



Marist School

Enrolment

Each child must be enrolled at a registered school by the time they turn six. Once enrolled, students must attend regularly. If the student would benefit from a staggered transition to school, a transition plan can be agreed between the child's parents, the principal, and the Ministry of Education.

Any child is entitled to be enrolled unless they have been indefinitely suspended from another school. In this case, the board of trustees will meet and consider the individual case, and either accept or decline the enrolment.

If a parent wishes to enrol a child with physical disabilities, the school may need to apply for appropriate resources from the Ministry of Education to support the child.

Students from Catholic families are given preference on the list of applicants for enrolment. Non preference, or non-Catholic, enrolments, are restricted to 5% of the total roll and dependent upon vacancies at the time of enrolment.

All students being considered for enrolment at Marist School visit the parish priest who determines their eligibility for preference using nationally set criteria. The signed preference form must be brought to the school at enrolment.

Parents are welcome to arrange an appointment to meet the principal.

Parents complete an enrolment form to provide the school with information for its database. The school completes the **enrolment process**. The forms, and information booklets for new parents, are available from the main office or the principal.

When the student is enrolled, their relevant details are recorded in the Admissions Register.

New entrants are encouraged to visit school before enrolment to ensure a smooth transition to school. Whenever possible advance notification is given to class teachers of new enrolments to their class.

The contact person for pre-school visits is the office manager. Visits are usually arranged for four to six weeks before the child starts school.

Legislation

- Education Act 1989

IN THIS SECTION

Enrol a Student

Last **scheduled review**

Last **internal review** Term 2 2018

Topic type Generic
