

In the Spirit of Mary we educate, nurture and live Catholic values, and guide each child to reach their potential.

Marist School Board of Trustees	ENROLMENT POLICY April 2016
	Last reviewed: March 2015 To be reviewed: 2019

REFERENCES:

These guidelines are to be read in conjunction with the NZ Catholic Bishops Conference criteria for preference of enrolment in Integrated Catholic Schools.

RATIONALE:

Marist 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.

PURPOSE:

1. To meet our legal obligation to the Ministry of Education and Catholic Schools Office, acting on behalf of the Roman Catholic Bishop of Auckland.
2. To provide fair and just access to a Catholic Education.
3. To provide a transparent process.

GUIDELINES:

Pre-enrolment / Waiting List Procedures

1. On request, the school will issue the Application for Enrolment forms.
2. On receipt of the completed and signed Application for Enrolment forms the child /children will be placed into one of two categories.

Application for entry – 5 year old

Application acknowledged in writing, informing parents/caregivers that the child's name has been entered in the Pre-enrolment register for the year of entry to be actioned at the appropriate time. The Pre-enrolment register does not guarantee a child's acceptance into the school.

Application for transfer from another school

If there is a vacancy at the school and the criteria for enrolment are met, the child may be enrolled immediately. If there is no vacancy, and the criteria for enrolment are met, the application will be acknowledged and the child's name entered on the waiting list.

Enrolment Procedures

3. All applications for Enrolment will be considered and processed in the following manner.
 - 3.1 Applications for the coming year will be processed after 1 July of the previous year.
 - 3.2 During July, the Principal will process the applications for Enrolment in accordance with the criteria for Enrolment.
 - 3.3 During August, the Principal will determine the number of places available for the following year. All applications from the Enrolment Register for the year concerned, will be considered and applicants informed of a decision in one of the following ways:

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- a) place offered
 - b) application declined
 - c) child's name placed on the Waiting List
- 3.4 Places will be offered to applicants in order of priority determined by the criteria for enrolment and the number of places available.
- 3.5 Acceptance of places offered must be received by the school office within two weeks of the date of the offer being received.
- 3.6 If places are available following receipt of acceptance or non-acceptance of enrolment further applications will be determined in order of priority.
- 3.7 Unsuccessful applicants will be invited to place their names on a Waiting List.
- 3.8 Applicants entered on the Waiting List will be offered places if / when they become available.

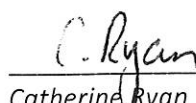
Criteria for Enrolment

4. In allocating places at Marist School, the following criteria will apply in the order of priority 4.1 to 5.0
- 4.1 Preference applicants having an affiliation with St Mary's Parish, evidenced by a preference card signed by the Parish Priest, and with siblings already enrolled.
 - 4.2 Preference applicants having an affiliation with St Mary's Parish, evidenced by a preference card signed by the Parish Priest.
 - 4.3 Preference applicants who are siblings of students already enrolled.
 - 4.4 Preference applicants having an affiliation with another Catholic Parish, evidenced by a preference card signed by the Parish Priest, and for whom Marist is the closest Catholic school.
 - 4.5 Preference applicants who are transferring from out of the area into St Mary's Parish who are already enrolled at a Catholic School.
 - 4.6 Preference applicants who are siblings of former students.
 - 4.7 Preference applicants having an affiliation with any other Catholic Parish.
 - 4.8 Non-preference applicants who are siblings of non-preference students.
 - 4.9 Non-preference applicants.

The Parish Priest in consultation with the Principal may exercise discretion in seeking to enroll a child / children who do not meet the order of criteria as started above.

APPROVED:


Justin Graham
Board of Trustees Chairperson


Catherine Ryan
Principal

TO BE REVIEWED in accordance with the Board's annual programme of self-review.