



ST THERESA'S SCHOOL

CATHOLIC SCHOOLS STUDENT ENROLMENT POLICY

RATIONALE

Student enrolment meets the Proprietor's requirements and Ministry of Education compliances.

SCOPING

The board recognises the enrolment requirements under the Education and Training Act 2020 and the school's Integration Agreement and meets them. The board acknowledges that the granting of preference to enrol a student is the prerogative of the Proprietor (or their nominated agent). The Proprietor states in writing that the parents of the child meet the criteria to gain this preference.

DEFINITIONS

Preference students	Students whose parents have established a particular or general religious connection with the special character of the school are in line with New Zealand Catholic Bishops' policies.
Non-Preference students	Students who do not meet the criteria for preference.

DELEGATIONS

The board delegates to the principal all matters relating to:

- the day-to-day management of preference and non-preference enrolments,
- managing the school roll in accordance with legislation and the school's Integration Agreement and identified good practice.

LIMITATIONS AND EXPECTATIONS

The principal ensures:

- Preference or non-preference is determined before enrolment
- For preference students:
 - o Each student has their own preference certificate
 - o The school holds the student's preference certificate before the student commences at the school
 - o The preference certificate is for the current school
 - o The preference certificate is signed by an authorised agent of the Roman Catholic Bishop.
- The enrolment process as set out by NZCEO is followed.
- Students are to be enrolled in the following order:
 1. Students who have been given preference by the proprietor
 2. Non-preference students (if any), up to the maximum number allowed by the Integration Agreement.
- Documentation from the school office
- The board's selection criteria for non-preference students are adhered to especially when the number applying to enrol is greater than allowed by the Integration Agreement. These criteria must be readily available to the school community via the school website or written documentation from the school office
- At the time of enrolment, parents/caregivers of non-preference students are fully aware of the school's Religious Education and religious observances, and what it means to be part of a community, besides the information that the school requires for general use, a statement that:
 - o The parents/caregivers accept as a condition of enrolment that the student will participate in the general school programme that gives the school its special character
 - o The parents/caregiver's contract, as a condition of enrolment, to pay compulsory attendance dues

as determined by the proprietor from time to time and approved by the Ministry of Education, acknowledging the right of the school to discontinue the attendance of their children if they default on payment without making prior arrangements.

- Parents/caregivers are to attest by signature that they are aware of and consent to the conditions set out in the enrolment form.
- Where parents/caregivers are not able to meet payment, due to financial stresses, of attendance dues or payment of attendance dues would stop them from enrolling their child, the parents/caregivers are given advice on gaining assistance.
- When the actual school roll reaches/exceeds 85% of the maximum roll and/or physical capacity of the school, the Diocesan Vicar/Manager for Education is contacted to offer guidance and assistance in the management of the school roll and future enrolments. This will include the closing of the non-preference roll, the Board implementing their enrolment policy and/or developing a Ministry of Education approved scheme in consultation with the Proprietor.
- That the board consults with the Proprietor when setting the number of international students to be enrolled in the school.

ASSOCIATED LEGISLATION

[Education and Training Act 2020](#)

[Education \(Physical Restraint\) Rules 2024](#)

[Health and Safety at Work Act 2015](#)

ASSOCIATED PROCEDURES

Integration Agreement

[Handbook for Boards of Trustees of New Zealand Catholic State Integrated Schools](#) in particular the section Employment: Resources and Appendices

School to enter appropriate procedures.

MONITORING

The principal must report to every board meeting on instances, matters, or risks relating to this policy, taking care that individual students cannot be identified.

The board shall monitor the number of preference and non-preference students and the maximum roll.

Formulated: June 2022

Approved: June 2022

Reviewed/Ratified: Triennially, June 2025