

## ST. JOHN'S SCHOOL

### ENROLMENT POLICY

#### Background

Under the Integration Act (1975) St. John's School has a maximum roll of 312 pupils at primary level, from New Entrants to Year 6.

The School can accept up to a maximum of 5% non-preference children if places are available after all preference children are accepted.

This Enrolment Policy is set in place to manage the School and to maintain a balance of class level numbers.

#### Guidelines

1. Parents must have a Preference of Enrolment card signed by their Parish Priest or Ethnic Chaplain in order to obtain preference of enrolment.
2. Applications for New Entrant enrolment for each school year will close at the end of August of the previous year. Confirmation of enrolment will be made by the end of Term 3.
3. New Entrant Children applying for enrolment after the school roll has been finalised for the forthcoming year will not be considered until the following year, unless vacancies still exist on the roll after all previous applications have been accepted.
4. Non New Entrants on the Waiting List will remain on the Waiting List, if parents so wish, until a vacancy occurs.
5. Priority of enrolment of New Entrant preference children will be given in the following order:
  - 1) To those whose brothers and/or sisters are already enrolled.
  - 2) To those whose parents have an active association with the Parish of East Coast Bays and / or St John's School as measured by the following priorities:
    - i) Involvement in one or more of the Parish Ministries or groups and / or involvement in the school,  
or
    - ii) Indication from the Parish Priest or Parish Team of involvement in Parish life.
    - iii) Listed on the Parish roll.
  - 3) To those who live within the Parish boundary \*
  - 4) Date of reception of application.

\* St John's draws pupils primarily from a wide area broadly defined as the Parish of East Coast Bays which is bounded by the sea to the East, the motorway to the West, Aberdeen Road in the South and North to Albany, Glenvar Road and Okura. This area includes all of the East Coast Bays from Campbells to Long Bay, Sunnynook and parts of Forrest Hill. Of recent times children are coming to the school from the Glenfield Parish, the Northern end of the Takapuna Parish and the Redvale and Orewa areas.

6. Non New Entrant Children on a Waiting List for a particular year will be accepted for enrolment during that year on a priority basis according to:
  - 1) The class where the vacancy has arisen in accordance with class optimum size as determined by the school.
  - 2) To those whose brothers or sisters are already enrolled at the school.
  - 3) To those children who have previously been enrolled at the school.
  - 4) To those transferring from out of the North Shore, who are already enrolled at a Catholic School.
  - 5) To those whose parents have an active association with St. John's or the Parish of East Coast Bays.
  - 6) To those who live within the Parish boundary.
  - 7) From this point, other enrolments will be determined on the date of reception of application.
7. This Enrolment Policy applies to all children. In the case of children with special needs, if the school determines after an assessment of the child's needs, conducted in consultation with the child's parents, that those needs cannot be catered for by the School, it reserves the right to refer the application to the Ministry in terms of the Education Act 1987.

#### Conclusion

The Board of Trustees reserves the right to amend or abandon this Policy at any time. Any such change will be notified.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_