

# St Columba's Catholic School

## Enrolment Policy

*Adopted by the Board of Trustees 2016*

### **Rationale:**

1. Clear enrolment procedures need to be observed to ensure that the Private School Integration Act 1975 and the Integration Agreement are followed.
2. Parents and Prospective Families need to be informed of the enrolment procedure and criteria.
3. The School must manage it's roll as prescribed in the School's Integration Agreement
  - i. As the School Roll approaches its Maximum Roll, the school may apply to the Ministry of Education, through the R/C Bishop of the Hamilton Diocese or his representative for a Maximum Roll increase.
  - ii. If an increase in the Maximum Roll is not applied for or not approved, clear guidelines and procedures need to be published and observed in the event of the School Roll being capped.

### **Purpose:**

1. St. Columba's Catholic School has a maximum roll of 500 or such figure as is from time to time approved by the Ministry of Education.
2. The school is permitted up to 20 non-preference children.

### **Guidelines:**

1. Preference entitlement for enrolment is decided by the Bishop of the Hamilton Diocese or his representative being the Parish Priest in the Parish where the family resides or has recently resided.
2. Preference entitlement certificates are issued by the Parish Priest or his agent(s) authorised to sign preference.
3. The New Zealand Bishops Conference has determined the criteria for 'Preference of Enrolment in Integrated Catholic Schools.'
4. New families transferring from other Catholic Schools are expected to meet the Parish Priest of St Columba's Parish.
5. The preference entitlement certificates are the property of the parent or caregiver of the child. However, for audit purposes the preference cards are held in the school.
6. All parents and caregivers will complete an "Application to Enrol Form".
7. In the event that the Board is approaching or reaching its maximum roll then there is a need to have guidelines to determine criteria for enrolment. This shall be a set of enrolment criteria which is set out under "8" Priority in Enrolment. This criteria has been established in consultation with both the Parish Priest and the Proprietor.
8. **Priority in Enrolment: (Including sub-priorities in order)**

- A. **Priority One** – Preference Students who reside in the St. Columba’s Frankton or Holy Name Raglan Parish Boundaries.
  - i. Whose families demonstrate a commitment to Parish life.
  - ii. Are siblings of current preference students
  - iii. Are siblings of former preference students
  - iv. Are children of current staff members
  - v. Applicants moving into the area, who currently attend another Catholic School
  - vi. All other Preference students living in Parish Boundaries

- B. **Priority Two** - Preference Students who reside outside the St. Columba’s Frankton or Holy Name Raglan Parish Boundaries.

- C. **Priority Three** – Non-Preference Students who:
  - i. Are siblings of current students
  - ii. Are siblings of former students
  - iii. Are children of current staff members
  - iv. All other non-preference students

- 9. It is acknowledged that brothers/sisters of non-preference students should be enrolled, but enrolment cannot be guaranteed and must be subject to the Private School Conditional Integration Act 1975 and the Integration Agreement.

**Pre-Enrolment Guidelines:**

- 1. Each year the School will determine the number of places that are available for the period beginning Term 2 and finishing at the end of Term 1 in the following year. (General no more than 60 students in each Year group)
- 2. The School will publish a specified date before which all applications for positions must be received.
- 3. All applications received by the specified date will be processed in terms of the priority contained in this Policy.
- 4. If more applicants are received than available spaces for any priority group then selection will be made by ballot.
- 5. Late applications will only be accepted if there are still places available. These will be processed on a first-come, first-served basis.
- 6. Students whose enrolment is successful will be asked to confirm their enrolment within a given timeframe.
- 7. If a place is not offered to a student, then the student will be placed on a waiting list. If places become available at a later date, places will be offered to students in the order of their place on the waiting list according to the criteria above.

Approved by the Board of Trustees 2016

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