



# Formalising arrangements for off-site locations

**It is important for the Ministry and the Education Review Office to know about all of the locations at which full time schooling is taking place across New Zealand. This is because we have a responsibility, on behalf of all New Zealanders, for making sure that our schooling system is effective and safe for our children and young people.**

The updated Education Act now requires schools to seek approval from the Minister of Education to use an off-site location or host an off-site location for another school. Once approval has been given, schools must enter into an agreement with the Secretary for Education before using that off-site location.

This change will formalise arrangements for off-site locations and make it clearer who is responsible for the education, safety and welfare of the students receiving education at the off-site location.

## **What counts as an off-site location?**

An off-site location is when a school is using premises outside of the school to provide education to one or more students on a long-term or full-time basis.

## **What sort of information will the written agreement between the Secretary and schools contain?**

The written agreement will set out:

- » who is responsible for the education provided at the off-site location
- » who is responsible for the welfare and safety of the students at that location
- » any other matters the Secretary considers relevant.

## **What does a school need to do if it is already using an off-site location?**

Schools with existing off-site locations have until 19 May 2018 to get approval from the Minister, and then enter into an agreement with the Secretary, if they want to continue this arrangement.

Schools wanting to get approval for an existing off-site location arrangement can contact their regional office, which will guide them through the process of obtaining the Minister's approval and a written agreement with the Secretary.

## **How do schools apply for approval for a new off-site location arrangement?**

Schools wanting to get approval for a new off-site location arrangement can contact their regional office, which will guide them through the process of obtaining the Minister's approval and a written agreement with the Secretary.

## **What happens if a school doesn't get approval from the Minister by 19 May 2018?**

Schools with existing arrangements that fail to get approval from the Minister by 19 May 2018 will have to shut down their off-site arrangement.

## **Where are the off-site location provisions located?**

The off-site location provisions are located in section 71A.

## **When do the changes take effect?**

These provisions took effect on 19 May 2017.