



Expression of interest for converting charter schools

Instructions for applicants

If you want to convert a state or state-integrated school to a charter school, your journey starts here.

As the applicant, you're either:

- the sponsor who is proposing to convert the state school to a charter school, or
- a member of the school community jointly proposing a conversion of your community's state school with a sponsor.

Step one is to complete the forms in the expression of interest pack.

Your responses will give us key information about your plans for converting a state school ahead of receiving your application form. It means we can ensure that you can meet the necessary statutory requirements and that you are preparing your community for this change.

The EOI pack comprises:

- the expression of interest form
- statutory Declaration for sponsors (form A)
- statutory Declaration for known governing members (form B).

Email these completed documents to applications@charterschools.govt.nz

The Charter School Agency will review the documents and let you know if we have any questions for you. We'll also be in touch to see if you need support to help you complete the application form.

Forms A and B are statutory declarations, designed to establish whether sponsors and governing members are 'fit and proper persons.' They must be witnessed and signed by a person authorised to do so, such as a Justice of the Peace, solicitor or notary public. There's more information here: [Who can witness a statutory declaration](#)

When you're completing the forms, make sure:

- the authorised witness's **name and title** is clearly identified, via a stamp or clearly handwritten alongside their signature.

- the declaration is all in one format (it needs to be written or typed) and in one type of document (ie a PDF). It can be handwritten, if that's your preference, but needs to be signed and scanned into one document.

If you don't have access to a scanner, we'll accept a photograph of the documents, but you must photograph the full document.

Form A needs to be completed on behalf of the sponsor organisation ie by someone with the delegated authority such as a director, chief executive. **You will complete this form once.**

Form B is to be completed individually by any governing members of the sponsor organisation. A governing member is any director or member occupying a position equivalent to that of a director, a trustee and/or a partner. **Each governing member will complete this form.**

Expression of interest form

Complete this form if you are applying to convert a state school to a charter school

Sponsor representative	Detail	Point of contact
Contact person:	[The person in the sponsor organisation representing the sponsor through the application period.]	<input type="checkbox"/> <i>Check box of primary person the Agency will contact for application enquiries and information.</i>
Position:	[Job title or position]	
Phone number:	[Landline or mobile]	
Email address:	[Work email]	

School board representative	Detail	Point of contact
Contact person:	[The person on the school board representing the school governance team through the application period ie the Board Chair.]	<input type="checkbox"/> <i>Check box of primary person the Agency will contact for application enquiries and information.</i>
Position:	[Job title or position]	
Phone number:	[Landline or mobile]	
Email address:	[Work email]	

School leadership representative	Detail	Point of contact
Contact person:	[The person on the school leadership team representing the school through the application period ie the Principal.]	<input type="checkbox"/> <i>Check box of primary person the Agency will contact for application enquiries and information.</i>
Position:	[Job title or position]	
Phone number:	[Landline or mobile]	
Email address:	[Work email]	

Only applicable for state-integrated schools where the proprietor is not also the sponsor

School proprietor representative	Detail	Point of contact
Contact person:	[The person in the proprietor organisation representing the proprietor through the application period]	<input type="checkbox"/> <i>Check box of primary person the Agency will</i>
Position:	[Job title or position]	

Phone number:	[Landline or mobile]	contact for application enquiries and information.
Email address:	[Work email]	

Sponsor Business Information	Detail
Trading name:	[insert the name that you will do business under as the sponsor of the charter school]
Full legal name (if different):	[if applicable]
Physical address:	[if more than one office – put the address of your head office]
Business website:	[URL address]
Type of entity (legal status):	[body corporate, corporation sole, limited partnership, institution, or related entity]
Company Number:	[insert companies register number]
New Zealand Business Number (NZBN):	[insert NZBN if you have one]

State school details	Detail
Current state school name:	[name of state school]
Current school number:	[state school number]
Current school location:	[physical address of current school and current property arrangement (crown-owned, iwi, other)]
Current education services:	[does your school provide education services to other schools such as being an RTLB lead school]
Current host arrangements:	[is your school a host for any education or commercial arrangements such as a satellite school/class, Teen Parent Unit, ECE centre]
Current type of school:	[is this a primary, composite or secondary school]
Current language of instruction:	[what is its language of instruction]
Current student body:	[is it single sex or co-educational]
Current year levels:	[what year levels does it offer]
Current roll size:	[include projected roll (by year and year level) for the next 3 years of operation as a state school] 2026 [number by year level]

	2027 [number by year level] 2028 [number by year level]
Current international students:	[what percentage of your current roll is international students]

Charter School Kura Hourua	Detail (ONLY IF CHANGED FROM ABOVE)
Proposed charter school name:	[name of charter school] or [no change]
Proposed school location:	[physical address of charter school and proposed property arrangement (crown-owned, iwi, other)] or [no change]
Proposed type of school:	[will the charter school be a primary, composite or secondary school] or [no change]
Proposed language of instruction:	[what will be its language of instruction] or [no change]
Proposed mode of delivery:	[will education primarily be delivered in-person or online]
Proposed student body:	[will it be single sex or co-educational] or [no change]
Proposed boarding:	[are you (separately) applying to open a boarding hostel]
Proposed year levels:	[what year levels will it offer] or [no change]
Proposed roll size:	<p>[include projected roll (by year and year level) for the first 3 years of operation as a charter school] or [no change]</p> <p>2026 [number by year level] or [no change]</p> <p><i>This is the roll you intend to open with ie term one 2026</i></p> <p>2027 [number by year level] or [no change]</p> <p><i>This is the roll you intend to have in your fifth term known as your establishment roll ie term one 2027 (or five terms from when you opened)</i></p> <p>2028 [number by year level] or [no change]</p>
Proposed international students:	[what percentage of your roll will be international students]
Proposed transition date:	[what date will the school cease to operate as a state school, and start to operate as a charter school]
Other details:	[are there any other matters you wish to raise at this stage, for example any significant impact on the existing network of schools or of any issues relating to property that would be relevant to your application]