



## ENROLMENT PROCEDURE

### Maximum Roll

The School roll will be managed within the maximum roll of 310 (September 2015) students as prescribed in the Schools Integration Agreement. The number of places for non-preference students will be governed by the maximum number allowed under the same Agreement which is 5% of the total roll (16 students).

### Enrolment Procedures

The Board of Trustees of St Joseph's School has adopted this procedure which applies to the enrolment of new students. There is no restriction on who may apply for entry, provided they fall within the educational cohort served by the School – Years 1-6 students only. Normal intake is at New Entrant (Year 0/1). Enrolments at other year levels occur if places are available. Consistent with the Special Character of the School, preference of enrolment is given to families through a general or particular religious connection with the Catholic Church. Preference of enrolment is established by the designated agent of the Proprietor in accordance with the revised guidelines approved by the Catholic Bishops of New Zealand in 2017. Currently this is the Parish priest of the Catholic Parish of New Plymouth or the Proprietor's designated agent.

### Priority of Enrolment

In the main, Catholic schools are bound by law to enrol only students for whom it can be established there is "a particular or general religious connection with the Special Character of the school". A Parish Priest must decide on preference before the school's Principal may consider enrolling a student.

### Non-preference places

By law the school is allowed to enrol only sixteen students whose families do not have "a particular or general religious connection with the Special Character of the school". Such students are described as non-preference. Currently there are no places available on the non-preference roll.

### PRIORITY OF ENROLMENT

The Board of Trustees have established the following criteria for use when **approaching our maximum roll** or when the school is at the maximum roll. Priority will be determined by pre-enrolment date in the following order:

1. Siblings of current preference students.
2. New entrant preference students.
3. Transferring preference students where there is space available at a given year level (MOE guidelines for classroom teacher/student ratio to be followed).

4. 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 St Joseph's New Plymouth Integration Agreement (16 places).

In this grouping, priority will be given in the following order:

- Siblings of non-preference students
- New entrant non-preference applicants
- Non-preference students transferring from Catholic Schools out of New Plymouth
- Other non-preference applicants.

### **Waiting List Procedure**

All unsuccessful applicants may choose to have their names placed on a waiting list. The waiting list will be kept in a prioritised date of enrolment order. Students on the waiting list may be offered places at a later date if they become available. The waiting list will remain current until parents elect to have their child's name removed from the list.

### **Notes**

- Applicants seeking priority enrolment on the basis of a sibling relationship may be required to produce proof of that relationship.
- The Board delegates to the Principal, as the professional leader of the school, the responsibility to administer this enrolment procedure and to exercise discretion where necessary. This discretion may be exercised, where appropriate, in consultation with the Manger of Schools at the Palmerston North Catholic Education Office.

*Enrolment information is also available for this school in hard copy from our School Office.*