



Enrolment Scheme

In Zone (Automatic Entry) Enrolment

Students who live with a parent or court appointed legal guardian within the Takapuna Grammar School zone are entitled to enrol and can apply for automatic entry. The in zone address given must be the student's usual place of residence at the time of application and during the student's time attending the school. Proof of the in zone address is required as a condition of enrolment.

The In Zone Enrolment Application Process

All applications are completed through the online enrolment form found on our website. You will be required to upload a number of documents which should be prepared prior to completing the form.

To be eligible for entry to Takapuna Grammar students must live within the school zone, be living with a parent or court appointed legal guardian and be able to supply all the following documentation:

All students to provide:

- birth certificate/passport and/or relevant visa
- last school report

If you own your own home:

- land rates bill or if recently purchased the sale and purchase agreement
- broadband or power utility bill

If you rent your home:

- the rental agreement signed through a rental agency with a minimum of one-year tenancy from the student's date of enrolment
- tenancy agreement should include and meet the Healthy Homes standard
- Tenancy Services bond receipt – call 0800 737666 if required
- broadband or power utility bill

If you are on a domestic study or residency visa, we will also require a copy of:

- parent/s visa
- parent/s passport
- student's birth certificate or a copy of the family register if no birth certificate available

Once the school is satisfied that the enrolment criteria have been met, the student and parent/caregiver will be invited to attend an enrolment interview with senior management. After the enrolment interview the school uniform can be purchased from our onsite shop.

Enrolment at the school is considered to be complete once all pre-enrolment procedures have been completed and the student begins attending the school.

In Zone Conditions

The Ministry of Education advises that parents should be warned of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an in zone living arrangement which they intend to be only temporary. Examples include:

- renting in zone accommodation on a short-term basis
- arranging board in zone with a relative or friend who is not a legal guardian
- using the in zone address of a relative or friend to gain entry to the school

If the school has reasonable grounds for believing that the in zone address is not a genuine, on-going living arrangement with a parent or legal guardian, the school may decline to offer a place.

If the school learns that a student is no longer living in zone and has reasonable grounds to believe that a temporary in zone residence has been used for the purpose of unfairly gaining priority in enrolment, then the Board of Trustees may review the enrolment. Unless the parents can give a satisfactory explanation within ten days, the Board may annul the enrolment. This course of action is provided for under Section 110A of the Education Act 1989.

Takapuna Grammar does not accept house share living arrangements with family, friends or landlords.

Out of Zone (Selective Entry) Enrolment – YEAR 9 BALLOT

Students who live with a parent or legal guardian outside the Takapuna Grammar School zone can apply under the Out of Zone Selective Ballot Entry process. A Year 9 ballot is held annually to determine which of these students can be given the right to enrol for the following year.

Places will be offered to applicants according to their priority group, and then according to their position on the waiting list generated by the ballot. Priority groups are prescribed by legislation and set out below.

The Out of Zone Enrolment Application Process

Applications for the Year 9 Out of Zone Ballot for attendance the following year open on 1 July.

Applications are completed through our online enrolment form found on our website. You will be required to upload documentation which should be prepared prior to completing the form.

The application closing date and the date of the ballot will be published on the website. Late or incomplete applications will not be accepted. The ballot is drawn in the presence of a Justice of the Peace on the date set by the Ministry of Education. It is a blind ballot and no preference can be given due to special ability.

All applicants will be advised of the outcome of the ballot by email within two days of the ballot being drawn. Successful applicants will be invited to attend an enrolment interview with senior management, after which the enrolling student may purchase uniform from our onsite shop.

Enrolment at the school is considered to be complete once all pre-enrolment procedures have been completed and the student begins attending the school.

Out of Zone (Selective Ballot Entry)

Each year the Board of Trustees will determine the number of places that are likely to be available in the following year for students who live outside the home zone.

Applications for enrolments will be processed in the following order of priority:

- First Priority - This priority category is not applicable at this school because the school does not run a special programme approved by the Secretary
- Second Priority will be given to applicants who are siblings of current students
- Third Priority will be given to applicants who are siblings of former students
- Fourth Priority will be given to any applicant who is a child of a former student of the school
- Fifth Priority will 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
- Sixth Priority will be given to all other applicants

If there are more applicants in the second, third, fourth or fifth priority groups than there are places available, selection within the priority group will be by a ballot conducted in accordance with the instructions given by the Secretary under Section 11G(1) of the Education Act 1989.

GENERAL INFORMATION

Bring Your Own Device (BYOD)

The school expects all students will have their own digital device for use at home and school as part of their learning programme.

We operate in a blended learning environment, where a computing device is just one of many tools students will use to learn each day. While online and digital learning is important, Takapuna Grammar School students will also learn through paper-based books and resources, handwritten tasks, group discussions, hands-on practical tasks and physical activities.

We are a multi-device school, supporting Mac and PC devices, however it is important to recognise that while tablets or iPads meet our minimum specifications, they are not as effective in the classroom. A laptop/notebook is the recommended device for the secondary school environment.

Please note it is a condition of enrolment that all students and their parent(s)/caregiver(s) read the Responsible Use of ICT Agreement on our website and accept the terms of the Agreement as part of the online application process.

The Responsible Use of ICT Agreement, plus further information about our approach to Digital Citizenship, our BYOD policy and minimum specifications for devices, can be found at <https://takapuna.school.nz/digital-citizenship/>.

Co-Curricular Opportunities

Information regarding co-curricular opportunities that are available can be found at https://takapuna.school.nz/sports_perart_co-curricular/

Course Information

Our Course Information booklets can be found at <https://takapuna.school.nz/curriculum/>

Houses

Our Houses are IHI, WEHI, MANA, MAIA and KAHA. Each Whanau Form Class (WFC) is attached to a House and students compete for House points during the year in events such as the Haka Challenge, House Chant, Sports Day and Swimming Sports.

School Bus Timetables

Timetables for the school buses provided by Auckland Transport can be found here: <https://at.govt.nz/bus-train-ferry/timetables/school-timetables/> .

School Donation and Fees

The annual school donation has been set at \$350.00 per student or \$550.00 per family. During your student's time at the school, there will be activities that will incur a charge. You will be advised of these costs at the time of charging. Costs may include sports or cultural group memberships, field trips in various subjects and school camps.

Payments can be made in person at the Finance Office, via our TGS Online Shop or by direct credit to the school's bank account. Please see our website www.takapuna.school.nz/fees-uniform-stationery for more payment details.

Uniform

All items of uniform, with the exception of shoes, are sold at our onsite Uniform and Stationery Shop. Uniform Shop opening hours, uniform regulations and a current pricelist can be found on our website at <https://takapuna.school.nz/fees-uniform-stationery/>.

Timetable and Bell Times

Student timetables operate on a ten-day repeating cycle. The school day begins with Whanau Form Class at 8.40am with the exception of Wednesdays, when school begins with Period 2 at 9.30am.

Monday, Tuesday, Thursday, Friday

Warning Bell	8.35am
Whanau Form Class	8.40am – 9.00am
Period 1	9.00am – 10.00am
Period 2	10.00am – 11.00am
Interval	11.00am – 11.25am
Period 3	11.25am – 12.25pm
Period 4	12.25pm – 1.25pm
Lunch	1.25pm – 2.10pm
Period 5	2.10pm – 3.05pm

Wednesday

Warning Bell	9.25am
Period 2	9.30am – 10.30am
House/Whanau	10.30am – 11.00am
Interval	11.00am – 11.25am
Period 3	11.25am – 12.25pm
Period 4	12.25pm – 1.25pm
Lunch	1.25pm – 2.10pm
Period 5	2.10pm – 3.05pm

2025 First Week Dates

Tuesday 28 January

School reopens for 2025

Thursday 30 January

Year 9 students only - First Day 9.00am to 3.00pm

Year 9 students to arrive by 8.45am. Students will be met by Prefects at the front school entrance for a Powhiri at 9.00am

Whanau Form Class, Orientation and Peer Support to follow

Friday 31 January

Year 9 students only, 8.40am to 3.05pm

8.40am Assembly in Te Poho, followed by full day of classes

Year 10 – 13 New Student Orientation 9.00am – 11.00am

Students meet in the Student Services Courtyard

Monday 3 February

All students, Year 9 to Year 13, 8.40am to 3.05pm

8.40am Whanau Form Class, followed by full day of classes



*Information in this document is subject to change