

PRIORITY IN ENROLMENT PROCEDURE

Priorities

Applications for enrolment will be processed in the following order of priority:

Priority 1

Preference students in the boarding hostel

Preference students already enrolled in the following contributing Schools:

Students at Year 7

-

Students at Year 9

-

Students at Year 8 – no intake at this level, except extreme pastoral reasons, at the discretion of the Principal.

Priority 2

Preference sisters of present students.

Priority 3

Preference students transferring from Primary/Intermediate/Secondary Schools in other parts of New Zealand and overseas.

Priority 4

Preference sisters/daughters of past students.

Priority 5

Preference students who are the children of employees of the College who are not covered by Priorities 1-4.

Priority 6

Preference students from state primary schools.

Students at Year 7

- Preference students who are currently enrolled in Year 0-6 state primary schools

Students at Year 9

- Preference students who are currently enrolled in Year 0-8 state primary schools

Priority 7

All other preference students.

Priority 8

Non-Preference Students

Non-preference students will be enrolled only if enrolment places remain after all preference applicants have been enrolled. The maximum number of places available for non-preference students will be governed by the maximum allowable under the College Integration Agreement.

In this grouping, priority will be given in the following order:

- a) Non-preference boarders
- b) Sisters of current non-preference students
- c) Non-preference students from feeder schools
- d) Sisters/daughters of former non-preference students
- e) Non-preference applicants who are children of employees of the College
- f) Other non-preference applicants

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.

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.
- The Board delegates to the Principal, as the professional leader of the school, the responsibility to administer this enrolment procedure and to exercise discretion where necessary. This discretion may be exercised, where appropriate, in consultation with the Proprietors.

Places at other levels

The selection processes described above will be the basis for students applying to enrol at Years 10-13 either at the beginning of or during the school year. Applicants on the waiting list will have first offer of places as they become available.

This is one example that would meet the request for transparency and criteria.

ENROLMENT INFORMATION FOR PARENTS SEEKING ENROLMENT AT _____ SCHOOL

1. State integrated schools select preference students on the following grounds.
 - a. The agent for determining preference is -----
 - b. The grounds for preference are -----
(Catholic Schools use the criteria as shown on the enrolment forms)

2. State integrated schools have places for non-preference students.
 - a. This school has a maximum of XX places.
 - b. There are currently X places likely to be available in this year or a particular year.
 - c. The school roll is now at 85% of its maximum and no non-preference places are likely until.....
 - d. Non-Preference places criteria:
 - i. 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.
 - ii. The applicants accept that they will be required to pay attendance dues as set by the Proprietor and these are not voluntary.
 - e. Non-Preference criteria that apply to this school.
 - i. The siblings of non-preference students already in the school.
 - ii. Siblings of former non-preference students.
 - iii. The children of staff or Board members who seek to enrol their children.
 - iv. Non-preference students coming from another integrated school with the same special character.
 - v. Children who live within one kilometre of the school and who want to participate in the special character programme of the school.
 - f. Non-preference students who cannot enrol immediately may choose to be placed on a waiting list. Students on this list are wait listed by date and number and will be contacted if places become available. At the end of the calendar year the list is removed and people apply to be reinstated on the wait list for the following year.

Enrolment information is also available for this school in hard copy from the office.