

## **6.2**

# **POLICY ENROLMENT**

*"To live, learn and love with Jesus, being the best we can be"*

### **RATIONALE:**

Enrolments at St Theresa's Catholic School will comply with the Private Schools Conditional Integration Act 1975 and the Criteria for Preference of Enrolment in Integrated Schools as per the NZ Catholic Education Office Ltd Handbook.

### **PURPOSE:**

To establish criteria for enrolment at St Theresa's Catholic School that maintains the Catholic Character of the school and that meets the requirement of relevant legislation.

**The BOT has set the following enrolment criteria with processes delegated to the Principal.**

1. Preference Certificates are issued by the Parish Priest or his designated nominee. A preference certificate defines eligibility, not enrolment.
2. The number of non-preference students must not exceed 5% of the maximum role of the school. Siblings of current non preference students need to be planned for as they cannot legally take priority. If this situation was to arise, the Principal will contact the Vicar for Education.
3. The determination of priority of enrolment when the school is approaching its maximum roll will use the following guidelines;-
  - a) siblings of current preference students
  - b) five year old preference students whose families have an active\* association with St Theresa's Parish
  - c) preference students who are children of staff members
  - d) preference students transferring from another Catholic school (out of the Porirua area)
  - e) all other preference students
  - f) siblings of current non-preference students
  - g) new non preference students
4. Waiting list criteria when maximum roll is exceeded. Priority will be given:
  - a) according to 3. above
  - b) according to the date of their enrolment

### **Non-Preference Students**

State integrated schools have places for non-preference students.

This school has a maximum of up to 11 non-preference places.

There are currently up to 0 non-preference places likely to be available in this year or next year.

When the school roll reaches 85% of its maximum, non-preference enrolment will be suspended, and this will continue as long as the school roll stays at or above this level.

The applicants accept that they will be attending a school of special character and that their place in the school is conditional on their participation in the programme.  
The applicants accept that they will be required to pay attendance dues as set by the Proprietor and which are compulsory.

e. Non-Preference criteria that apply to this school.

The siblings of non-preference students already in the school.

Siblings of former non-preference students.

The children of staff or Board members who seek to enrol their children.

Non-preference students coming from another integrated school with the same special character.

**The selection processes described above will be the basis for students applying to enrol either at the beginning of or during the school year**

### **Waiting List Procedure**

All unsuccessful applicants may choose to have their names placed on a waiting list. The waiting list will be kept within relevant priority categories, ranked in order. Students on the waiting list may be offered places at a later date if they become available. The waiting list will remain current until the beginning of the next enrolment intake. Applicants on the waiting list will have first offer of places as they become available. (Please see the attached letter on Guidelines for Managing Maximum Rolls, from NZCEO)

### **Pre-enrolment Procedure**

Each year applications will be sought by a date determined by the Board of Trustees and advertised in daily or community papers, school newsletters circulating in the areas served by the school. All applicants will be advised of the outcome of their application as soon as possible after the closing date.

#### **Notes**

Applicants seeking priority status on the basis of enrolment at a particular primary school may be required to provide proof of enrolment at that school.

Applicants seeking priority status on the basis of a sibling relationship may be required to produce proof of that relationship.

*\* Where required, what constitutes 'active association' will be determined by the Board of Trustees and could include criteria such as Parish enrolment, regular Mass attendance and community participation in Parish life through Church ministry.*

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