



MARIST CATHOLIC SCHOOL

PROCEDURE: **Enrolment**

The Board delegates to the Principal, as the Chief Executive Officer of the School, the responsibility to administer these Enrolment Procedures, and to exercise discretion where necessary. This discretion may be undertaken, as appropriate, in consultation with the Parish Priest.

Maximum Roll

The number of places for enrolment each year at Marist Catholic School Herne Bay is determined by the maximum roll prescribed in the School's Integration Agreement (currently 300). The number of places for non-preference students will be governed by the maximum allowable in the School's Integration Agreement (5% of maximum roll).

Enrolment Procedures

There is no restriction on who may apply for entry, provided they fall within the legal description in the School's Integration Agreement. Preference of enrolment is established by the Parish Priest, or designated agent of the Proprietor, in accordance with the revised guidelines approved by the Catholic Bishops of New Zealand in 2009 and updated in 2017.

Priority in Enrolment

- **Priority 1:**
Preference applicants having an affiliation with the Parishes of Sacred Heart, Ponsonby, Our Lady of Perpetual Help Herne Bay, St Patricks Cathedral or St Benedicts, Newton, evidenced by the preference certificate and with siblings already enrolled.
- **Priority 2:**
Preference applicants having an affiliation with the Parishes of Sacred Heart, Ponsonby, Our Lady of Perpetual Help Herne Bay, St Patricks Cathedral or St Benedicts, Newton, evidenced by the preference card.
- **Priority 3:**
Preference applicants who are siblings already enrolled evidenced by the preference card.
- **Priority 4:**
Preference applicants who are transferring from out of the area into the Parishes of Sacred Heart, Ponsonby, Our Lady of Perpetual Help, Herne Bay, St Patricks Cathedral or St Benedicts, Newton, who are already enrolled in a Catholic School, evidenced by the preference card.
- **Priority 5:**
Preference applicants who are siblings of former students, evidenced by the preference card.
- **Priority 6:**
Preference applicants having an affiliation with any other Catholic Parish, evidenced by the preference card.
- **Priority 7:**
Non-preference applicants who are siblings of non-preference students.
- **Priority 8:**
Non-preference applicants.

Pre Enrolment Procedures

1. Pre enrolments of both preference and non preference students will be accepted up to the Term 3/4 holidays of the year preceding enrolment.
2. Applicants will be advised of the outcome of their applications during Term 3/4 holidays of the year preceding enrolment.
3. If the total number of applications is less than the number of places available:
 - 3.1 All preference enrolments will be accepted
 - 3.2 All non preference enrolments, up to the 5% of total roll number threshold, will be accepted based on, but not limited to, a combination of the following, at the Principal's discretion:
 - a. Family's willingness to support the values and Special Character of school
 - b. association with the school (recommendations from within the school community, ties with the school community, proximity to the school)
 - c. time the enrolment has been on file
 - d. whether siblings to come in subsequent years would put non preference numbers above our 5% of total roll threshold
4. If the total number of applications is greater than the number of places available:
 - 4.1 Unsuccessful preference applicants will have their names recorded on a waiting list within the relevant priority category. They may be offered places at a later date if places become available according to the year level where the vacancy has arisen.
 - 4.2 All Non preference applicants will be put on a waiting list. They may be offered places at a later date if there are no preference applicants on the waitlist at their year level, based on 3.2 above.