

Crimson Global Academy

Enrolment Policy



Purpose

The purpose of this policy is to ensure that Crimson Global Academy (“CGA”) maintains lawful, accurate, and complete enrolment processes and enrolment records for students attending the school, and that student enrolment information is managed in accordance with the requirements applying to registered private schools in New Zealand.

This policy supports CGA’s compliance with the Education and Training Act 2020 and applicable Ministry of Education requirements relating to student enrolment records, attendance, student administration, and transfer of records.

Scope

This policy applies to:

- all students enrolled, or seeking enrolment, in Crimson Global Academy as a registered New Zealand private school;
- parents, caregivers, and families involved in the enrolment process;
- the Board, CEO, Principal, enrolment staff, administration staff, and any other staff involved in enrolment administration or student records management.

Legal and Regulatory Framework

This policy is informed by and supports compliance with:

- Education and Training Act 2020;
- any rules, specifications, or requirements issued by the Secretary for Education relating to student enrolment records;
- Privacy Act 2020; and
- any other applicable legal or regulatory requirements relating to student records, attendance, and school administration.

All enrolment practices must align with these obligations and be capable of verification through appropriate records and documentation.

Policy Statement

1. CGA will maintain a clear, fair, and legally compliant enrolment process for all students.
2. CGA will keep an enrolment record for each student attending the school in the form and with the content required by applicable law and Ministry of Education requirements.
3. CGA will take reasonable steps to ensure that enrolment information is accurate, current, securely held, and transferred when required.
4. CGA's enrolment processes and records will be administered in a manner appropriate to its fully online schooling model while maintaining the standards required of a registered private school.

Enrolment Principles

CGA's enrolment processes will be guided by the following principles:

- enrolment decisions and records must be accurate, complete, and properly documented;
- enrolment processes must reflect CGA's character as a fully online school;
- enrolment information must be collected and managed in a way that supports student safety, attendance monitoring, wellbeing, communication, and lawful administration;
- student information must be handled lawfully and in accordance with privacy obligations;
- enrolment processes must support CGA's ability to meet its obligations as a registered private school, including obligations relating to attendance, student welfare, and record-keeping; and
- where a student leaves CGA to attend another school, CGA will take reasonable steps to provide the enrolment record or relevant enrolment information to the receiving school as required.

Enrolment Requirements

Before and during a student's enrolment, CGA may require parents, caregivers, and students to provide such information, records, documents, confirmations, and consents as CGA reasonably requires for enrolment, student record-keeping, attendance, student safety, wellbeing, learning support, communication, administration, and compliance purposes.

This may include information relating to:

- the student's identity and contact details;
- parent, guardian, caregiver, and custody information;

- emergency contact details;
- prior or current schooling and academic records;
- enrolment status and attendance-related information;
- health, medical, wellbeing, and learning support information;
- pathway, programme, or learning mode information; and
- consents, acknowledgements, and confirmations reasonably required for lawful school operations.

This information may be collected through CGA's enrolment form, supporting documentation, follow-up requests, interviews, direct communications, or other administrative processes used by CGA from time to time.

Parents, caregivers, and students must take reasonable steps to ensure that information provided to CGA is accurate, complete, not misleading, and updated where relevant circumstances change.

Enrolment Process

1. **Initial Enquiry and Admissions Discussion:** Prospective students and families will usually have an initial discussion with CGA to explore the student's goals, academic background, learning needs, suitability for CGA's online schooling model, and possible programme or pathway options.
2. **Assessment and Pre-Enrolment Information Gathering:** CGA may require or invite the student and family to participate in one or more pre-enrolment steps, such as an academic assessment, provision of recent school reports, meetings with an Admissions Officer, or other information-gathering processes used to determine appropriate pathway, class, or learning mode options.
3. **Enrolment Form and Supporting Documentation:** Where the family wishes to proceed, the parent(s), caregiver(s), and/or student complete CGA's Enrolment Form and provide the information, supporting documents, confirmations, consents, and acknowledgements reasonably required by CGA, including agreement to the applicable enrolment terms and conditions.
4. **Admissions and Enrolment Review:** CGA reviews the information it has received for completeness, suitability, and enrolment requirements. CGA may request further information, clarification, documents, or discussion before a decision is made or an enrolment plan is confirmed.

5. **Enrolment Decision and Confirmation:** CGA may approve the application, decline the application, or defer a decision pending receipt of further information or completion of additional steps. Where enrolment is approved, CGA confirms the student's enrolment and programme arrangements.
6. **Onboarding and Record Finalisation:** Once enrolment is confirmed and required steps are completed, CGA provides onboarding information, access to relevant school documentation, and confirmation of the student's start arrangements, and updates the student record and ENROL requirements where applicable.

Enrolment Records

CGA will maintain an enrolment record for every student enrolled at the school. The enrolment record will be kept in CGA's student management or record-keeping systems and will include the information required by law and by any applicable Ministry of Education rules, specifications, or requirements.

CGA will take reasonable steps to ensure that enrolment records are created promptly on enrolment; are updated where relevant information changes; are accurate and complete; are stored securely; and can be accessed by authorised staff as needed for lawful school purposes.

Transfer of Enrolment Records

Where a student leaves CGA and attends another school, CGA will take reasonable steps to send the student's enrolment record, or the relevant enrolment information, to the principal of the receiving school as required by law. CGA will do so within a reasonable timeframe and in a secure manner appropriate to the sensitivity of the information. CGA maintains processes to support timely and secure transfer of enrolment information where required.

Roles and Responsibilities

Board

The Board is responsible for ensuring that CGA has lawful and effective policies and systems for enrolment and student record management.

CEO and Principal

The CEO and Principal are responsible for ensuring that appropriate enrolment systems, processes, and controls are in place and implemented, and that CGA's enrolment practices support compliance with legal and regulatory requirements.

Administration and Enrolment Staff

Relevant administration and enrolment staff are responsible for:

- collecting and recording enrolment information;
- maintaining accurate student records;
- updating records where required;
- handling enrolment documentation securely; and
- supporting the lawful transfer of enrolment information when students leave CGA.

Privacy and Record Security

CGA will collect, use, store, and disclose enrolment information in accordance with the Privacy Act 2020, our Privacy Policy, and other applicable school policies. Access to enrolment records will be limited to staff who require that information for lawful educational, administrative, safeguarding, wellbeing, or compliance purposes.

Related Policies and Documents

This policy should be read together with:

- Application for Enrolment Terms and Conditions;
- Attendance and Engagement Policy;
- Safe and Inclusive Learning Environment Policy;
- Student Learning, Wellbeing and Behaviour (Discipline and Safety) Policy;
- Safeguarding and Child Protection Policy;
- Privacy Policy;
- Complaints Policy and Procedures; and
- any enrolment forms or administrative procedures used by CGA from time to time.

Relevant policies and documents are available on CGA's website

<https://www.crimsonglobalacademy.school/our-school/cga-provision-of-information/>

Review

This policy will be reviewed annually, or earlier if required by legislative change, Ministry requirements, or operational need.

Version Control

Policy No.:	CGA-EN-01
Approval Date:	20 March 2026
Next Review Date:	20 March 2027

NB This policy supersedes and replaces all prior policies and procedures relating to its subject matter, regardless of their date of approval.