



Catholic Schools Student Enrolment Policy

Outcome statement

Student enrolment meets the Proprietor's requirements and Ministry of Education compliances.

Scoping

The board recognises the enrolment requirements under the Education and Training Act 2020 and the school's Integration Agreement and meets them. The board acknowledges that the granting of preference to enrol a student is the prerogative of the Proprietor (or their nominated agent). The Proprietor states in writing that the parents of the child meet the criteria to gain this preference.

Definitions

Integration Agreement	The Integration Agreement is the Deed of Agreement dated 6 th February 1982 as varied by Supplemental Deeds including a Deed of Agreement dated 22 December 1997.
Proprietor	Pursuant to the Integration Agreement the Mission College New Plymouth Trust Board (CC27614) assumes the responsibilities and obligations as the Proprietor for Sacred Heart Girls' College and is known as the Proprietor for the purposes of this policy.

Preference students	Students whose parents have established a particular or general religious connection with the special character of the school in line with New Zealand Catholic Bishops' policies.
Non-Preference students	Students who do not meet the criteria for preference.

Delegations

The board delegates to the principal all matters relating to:

- the day-to-day management of preference and non-preference enrolments
- managing the school roll in accordance with legislation and the school's Integration Agreement and identified good practice.

Limitations and expectations

The principal ensures:

- Preference or non-preference is determined before enrolment
- For preference students:
 - Each student has their own preference certificate
 - The school holds the student's preference certificate before the student commences at the school
 - The preference certificate is for the current school

- The preference certificate is signed by an authorised agent of the Roman Catholic Bishop.
- The [enrolment process](#) as set out by NZCEO is followed.
- Students are to be enrolled in the following order:
 1. Students who have been given preference by the proprietor
 2. Non-preference students (if any), up to the maximum number allowed by the Integration Agreement which is currently 5% of the total roll.
- The non-preference number and maximum roll are not exceeded without the written permission of the Proprietor
- The master roll of the school states whether each student has preference or not, and for preference students the criteria under which they are given preference
- The board's selection criteria for non-preference students must be objective, fair and transparent. These criteria must be readily available to the school community via the school website or written documentation from the school office
- The board's selection criteria for non-preference students are adhered to especially when the number applying to enrol is greater than allowed by the Integration Agreement. These criteria must be readily available to the school community via the school website or school office and is currently outlined in the *Priority in Enrolment Procedure*.
- There is no restriction on who may apply for entry, provided that the student falls within the educational cohort serviced by the College (being girls only who are Years 7 to 13). Normal intake is at Year 7 and year 9 but enrolments at other year levels occur as places become available.
- At the time of enrolment, parents/caregivers of all students who wish to enrol at the school (both preference and non-preference) must be fully aware of the school's Religious Education and religious observances, and what it means to be part of a Catholic school faith community
- The Principal and/or nominated representatives will hold a hui with each prospective student who wishes to attend Sacred Heart Girls' College together with that student's whanau.
- In order to be considered for enrolment, students must demonstrate an ability to:
 - Abide by the rules of Sacred Heart Girls' College
 - Support the special character of the Sacred Heart Girls' College
 - Participate in the general Sacred Heart Girls' College programme and support the College in any team or group in which they are selected.
- The student enrolment form contains, besides the information that the school requires for general use, a statement that:
 - The parents/caregivers accept as a condition of enrolment that the student will participate in the general school programme that gives the school its special character
 - The parents/caregiver's contract, as a condition of enrolment, to pay compulsory attendance dues as determined by the Proprietor from time to time and approved by the Ministry of Education, acknowledging the right of the school to discontinue the attendance of their children if they default on payment without making prior arrangements.
- Parents/caregivers are to attest by signature that they aware of and consent to the conditions set out in the enrolment form and provide any other required information regarding eligibility of the student to enrol at Sacred Heart Girls' College.
- Where parents/caregivers are not able to meet payment, due to financial stresses, of attendance dues or payment of attendance dues would stop them from enrolling their child, the parents/caregivers are given advice on gaining assistance

- When the actual school roll reaches/exceeds 85% of the maximum roll and/or physical capacity of the school, the Proprietor is contacted to offer guidance and assistance in the management of the school roll and future enrolments. This will include the closing of the non-preference roll, the Board implementing their enrolment policy and/or developing a Ministry of Education approved scheme in consultation with the Proprietor
- If in the opinion of the board, the condition and/or availability of Sacred Heart Girls' College's resources and physical space deem that the roll should be closed, the board will inform the Proprietor, the Catholic Education Office and the Ministry of Education in writing, informing them of the reasons for the recommendation to close the roll.
- The board shall put in place a *Priority in Enrolment Procedure* to ensure the special character of the College is maintained, in the first instance, and provide all students who are deemed eligible for enrolment, equal access to teaching programmes and resources.
- That the board consults with the Proprietor when setting the number of international students to be enrolled in the school.
- The board reserves the right to refuse enrolment to any student.

Associated legislation

Education and Training Act 2020

Education (Physical Restraint) Rules 2017

Health and Safety at Work Act 2015


Associated procedures and documentation

- Integration Agreement
- *Handbook for Boards of Trustees of New Zealand Catholic State Integrated Schools* in particular the section Employment: Resources and Appendices
- Priority in Enrolment Procedure (refer below)
- Enrolment Packs which are kept in the Front Office/Principal's PA's office

Monitoring

- The principal must report to every board meeting on instances, matters, or risks relation to this policy, taking care that individual students cannot be identified.
- The board shall monitor the number of preference and non-preference students and the maximum roll.

Reviewed: March 2023	Next Review: March 2024
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Signed (Presiding Member): 	Date of Board Meeting reviewed and accepted: Wed 1 March 2023
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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 Catholic Schools:

Students at Year 7

- St John Bosco
- St Joseph's New Plymouth
- St Pius X

Students at Year 9

- St Joseph's Hawera
- St Patrick's Inglewood
- St Patrick's Kaponga
- St Joseph's Opunake
- St Joseph's Patea
- St Joseph's Stratford
- St Joseph's Waitara

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 Catholic 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 Sacred Heart Girls' 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 Sacred Heart Girls' 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 Catholic feeder schools
- d) Sisters/daughters of former non-preference students
- e) Non-preference applicants who are children of employees of Sacred Heart Girls' College
- f) Non-preference student with a sibling at another Catholic school
- g) 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, Parish and Catholic 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.