

## INFORMATION FOR PARENTS/CAREGIVERS

# Directed Enrolment of a student to a state school following an exclusion or expulsion

**You have been advised by the school board that your child/young person has been excluded or expelled from their school and the principal has been unable to arrange enrolment at another suitable school for your child/young person. Te Tāhuhu/The Ministry will now find an appropriate school for your child. This information sheet gives you some information on this process. You may also want to refer to the legislation, guidelines and rules about stand-downs, suspensions, exclusions, and expulsions, available from the principal, local Ministry/Te Mahau offices and on the website by clicking the link below.**

[parents.education.govt.nz/secondary-school/your-child-at-school/standdowns-suspensions-exclusions-expulsions/](https://parents.education.govt.nz/secondary-school/your-child-at-school/standdowns-suspensions-exclusions-expulsions/)

It is always important to get your child/young person back to school as soon as possible.

After an exclusion, if the principal is unable to arrange enrolment for your child or young person at another suitable school, the Ministry will collaborate with you and suitable schools to find the most appropriate and reasonably convenient school for your child/young person to attend.

**Stay Calm**

**Talk to your child/ young person about what happened and where they would like to attend school**

**Think about their educational needs and their circumstances. Talk to your Educational Adviser**

### A Directed enrolment

A Directed Enrolment happens when a student is formally required to enrol at another school i.e., an exclusion or formally removed from a school i.e., an expulsion, and the principal of the excluding school has been unable to arrange an enrolment at another school. If your child is under 16 years of age, there is a legal obligation for your child/young person to be enrolled at and attend school (Education and Training Act 2020, Sections 35 and 36). Te Tāhuhu/The Ministry will now work to find the most suitable school that your child can reasonably conveniently attend in which to enrol your child or young person.

### Exclusion from school

An exclusion is a formal requirement that your child or young person must enrol at another school or kura if they are under 16 years old.

### Expelled from school

An expulsion is the formal removal of your child/young person from school or kura if they are 16 years old or older. This means they must leave and may not attend the school they were enrolled at.

If a young person is expelled from school, the principal is not required to find an alternative school. The young

person may choose to leave school, as they now have no legal obligation to attend school. However, your young person may wish to continue their education at school. They have a legal right to access free enrolment and free education at any state school ending on 1 January after their 19th birthday (Section 33 (1)). In this case, Te Tāhuhu/the Ministry may arrange for, and direct a school to enrol the young person. Your young person can enrol and attend school immediately.

**An exclusion or an expulsion are not criminal offences and do not appear on a police record**

### Options that can be considered following an exclusion or expulsion.

The Ministry must do one of the following:

- » Lift the exclusion and return your child/young person to the excluding school; or
- » Arrange for enrolment at another school and, if necessary direct the board of any other state school (that is not an integrated school) to enrol your child; or
- » Arrange for your child/young person to attend Te Aho o Te Kura Pounamu (previously known as The Correspondence School).

### The role of Te Tāhuhu/the Ministry in a Directed Enrolment

An Education Adviser will help you navigate the process and will collaborate closely with you and listen to your views about your child's educational needs. They will also arrange the most suitable reasonably convenient school for your child to enrol at and attend. When an enrolment is directed by Te Tāhuhu/the Ministry your child/young person can attend this school even if you are outside of their enrolment zone.

### Sharing information about your child

To make the best decision about where to enrol your child it will be necessary to share information regarding the circumstances of your child's exclusion or expulsion with suitable schools. This will assist your child to make a successful transition into the new school and help the school to plan and best support your child.

**Please know that:** Schools can link you with relevant agencies and suggest options for counselling and support.

Schools have a plan to get students back into a normal school routine. You can help by:

- » Collaborating with the school and the Ministry
- » Developing and agreeing on a shared plan
- » Checking the plan is working
- » Regularly checking in with the school and your child on how things are going.

### The board's role:

A board must comply with a direction to enrol your child from the Ministry.

This direction overrides the provisions of any enrolment scheme the school may have in place. This means that if the selected school is zoned for a particular area and you do not live in that area, your child can attend this school.

If the exclusion is lifted your child can return to school immediately.

If a direction to enrol is made, your child can enrol and attend that school immediately.

### The School Roll

When your child/young person is excluded from their school under section 81(1)(c), the excluding school must keep their name on the register until they enrol at another registered school.

When your child/young person is expelled from school, their name is removed from the school register, section 86(2)(b)

### Providing an educational programme

Under section 84(2) the principal of the excluding school must take all reasonable steps to make sure an appropriate educational programme is provided to your child/young person until they enrol at another school. This programme is designed to facilitate the return of your child/young person to school and to minimise the educational disadvantages that occur from their absence from school (section 84(3)).

## Where can you go if you would like some guidance and advice?

### Student Rights Service

This service is run by Wellington Community Law Centre (wclc)

**PO Box** 24005, Wellington 6142

**Tel:** 04 499 2928

**Email:** [info@wclc.org.nz](mailto:info@wclc.org.nz)

**Web:** [www.wclc.org.nz/our-services/the-student-rights-service/](http://www.wclc.org.nz/our-services/the-student-rights-service/)

#### Address:

Level 2, 15 Dixon St  
Wellington

Te Awa Kairangi  
Level 2, 59 Queens Drive  
Hutt Valley

### YouthLaw Aotearoa (nationwide)

**Tel:** 0800 884 529

**Email:** [nzyouthlaw@gmail.com](mailto:nzyouthlaw@gmail.com)

**Web:** [www.youthlaw.co.nz](http://www.youthlaw.co.nz)

### Commissioner for Children

**PO Box** 5610, Wellington 6145

**Tel:** 0800 2244 53

**Email:** [advice@occ.org.nz](mailto:advice@occ.org.nz)

**Web:** [www.occ.org.nz](http://www.occ.org.nz)

### Community Law Centres

**Web:** [www.communitylaw.org.nz](http://www.communitylaw.org.nz)

### Citizens Advice Bureau

**Tel:** 0800 367 222

**Web:** [www.cab.org.nz](http://www.cab.org.nz)

*Also consider people who know your child well and can speak for them, such as a coach, teacher aide or guidance counsellor.*

**Please note:** it may be better not to ask a school staff member or member of the school's board of trustees, as they may not be able to speak on your child's behalf.

MINISTRY OF EDUCATION		<a href="http://www.education.govt.nz">www.education.govt.nz</a>
Tai Tokerau	<b>Tel:</b> 09 436 8900	<b>Email:</b> <a href="mailto:enquiries.whangarei@education.govt.nz">enquiries.whangarei@education.govt.nz</a>
Auckland	<b>Tel:</b> 09 632 9400	<b>Email:</b> <a href="mailto:enquiries.auckland@education.govt.nz">enquiries.auckland@education.govt.nz</a>
Waikato	<b>Tel:</b> 07 850 8880	<b>Email:</b> <a href="mailto:enquiries.hamilton@education.govt.nz">enquiries.hamilton@education.govt.nz</a>
Bay of Plenty/Waiariki	<b>Tel:</b> 07 349 7399	<b>Email:</b> <a href="mailto:enquiries.BoP-Waiariki@education.govt.nz">enquiries.BoP-Waiariki@education.govt.nz</a>
Hawke's Bay/Tairāwhiti	<b>Tel:</b> 06 833 6730	<b>Email:</b> <a href="mailto:enquiries.napier@education.govt.nz">enquiries.napier@education.govt.nz</a>
Taranaki, Whanganui, Manawatu	<b>Tel:</b> 06 349 6300	<b>Email:</b> <a href="mailto:enquiries.wanganui@education.govt.nz">enquiries.wanganui@education.govt.nz</a>
Wellington area	<b>Tel:</b> 04 463 8699	<b>Email:</b> <a href="mailto:enquiries.lowerhutt@education.govt.nz">enquiries.lowerhutt@education.govt.nz</a>
Nelson, Marlborough, West Coast area	<b>Tel:</b> 03 546 3470	<b>Email:</b> <a href="mailto:enquiries.nelson@education.govt.nz">enquiries.nelson@education.govt.nz</a>
Canterbury	<b>Tel:</b> 03 378 7300	<b>Email:</b> <a href="mailto:enquiries.christchurch@education.govt.nz">enquiries.christchurch@education.govt.nz</a>
Otago/Southland	<b>Tel:</b> 03 471 5200	<b>Email:</b> <a href="mailto:enquiries.dunedin@education.govt.nz">enquiries.dunedin@education.govt.nz</a>

## You may also contact:

### Human Rights Commission

**Infoline:** 0800 496 877

**Email:** [infoline@hrc.co.nz](mailto:infoline@hrc.co.nz)

**Text:** 0210 236 4253

**Web:** [www.hrc.co.nz](http://www.hrc.co.nz)

### Office of the Ombudsman

**PO Box** 10152, Wellington 6143

**New Zealand-wide answer phone**

**Tel:** 0800 802 602

### Complaints

**Email:** [info@ombudsmen.parliament.nz](mailto:info@ombudsmen.parliament.nz)

**Web:** [www.ombudsmen.parliament.nz](http://www.ombudsmen.parliament.nz)