

ST. LEO'S CATHOLIC SCHOOL DEVONPORT

APPLICATION FOR ENROLMENT



Please complete this form to make an application for a pupil to be considered for enrolment at St. Leo's Catholic School. Please note that this is a pre-enrolment application and acceptance at the school is not confirmed until the Principal has advised you in writing.

Child's legal surname: _____ Legal first names: _____

Preferred surname: _____ Preferred first name: _____

Home Address: _____

Place and date of birth: _____

Place and date of Baptism: _____

Ethnicity: (up to three) _____

Iwi child belongs to – (if applicable – up to three): _____

Last school or pre-school attended: _____

(If new entrant a separate form is to be completed on first day at St Leo's)

Confirmation: Yes / No

Eucharist (1st Communion) Yes / No

Reconciliation Yes / No

Siblings (preschool) _____

Siblings at this school _____

Siblings at another Catholic School _____

FAMILY INFORMATION

Mother's Name: _____ Father's Name: _____

Mother's Religion: _____ Father's Religion: _____

Phone contact: _____ Phone contact: _____

Occupation: _____ Occupation: _____

Address (If different from child) _____ Address (If different from child) _____

Please state the reasons you would like your child enrolled at St. Leo's Catholic School

School Policies and Programme – A condition of enrolment is that you support all policies and programmes at St. Leo's Catholic School (please initial) _____

Attendance Dues/Special Character Levy – Attendance Dues are compulsory as per the Ministry of Education. This payment is a condition of enrolment of the child at the school, it is a legally enforceable charge as per the Integration Act, Section 36 (7). These dues go into a National Common Fund which is used to service debt incurred in meeting Integration and building costs. The Special Character Levy is an amount requested by the Catholic Education Office to fund a range of services to ensure the Catholic Special Character is maintained. (please initial) _____

Board of Trustees Operating Contribution - This is requested by the School Board of Trustees to help pay for the shortfall in the operating grant received from the Ministry of Education for the general running of the school and the actual cost. (please initial) _____

I/We give permission for the disclosure of personal information about my/our child for normal educational and referral purposes when such disclosure is deemed necessary by the principal (please initial) _____

I/we give permission for my/our child to have routine vision/hearing tests taken by a Public health nurse during the course of the year (please initial) _____

Health Problems (please comment) _____

Has your child required any outside intervention? (eg G.S.E, early intervention, paediatrician, speech)

Copy of Birth Certificate	Yes/No
Copy of Immunisation certificate attached:	Yes / No
Copy of Baptism certificate attached:	Yes / No
Preference for enrolment form attached:	Yes / No
Copy of passport attached (if born outside NZ)	Yes / No / NA

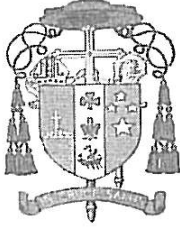
Signed: _____ Date: _____
Parent/Guardian

OFFICE USE ONLY:

Application approved _____ Principal

Application approved _____ Proprietors Representative

Deposit paid _____ Student Mgr _____ Enrol _____ NSN No: _____



New Zealand Catholic Bishops Conference
PREFERENCE OF ENROLMENT CERTIFICATE
for the Catholic Diocese of Auckland

This is to certify that

In accordance with Private Schools' Conditional Integration Act, Section 29(1), and Catholic School Integration Agreements, through a general or particular religious connection as stated in the Preference Criteria Numbers 5.1, 5.2, 5.3, 5.4, 5.5.

(Please refer to Criteria details on back of form)

MR/MRS/MS

Address

Is/are eligible to have preference of enrolment for their child at

..... School/College

in Town/City

Name of child

I/We undertake to support our child in the formation of their faith and the practices of the Catholic church.

Parent(s)/Caregivers Signature Date

Under which Criterion (see reverse) is the child eligible for preference?

If Criterion 5.1 applies please complete:

Baptised in at on

If Criterion 5.4 applies please complete the section on the back of this form.

Certified by (Name): as authorized agent of the Roman Catholic Bishop of the Diocese of Auckland

Position:
(see: Administration of the Criteria, 6.1.1-6.1.6, Agents who may sign, listed over page)

Address:

Signature Date

This form must be completed by the Parent(s)/Caregiver(s), and the Parish Priest or other designated authorities *prior* to the enrolment of a student in a Catholic Integrated School.

NEW ZEALAND CATHOLIC BISHOPS' CONFERENCE

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/guardians 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 grandparent or other significant adult in the child's life, such as an aunt, uncle or godparent, 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.

Agents of the Bishop, Who May Sign the Certificate on his Behalf

- 6.1.1 Parish Priest of their Parish of Residence
- 6.1.2 Assistant Priest of their Parish of Residence
- 6.1.3 Priests appointed under c. 517/1
- 6.1.4 Deacons and lay persons appointed to pastoral care under c. 517/2
- 6.1.5 Ethnic chaplains who liaise with parish priests or their delegate
- 6.1.6 Local committees appointed by the Bishop or by any of the above agents of the Bishop.

Process of Appeal

Handbook for Boards of Trustees of New Zealand Catholic Integrated Schools.

- 8.3.1 If a preference certificate has been refused and the parents, either directly or through the Principal, wish to appeal the matter, the application can be referred to the proprietors' Office (Diocesan Education Office). The Director of the Office, or whoever is the appointed appeal authority in the diocese, after making whatever investigation is necessary, including consulting the parish priest if appropriate, will make a ruling, or seek a ruling from the Bishop. The parish priest or delegated person who refused the certificate in the first instance is normally informed whenever a preference certificate is issued in virtue of this paragraph.

Please note that in the Diocese of Auckland the appointed appeal authority is the Vicar for Education (Linda McQuade) Contact Ph: 360 3057

If Criterion 5.4 (above) applies the parents/caregivers and significant adult completes the following:

Significant adult:

I agree to support(child's name)
formation in the faith and practices of the Catholic Church.

Mr/Mrs/Ms:.....

Address:

Relationship to child:

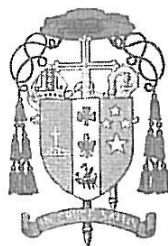
Signature Date:.....

Parish

Parent(s)/Caregiver(s):

I agree that my child will be supported by in the formation of
the faith and practices of the Catholic Church.

Signature: Date:.....



CATHOLIC DIOCESE OF AUCKLAND

INFORMATION FOR PARENTS / CAREGIVERS SEEKING PREFERENCE of ENROLMENT at CATHOLIC SCHOOLS

The following information is given to assist parents/caregivers seeking to gain preference of enrolment at a Catholic school

- In seeking preference of enrolment at a Catholic School you need to make a commitment to actively supporting your child in his/her faith formation and the practices of the Catholic Church.
- The Diocesan Preference Certificate needs to be signed by a Parish Priest or other authorized agent of the Bishop. It is normal practice to make an appointment with the Priest.
- A new Preference Certificate is required for each child in the family.
- Preference Certificates are school specific, in that the name of the school, the family intends to make an application for enrolment, must be specified on the Certificate. If you intend to apply for enrolment at a number of different Catholic schools you should have the required number of Preference Certificates and ask the Priest to sign these during the one interview.
- A new Preference Certificate is required for transfer to another school e.g. primary to secondary school. In some exceptional circumstances the preference status of your children could change.
- The school keeps the Preference Certificate – not the family.
- If you are applying for preference of enrolment under criteria 5.2 which reads *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 baptized*, it is important to recognize that one parent/guardian being Catholic is not sufficient in itself to guarantee that preference will be granted. The second part of the sentence has equal weight with the first.
- If you are applying for preference of enrolment under criteria 5.4:
 - ❖ The significant adult in the child's life, who is undertaking to support your child's formation in the faith and practices of the Catholic Church, needs to accompany you to the meeting with the Priest when seeking preference of enrolment.
 - ❖ It is responsibility of the significant adult to provide some evidence to show they are an active member of the Catholic Church, if not personally known to the person granting preference of enrolment.
- Priests/ Bishop's Agents grant preference and they are the only person who may do so. Schools then decide which students they will accept for enrolment.
- Attendance at a Catholic school by non-preference students are not grounds for seeking preference of enrolment at another Catholic school.