



## ***PRIORITY IN ENROLMENT PROCEDURE***

---

Places at SGHC Manawa Tapu are **not** determined according to the date of receipt of an application. The number of places available at each year level will be determined by the Mission College New Plymouth Trust Board and the SHGC School Board. To be considered for enrolment, applications should be received by the end of Term 2 the year before entry.

### **Priorities**

Applications for enrolment will be processed in the following order of priority subject to the number of places available in each year level.

#### **Priority 1**

Preference students in the boarding hostel

Preference students currently 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 current permanent employees of the Sacred Heart Girls' College who are not covered by Priorities 1-4.

#### **Priority 6**

Preference students from state schools.

##### **Students at Year 7**

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

##### **Students at Year 9**

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

#### **Priority 7**

All other preference students.

**Note:** For Priority 6 or Priority 7: students who have a sibling currently at another Catholic school will be given a place before other applicants in Priority 6 or Priority 7.

## **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
- 

## **Other Information**

### **Managing Enrolments within our maximum roll**

If there are more enrolment applications than places of the same priority order (preference or non-preference) then a ballot is held.

### **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. 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.

### **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.