the school; or
- (b) the student has used a temporary residence for the purpose of gaining enrolment at the school.

5.4.2 The Head of School of NSS must nullify the enrolment of a student immediately and –

- (a) advise the student's parents, by giving a notice in writing, of the date the termination of enrolment; and
- (b) advise the PSEHA of the name of the student and the date of termination of the enrolment.

5.4.3 Any termination of enrolment must be affected at the end of the school term for consideration of the right to education.

5.5 Monitoring and Compliance

5.51 It is the duty of the Head of School of NSS to monitor the school Zoning Policy and its proceeding.

5.6 Residences isolated from any School Home Zones

5.6.1 Students who do not have a school within the 2 km home zone may apply for a place at NSS and Jack n Jill kindergarten.

5.7 Bus Fares & School Zoning

5.7.1 MEHA shall provide bus fares to cover eligible students within the home zones.

5.7.2 Eligible students who have been assisted for more than one stage transport assistance or school home zone.

5.7.3 All parents/ guardians of students/children who opt to enrol their children outside their school home zone may not receive any transport assistance from