



ENROLMENT POLICY INFORMATION FOR PARENTS SEEKING ENROLMENT at ST ANNE'S CATHOLIC SCHOOL, CHRISTCHURCH

Introduction

The Board of Trustees of St Anne's Catholic School shall ensure that enrolments comply with the requirements specified in the Integration Agreement and the Private Schools' Conditional Integration act 1975.

Note A) There are two types of enrolments at state integrated schools like ours – “preference enrolments” and “non-preference enrolments”

Only after all preference (Catholic) students seeking entry have been enrolled, and then only if the total roll is still less than the maximum specified in our Integration Agreement, can the Board consider non-preference (not Catholic) students up to a maximum 5% of the total school roll.

Preference Enrolment

Applying for preference enrolment is not a guarantee of acceptance. The decision whether to grant a preference enrolment is made by either the Parish Priest, or their delegated representative, using the mandated criteria below:

1. The child has been baptised, or is being prepared for Baptism, in the Catholic Church.
2. The child's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
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.
4. With the agreement of the child's parent/guardian, a significant **familial adult** such as a grandparent, aunt or uncle who is actively involved in the child's upbringing, undertakes to support the child's formation in the faith and practices of the Catholic Church.
5. One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.

Non-preference Enrolment

State integrated schools may also have limited places for non-preference students as described in **Note A)** above.

Non-preference places criteria:

- a. The applicants accept that they will be attending a school of Catholic character and that their place in the school is conditional on their participation in the programme and ethos of the school.
- b. The applicants accept that they will be required to pay attendance dues as set by the Proprietor and these are not voluntary.
- c. Assuming the conditions of **Note A)** above has been met, the Board will use the following priority order for enrolling non-preference applicants:

- 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 Catholic character.
- v. All other applicants.

d. Where there are more applicants than places available within the same priority category, they will be accepted in order of the date the pre-enrolments form was received. If pre-enrolment dates are the same, allocation will be via ballot.

e. Non-preference students who cannot be enrolled immediately, may choose to be placed on a waiting list sorted in order of the priority conditions described above. Students on this list are wait listed by date and number and will be contacted if places become available.

Parents and caregivers of those applicants on the waiting list will be notified when and if places become available for their child. Parents and caregivers will then have seven days to confirm their enrolment. If no confirmation is received the applicant will be removed from the waiting list and the position may be offered to the next priority student.

Enrolment information is also available in hard copy from the school Office.

Timeline

- All applications for enrolment must be received by the last school day of Term Three of the preceding year.
- A letter of offer will be sent out to all to all successful applicants by the last Friday of October.
- Parents/caregivers of successful applicants must accept the place offered within 10 days of the letter being sent or their place will be offered to the next applicant on the list.

The Board of Trustees delegates the authority to administer this scheme to the Principal.

Reviewed: October 2020