

ST LEO'S CATHOLIC SCHOOL - DEVONPORT

NAG 6: Administration

ENROLMENT POLICY

PURPOSE

The Enrolment Policy provides guidance on pupil enrolment priorities (in accordance with the guidelines approved by the Catholic Bishops of New Zealand), and the enrolment process.

INTRODUCTION

At St Leo's Catholic School we endeavour to uphold the core Mercy Values¹ in Education. These Values are:

- Justice
- Service
- Respect for Human Dignity
- Compassion
- Care of the poor and vulnerable

RULES

1. Maximum Roll

The school's maximum roll will be managed within the maximum roll prescribed in the school's Integration Agreement. The number of places available for non-preference students will be governed by the maximum allowable in the school's Integration Agreement.

2. Enrolment Procedures

The Board of Trustees of this school has adopted an enrolment policy and formulated the procedures which follow 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.

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 Parish Priest or designated agent of the proprietor in accordance with the revised guidelines approved by the Catholic Bishops of New Zealand in 2009.

3. Priority In Enrolment

Priority 1

Applicants who are children of St. Leo's Catholic School Board of Trustee employees.

Priority 2.

Preference applicants having an affiliation with the Parish of St. Francis de Sales and All Souls, as evidenced by the preference card. If there are more applicants than places available in Priority 2, the following sub-priorities will operate:

- a) Those whose siblings are already enrolled
- b) Those who are siblings of former students
- c) Those whose parents/guardians have an active association with the Parish of St Francis de Sales and All Souls and/or St. Leo's School as measured by the following rankings:
 - Involvement in one or more of the parish Ministries or groups and/or involvement in the school
 - Listed on the Parish Roll

¹ Mercy Values are detailed in Appendix 2 of the Curriculum Delivery Policy Enrolment Policy[1].doc

ST LEO'S CATHOLIC SCHOOL - DEVONPORT

NAG 6: Administration

ENROLMENT POLICY

- d) Those who are transferring from out of the North Shore area into the St Francis de Sales and All Souls Parish who are already enrolled at a Catholic School
- e) Date of reception of enrolment application.

Where two applications meet the same criteria as above, the earlier date of enrolment will take priority

Priority 3

Preference applicants not having an affiliation with the Parish of St Francis de Sales and All Souls but who are siblings of current students but are not covered by Priority 2.

Priority 4

Preference applicants having an affiliation with any other Catholic Parish.

Priority 5

Non-Preference students

If there are more applicants than places available the following sub-priorities will operate

- a) Siblings of non-preference students
- b) Non-preference children of former students
- c) All other non-preference students, based on date of pre-enrolment

The Principal and/or Parish Priest may exercise discretion in seeking to enrol a child/children who do not meet the above criteria.

4. Pre-Enrolment

A pre-enrolment register will be maintained at the school.

- a) Pre-non preference does not guarantee acceptance.
- b) Pre enrolment fee is payable on registering a child for enrolment – this payment will cover the student's first term fee.

Acceptance of enrolment from the pre-enrolment register will be advised within six (6) months before the proposed starting date

In the event of an extensive wait list, the pre-enrolment close off date will be the last day of August. Applicants will be advised of the outcome of their application during September of the year preceding enrolment.

The number of places available for non-preference students will be governed by the maximum number allowable under the school's Integration Agreement.

If the total number of applications is greater than the number of places available, unsuccessful applicants will have their names recorded on a waiting list, within their relevant priority category. Students on the waiting list 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 next notifies the public that it is inviting applications for the next enrolment intake.

The Board delegates to the Principal, as professional leader of the school, the responsibility to administer this enrolment scheme, and to exercise discretion, where necessary. This expression may be undertaken, as appropriate, in consultation with the Parish Priest.

ST LEO'S CATHOLIC SCHOOL - DEVONPORT

NAG 6: Administration

ENROLMENT POLICY

5. Fee Paying Students

The number of Foreign Fee Paying Students to be enrolled shall be limited to 3% of roll if maximum 140.

- The Board of Trustees reserves the right to amend or abandon this policy at any time
- Any such change will be notified to all parties mentioned in procedures

ASSOCIATED DOCUMENTATION AND PROCEDURES

1. New Zealand Catholic Bishops Conference – Preference of Enrolment Certificate for the Catholic Diocese of Auckland (2009)
2. Criteria for Preference of Enrolment in Integrated Catholic Schools

LINKED TO:

Special Character Policy

Policy last reviewed:

Date: _____ Chairperson: _____