

St Patrick's School Enrolment Policy



St Patrick's School Board of Trustees Enrolment and Cohort Entry Policy

St Patrick's School Board of Trustees is aware of its responsibility to comply with the maximum roll and number of non-preference students as stated and governed by the school's Integration Agreement with the Ministry of Education. The number of places available for non-preference students will be governed by the maximum allowable in the schools Integration Agreement which is 10% of the maximum roll.

Criteria for granting preference shall be determined by the Proprietor in accordance with the Integration Agreement for St Patrick's School and to Section 29 (1) of the Private Schools Conditional Integration Act 1975, which states that preference shall be given 'only to those children whose parents have established a particular or general religious connection with the Special Character of the school'.

The conditions for granting of preference are also stated in the 'Handbook for Boards of Trustees, Principals and Staff of New Zealand Catholic Integrated Schools', Part 5: Enrolment.

The interpretation of the agreement must consider the following:

- a) The nature of the church which is essentially missionary and has special care for those who are deprived of God's word or of material resources;
- b) The importance of religious education;
- c) The responsibility of parents to educate their children into the community of faith;
- d) The nature and purpose of a Catholic school.

St Patrick's School has a cohort entry policy which refers to children starting school in line with the requirements of The Education Act 2019.

Therefore at St Patrick's School:

- Children may start school only after they have turned five years old
- Children will be able to start school on the first day of term, or at a mid-point during a term in line with dates set by the Minister of Education, once they have turned five years old.
- Parents' have the choice of waiting for the next entry point if they believe their child is not ready to start school. Once their child has enrolled at school they must attend school.
- Parents who choose not to start their child until the age of six must ensure they start school on their sixth birthday.
- Students' already enrolled at another school who move to St Patrick's do not have to wait for the next cohort intake.

Approved by Board on the 14th day of August 2019

St Patrick's School Enrolment Procedures

St. Patrick's School is required to meet the requirements of the Integration Agreement for Catholic schools. Enrolment is divided into two categories: Preference & Non-preference:

Preference is defined by the Integration Agreement for Catholic Schools as:

8.1: Preference of Enrolment – The Integration Agreement for Catholic School states:

"Preference of enrolment at the school under Section 29 (1) of the Private Schools Conditional Integration Act 1975 shall be given only to those children whose parents have established a particular or general religious connection with the Special Character of the school and the controlling authority shall not give preference of enrolment to the parents of any child unless the proprietor has stated that those parents have established such a particular or general religious connection with the Special Character of the school".

In this part "parent" includes "guardian" and "caregiver"

The above statement represents a binding agreement between the proprietors and the Crown, so must be observed in letter and in spirit. It and the other clauses of the Integration Agreement must be interpreted in terms of:

- a) the nature of the Church which is essentially missionary and has special care for those who are deprived of God's word or of material resources.*
- b) the importance of religious education*
- c) the parents responsibilities to educate their children into the community of the faith*
- d) the nature and purpose of a Catholic school*

Procedure for preference enrolment at St. Patrick's School:

- An appointment is made to meet with the Principal
- The Principal meets with the family and explains the enrolment pack including the system of preference enrolment.
- The criteria to be used by Proprietors, and their authorised agents, when determining whether or not the parents of a child have established such a particular or general religious connection with the Catholic Special Character are:

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/legal 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.

5.5) One or both of a child's non-Catholic parents.

- Parents then meet with the Parish Priest for them to complete the Preference Certificate
- If the student is given preference, the family completes all enrolment forms and returns these to school
- The school sends out an acceptance letter to the family within a week

Priorities for Preference Enrolments:

Applications for preference enrolment will be processed in the following order of priority:

Priority 1 - *Preference siblings of current students.*

Priority 2 - *Preference students from the parish community of St Patrick's - Masterton and/or living within the parish area.*

Priority 3 - *Preference students transferring from other parts of New Zealand and overseas.*

Priority 4 - *Preference siblings of past students.*

Priority 5 - *Preference students who are the children of employees of the school.*

Priority 6 - *Preference students from state primary schools.*

Priority 7 - *All other preference students.*

Priority 8 - *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 school's Integration Agreement.*

Procedure for non-preference enrolment at St. Patrick's School:

- An appointment is made to meet with the Principal
- The Principal meets with the family and explains the enrolment pack including the 10% non-preference roll which is a maximum of 32 students, as specified by the Integration Agreement for St. Patrick's School
- The family completes all enrolment forms and returns these to school and is placed on the non-preference waiting list
- When a vacancy arises the following criteria is considered for acceptance:
 - *those with siblings currently attending the school*
 - *those with siblings who were at the school but who now attend a Catholic secondary school*
 - *those with siblings who previously attended the school*
 - *those of staff members or board members*
 - *non-preference students coming from another integrated school with the same special character.*
 - *at the discretion of the Principal*
- Once accepted the family will be contacted and an acceptance letter to the family is sent out within a week.
- Students on the waiting list remain 'current' until a place becomes available or until parents/caregivers notify the school otherwise

The following criteria will be used when the school roll is approaching our maximum roll of 320:

Priority will be given in the following order:

- *Siblings of current preference students*

- *Five year old preference students whose families have an active association with the St. Patrick's,*

Masterton Parish community.

-Preference students whose families have an active association with their local parish but for whom St Patrick's School is their closest Catholic School

-Preference students transferring from another Catholic School (outside of the town)

-Other preference students where there is space available at a given year level (MOE Guidelines for classroom teacher/student ratio to be followed)

-Siblings of current non-preference students

-New non-preference students

If the total number of applicants **exceeds our maximum roll** then students will be placed on a waiting list and priority will be given:

- a) according to the list above
- b) according to the date of their enrolment

Students on the waiting list will remain current until a place becomes available or until the parents/caregivers notify the school otherwise.

Enrolment Procedure: Cohort Entry

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- Parents who choose not to start their child until the age of six must ensure they start school on their sixth birthday.
- Students' already enrolled at another school who move to St Patrick's do not have to wait for the next cohort intake.