

## 8.22B Proposal to Increase Maximum Roll Form

### Request for Maximum Roll Increase and/or Policy 2 Funding For Existing State Integrated Schools Only

This form is designed to enable the Ministry to gather sufficient information for analysis and recommendation. To be fully completed by the Proprietor, in consultation with the Board of Trustees. **All sections are mandatory.**

In submitting this form, it is assumed that the proprietors have read and understood the **'State Integrated School – Policy 2 Assistance'** document. Contact your local Ministry office for a copy.

**Please complete all sections.**

When completed, please send to:	<b>Operations Manager Association of Proprietors of Integrated Schools PO Box 12 307 Wellington 6144</b>
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Is this an application for Policy 2 assistance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Would the proprietor like the Ministry to discuss the recommendation to give an opportunity to reconsider the application before it is sent to National Office for processing?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the school does not qualify for Policy 2 assistance, does the proprietor want to continue with the maximum roll increase application?	Yes <input type="checkbox"/> No <input type="checkbox"/> To be decided <input type="checkbox"/>
Does the Proprietor agree to fund any necessary additional classrooms as a result of an approved application? Any new classrooms will need to be provided by the Proprietor if ineligible or not awarded Policy 2 funding.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> currently have sufficient capacity

Date of application:

## 1. Administrative Information

School Name:		Profile Number:	
Address			
Proprietor's Name:			
Proprietor's Agent:			
Address:			
Phone:		Email:	

## 2. School Information

a) Does the school have a statutory intervention in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
b) Does the school have an enrolment scheme (or in the process of implementing one)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
c) If Yes, when was it implemented?	
d) Please describe the school's zone/catchment, if known (or attach a map).	

## 3. Current Roll Information

a) Current maximum roll:	
b) Current maximum non-preference roll (and in percentage):	
c) Current actual preference roll:	
d) Current actual non-preference roll?	
e) Current actual roll (including any foreign fee paying students):	
f) If the school has an Enrolment Zone, please fill in the number of students in each status.	In Zone: Out of Zone:
g) Does the school have foreign fee paying students? If yes, how many?	Yes <input type="checkbox"/> No <input type="checkbox"/> Number:

## 4. Proposed Roll Information

Proposed maximum roll:	
Proposed number of non-preference students (and in percentage):	
<p>Please <b>attach</b> waiting list details of students <b>excluded</b> by the current maximum roll. Information should include their:</p> <ul style="list-style-type: none"> <li>physical addresses</li> <li>year level</li> <li>proposed starting date</li> <li>ethnicity (if collected). This information is very useful for the Ministry's long term data analysis.</li> <li>school currently attending – if not new entrants,</li> </ul> <p>And whether they are:</p> <ul style="list-style-type: none"> <li>a sibling of a former student</li> <li>a sibling of a current student</li> <li>preference or non-preference.</li> </ul>	

## 5. Roll Projections for the Next Three Years

### Projected peak roll (including non preference but not foreign fee-paying students:

Projected peak roll for \_\_\_\_\_ (with current maximum roll): \_\_\_\_\_

Projected peak roll for \_\_\_\_\_ (with current maximum roll): \_\_\_\_\_

Projected peak roll for \_\_\_\_\_ (with current maximum roll): \_\_\_\_\_

Projected peak roll for \_\_\_\_\_ (with increased maximum roll): \_\_\_\_\_

Projected peak roll for \_\_\_\_\_ (with increased maximum roll): \_\_\_\_\_

Projected peak roll for \_\_\_\_\_ (with increased maximum roll): \_\_\_\_\_

What information did you use to derive these projections?	
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Does this roll increase cover:

Immediate Needs

Needs over the next 2 years

Needs over the next 5 years

## 6. Accommodation

### Existing maximum roll:

Existing number of integrated classrooms:	
Existing number of non-integrated classrooms:	
Estimated number of students the school can accommodate:	
Are there special accommodation arrangements for foreign fee paying students e.g. has separate accommodation been provided from the fees?	

### With the proposed maximum roll:

Number of additional teaching spaces required:	Through P2:		By Proprietor:	
Estimated number of students the school could accommodate with proposed classrooms:				
Other accommodation required with the proposed roll increase:				
Can the school site accommodate the extra building/s?				
What is the current infrastructure capacity of the school (if known)				
If the proposed maximum roll exceeds the current infrastructure capacity, does the proprietor have any plans to upgrade this capacity?				
Any other comments				

## 7. Flow-on Effects to Neighbouring Schools

<p>In your opinion, what are the schools in the area may be affected by this Maximum Roll Increase? (please include both state and integrated schools)</p>		
<p>Has there been any initial discussion/consultation with these schools?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If yes, note the response so far:</p>	<p>Respondent</p>	<p>Response</p>

## 8. Special Character Network

<p>Are you in discussions with the local Ministry office about an area strategy/local planning work surrounding this schooling network? If yes, which area strategy/planning work?</p>
<p>Does the proprietor have a strategic plan for the school/area?</p>
<p>How does this application relate to the strategic plan?</p>
<p>Does the school have a strategic plan for its growth? If yes, please describe.</p>

## 9. Previous Applications

List all previous maximum roll increase applications for the last 5 years.

Year	Max Roll applied for	Approved/ Declined	Reason/ Comment

## 10. Other information (if any)

You may choose to add additional information to support your application eg. Evidence of new industry, residential developments, increased demand for specific schooling, migration etc. **(if any):**

## 11. Final Comment (if any):

**In signing this, you are declaring that all the information contained in this form is true and correct:**

(Proprietor/Proprietor's Representative)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Proprietor/Proprietor's Representative)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Check List – please enclose the following (if applicable):

- Map of zone/catchment
- Waiting list details – proposed roll information
- Other information to support this application.