

St. John's School - Enrolment Policy

adopted 23 November 2017 [updated September 2020]

Background

Under the Integration Act (1975) St. John's School has a maximum roll of 337 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 after taking into consideration the following:
 - 1) To those whose brothers and/or sisters have already been enrolled.
 - 2) To those whose parents have an active association with a Catholic Parish.
 - 3) Date of reception of application.
 - 4) Any other pertinent facts.
6. Non New Entrant Children on a Waiting List for a particular year will be accepted for enrolment at the discretion of the Principal.
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 and Training Act 2020. (updated Sept 2020).

Conclusion

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



CATHOLIC DIOCESE OF AUCKLAND INFORMATION FOR PARENTS / CAREGIVERS SEEKING PREFERENCE of ENROLMENT at CATHOLIC SCHOOLS

The following information is given to assist parents/caregivers seeking to gain preference of enrolment at a Catholic school

- In seeking preference of enrolment at a Catholic School you need to make a commitment to actively supporting your child in his/her faith formation and the practices of the Catholic Church.
- The Diocesan Preference Certificate needs to be signed by a Parish Priest or other authorized agent of the Bishop. It is normal practice to make an appointment with the Priest.
- A new Preference Certificate is required for each child in the family.
- Preference Certificates are school specific, in that the name of the school, the family intends to make an application for enrolment, must be specified on the Certificate. If you intend to apply for enrolment at a number of different Catholic schools you should have the required number of Preference Certificates and ask the Priest to sign these during the one interview.
- A new Preference Certificate is required for transfer to another school e.g. primary to secondary school. In some exceptional circumstances the preference status of your children could change.
- The school keeps the Preference Certificate – not the family.
- If you are applying for preference of enrolment under criteria 5.3 which reads *At least one parent/guardian is a Catholic, and although their child has not yet been baptized, the child's participation in the life of the school could lead to the parents having the child baptized*, it is important to recognize that one parent/guardian being Catholic is not sufficient in itself to guarantee that preference will be granted. The second part of the sentence has equal weight with the first.
- If you are applying for preference of enrolment under criteria 5.4:
 - ❖ The familial adult must be a close family member who is actively involved in your child's upbringing; a practicing Catholic and live close to you so that they can actively support your child's faith formation and practices of the Catholic Church by taking your child to Sunday Masses and supporting other school and parish initiatives.
 - ❖ This familial adult needs to accompany you to the meeting with the Priest when seeking preference of enrolment.
 - ❖ It is responsibility of the familial adult to provide some evidence to show they are an active member of the Catholic Church, if not personally known to the person granting preference of enrolment.
- Priests/ Bishop's Agents grant preference and they are the only person who may do so. Schools then decide which students they will accept for enrolment.
- Attendance at a Catholic school by non-preference students is not grounds for seeking preference of enrolment at another Catholic school.