

ST JOSEPH'S SCHOOL

ENROLMENT PROCEDURE



At St Joseph's School we acknowledge that Catholic education, centred on a daily encounter with Jesus, is part of a life long process leading to a full and rewarding life.

Enrolment of Preference and Non-Preference Students

RATIONALE

The school will abide by the Section 29 of The Private Schools' Conditional Integration Act and the Integration Agreement for St Joseph's School (Timaru).

PURPOSES

1. To ensure that the appropriate documentation is obtained prior to the acceptance of each enrolment and such documentation is regularly reviewed by the Catholic Special Character sub-committee of the Board of Trustees.
2. To ensure that the ceiling of 5% of the maximum roll (230) for non-preference students is not exceeded.
3. To ensure that there is a systematic process in place to comply with the preference and non-preference requirements.
4. To provide guidelines for selection of preference and non-preference students if needed.

GUIDELINES

Non Preference

1. The Board of Trustees will abide by the New Zealand Catholic Bishops' Conference's criteria for the granting of preference of enrolment in New Zealand Catholic Schools and the consequential Diocesan procedures for the enrolment of preference students. The Principal will ensure that the criteria as set out in the Rationale are being met. See Appendix 1.
2. Non-preference students may be enrolled only if places are available after all preference applicants have been enrolled.
3. Parents who want their sons/daughters, to be enrolled as non-preference, will be placed on a waiting list in order of application. If the school roll is over 80% of its full roll, the non preference roll will be closed until such time as there are spaces available.
4. Where applications for non-preference places exceed the number of places available, these places shall be allocated by the Principal using the criteria agreed to by the Board of Trustees which include:

Date of application
Siblings of present students
Students from contributing Catholic Primary Schools
Siblings of former students.

5. Parents will be informed at the time of application that there is a waiting list. Parents can request to know their child's position on the waiting list.
6. All non-preference applications not accepted for a place on the roll are to be waitlisted in their date order of receipt.
7. The Principal will be cognisant of the need to 'hold' a place to ensure siblings of already existing non-preference students are able to attend.
8. The Principal will provide a report to the Board of Trustees by mid-March of each year that contains the current preference and non-preference list, year level numbers, and the waiting list.

Preference

1. The Board of Trustees will abide by the New Zealand Catholic Bishops' Conference's criteria for the granting of preference of enrolment in New Zealand Catholic Schools and the consequential Diocesan procedures for the enrolment of preference students. See Appendix.
2. At the time of the inquiry details will be taken, and a copy of the birth certificate and Baptism certificate put on file.
3. Preference students' parents will meet with the Preference Committee representative with a copy of the Baptism Certificate of the appropriate person depending on which preference category that they meet. The preference certificate is signed by the parents/caregivers and Preference Committee representative and added to the enrolment folder.
4. Where applications for preference places exceed the number of places available, these places shall be allocated by the Principal using the criteria agreed to by the Board of Trustees which are:
 - Siblings of present students
 - Siblings of former students
 - Date of application.
5. All preference applications not accepted for a place on the roll are to be offered a place on the waiting list in their date order of receipt.
6. Once a place has been confirmed parents/caregivers will complete the enrolment form and meet with the Principal. The process for transition to school will then be set up.

Procedure Adoption: 8 September 2020

Next Review Due: 2023

Resource Manager
Learning Leaders

Appendix 1

Preference of Enrolment

Preference and Non-Preference Students and Enrolment

Catholic schools in New Zealand have a maximum roll which is a number established by the Proprietor and agreed to by the Crown as to the number of students that can legally enrol in a Catholic school.

A Catholic school can legally enrol a maximum of 5% non-preference students if, and only if, there are spaces available; i.e. when there is pressure on the maximum roll and/or school capacity, the board must be mindful of the requirements of the Private Schools Conditional Integration Act 1975 that non-preference students may be enrolled only if places are available after all preference applicants have been enrolled.

The Criteria Promulgated by the New Zealand Catholic Bishops' Conference, which are to be used by Proprietors and their Agents, in order to Grant Preference of Enrolment are:

1. The child has been baptised or is being prepared for baptism in the Catholic Church.
2. The child's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
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.
4. With the agreement of the child's parent/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. One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.

Administration of the Criteria and Signing the Preference Certificate

The following have been authorised by the Bishop of Christchurch as his agent in signing the Certificate on his behalf.

1. Parish priests of their Parish of residence
2. Assistant Priests of their Parish of residence
3. Priests appointed under c. 517/1
4. The South Canterbury Preference Committees (as mandated and appointed by the Bishop of Christchurch)

Enrolling your child at a Catholic School

The Principal handles enrolment in a Catholic School. If a child seeks enrolment as a preference student, he or she must obtain a signed preference certificate from the Preference Committee Representative.

Preference certificates can be obtained from your Parish Priest or downloaded from this website (below).

Please note, a signed preference certificate does not guarantee enrolment at a particular school. This may depend on enrolment schemes and school capacity.

Appeal Process

If a Parish Priest declines to issue a preference of enrolment certificate, then the parents/caregivers may appeal the decision through the Manager of the Catholic Education Office and using the appeal form (below), to the Reverend John Adams (Episcopal Vicar for Education).

Download Documents

- [1. Primary School Preference of Enrolment Certificate for the Catholic Diocese of Christchurch](#)
- [2. Statement for the Information of Primary School Parents of Non-Preference Students for the Catholic Diocese of Christchurch](#)
- [3. Preference Appeal Form for the Catholic Diocese of Christchurch](#)