

Adult Enrolment / Re-enrolment Policy

Purpose: The purpose of the policy is to ensure a safe learning environment for all students.

Rationale: Te Puna Wai o Waipapa - Hagley College is a unique educational institute in that students from aged 12 to 19 study alongside adults defined by their age of 19 and over.

Related Policies: Enrolment Policy, Child Protection Policy, Alcohol and Drug Policy, Health and Safety Policy, Hagley College [designated character criteria](#)

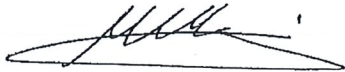
Policy:

1. As a designated character school, the Colleges' [designated character criteria](#) guide all enrolments.
2. Adult students will engage with a specific enrolment process including an interview with a designated staff member.
3. Withholding or failure to disclose information at enrolment (or subsequent to enrolment) may result in the termination of enrolment.
4. Withholding or failure to disclose information regarding previous schooling either at the College or elsewhere may result in the declining of enrolment.
5. The College reserves the right to terminate enrolment should an adult student engage in behaviour which compromises the safety or well-being of staff and or other students.
6. The College has a set maximum roll number. Places in programmes of learning are made available to adult students subject to availability. Students up to their 19th birthday have entitlement to enrol in secondary education and therefore priority, if they meet designated character criteria.
7. The payment of the appropriate fees confirms the enrolment. Failure to pay these fees may lead to the terminating of this enrolment.
8. Programmes at the College are designed to move students forward in their learning. Students in the same or similar programmes cannot exceed more than two years in succession. Discretion regarding the two year limit may be granted for Learning Languages students (including English Language Learning).
9. To be offered a place in the College programme, any new or re-enrolling adult student must be engaged in an authentic programme of learning which will move them forward meaningfully into a career or advanced learning pathway. A major factor in making this decision will be the existing qualifications held by the student.
10. An adult student currently or previously enrolled in a College programme must meet an acceptable level of progress, engagement and attendance if they wish to be eligible to re-enrol the following year.
11. The College reserves the right to Ministry of Justice check any adult applicant for a student place at the College.

Supporting documents

- Adult Student Enrolment Form
- Adult Student Declaration Form

Approved by:



Designation: _____ BOT Chair _____

Date Approved: _____ 29 November 2022 _____

Review Date: _____ November 2024 _____