



St Francis Catholic School

Policy: Enrolment

The Board of Trustees requires that all activities, procedures and policies of St Francis Catholic School will demonstrate in action and principle the Catholic Character of this school.

Purpose: To establish the school to its maximum roll. All students wishing to enrol at St Francis Catholic School will be subject to the guidelines set out below.

Policy Statements:

Maximum Roll - The schools maximum roll will be managed within the maximum roll prescribed in the schools Integration Agreement. The number of places available for non- preference students will be governed by the maximum allowable in the schools Integration Agreement which is 5% of the maximum roll.

Procedures:

The Board of Trustees of St Francis Catholic Primary School, Pt Chevalier has formulated procedures which allow for the enrolment of new students. There is no restriction on who may apply for entry, provided they fall within the legal description in the school's Integration Agreement.

Where the school receives more applications than places available, consistent with the Special Character of the school, preference is given to families who have an established connection with the Catholic Church. Preference of enrolment is established by the preference certificate in accordance with the criteria approved by the Bishops of New Zealand. (Last revised in 2009)

Criteria for Preference of Enrolment in Integrated Catholic Schools:

- 5.1 The child has been baptised or is being prepared for baptism in the Catholic Church.
- 5.2 The child's parents/guardian have already allowed one or more of its siblings to be baptised in the Catholic faith.
- 5.3 At least one parent/guardian is a Catholic, and although their child has not yet been baptised, the child's participation in the life of the school could lead to the parents having the child baptised.
- 5.4 With the agreement of the child's parent/guardian, a significant familial adult in the child's life, such as a grandparent or an aunt or uncle undertakes to support the child's formation in the faith and practices of the Catholic Church.
- 5.5 One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.

If the total number of applications for enrolment is greater than the number of places available, unsuccessful applicants will have their names recorded on a waiting list within their relevant priority category. They may be offered places at a later date if places become available according to the year level where the vacancy has arisen. The waiting list will remain current until the Board notifies the public that it is inviting applications.

The Board of Trustees delegates to the Principal, as professional leader and manager of the school, the responsibility to administer this enrolment scheme.

Priority in Enrolment when dealing with limited spaces:

Preference students -

- Priority 1.

Siblings of preference students already enrolled at St Francis Catholic School.

- Priority 2.

Preference applicants having an affiliation with St Francis and St Therese Parish, Pt Chevalier, as evidenced by the preference certificate.

- Priority 3.

Preference applicants having an affiliation with Holy Family Parish in Te Atatu (no Catholic School connected with the Parish), as evidenced by the preference certificate.

- Priority 4.

Preference children of Board of Trustees employees.

- Priority 5.

Preference applicants who have a historical connection with St Francis Catholic School e.g. siblings of former students, children / grandchildren of former students.

- Priority 6.

Other preference applicants.

Non-Preference students – up to 5% of the student population -

- Priority 7.

Siblings of non-preference students enrolled at the school.

- Priority 8.

Other non-preference students.

Associated Document:

'Handbook for Boards of Trustees of New Zealand Catholic State-Integrated Schools 2020' Pages 58 - 68

Chairperson _____ Date _____