

**OUR CHARISM**  
*As Marists, we think, judge, feel and act in the way of Mary*

<b>Marist Catholic School Board of Trustees</b>	<b>ENROLMENT POLICY</b> March 2012	
<b>Attachments:</b>	<b>Management File Ref:</b>	<b>NAG Reference:</b>

**RATIONALE**

Consistent with the Special Catholic Character of the School, preference of enrolment will be given to families who have established connection with the Catholic Church.

**GUIDELINES**

**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. The number of places for non-preference students will be governed by the maximum allowable in the School's Integration Agreement.

**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.

**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, evidenced by the preference card 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, 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 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**

The following Pre Enrolment procedures will apply:

1. The pre enrolment date will be the last day of August of the year preceding enrolment.
2. Applicants will be advised of the outcome of their applications during September of the year preceding enrolment.
3. The number of places for non-preference students will be governed by the maximum roll number allowable under the School's Integration Agreement.
4. If the total number of applications is greater than the number of places available, unsuccessful 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.

## **CONCLUSION**

The Board delegates to the Principal, as the professional leader and manager of the School, the responsibility to administer this Enrolment Policy, and to exercise discretion where necessary. This discretion may be undertaken, as appropriate, in consultation with the Parish Priest.

### **Effectiveness Self-Review**

This policy will be reviewed in accordance with the Board's triennial programme of self-review.

**29<sup>th</sup> March 2012 version adopted**

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**CHAIRPERSON**

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**PRINCIPAL**