



Pompallier Catholic College Enrolment Policy

Updated: 20 March 2023

Approved: 23 May 2023

Outcome Statement:

The student enrolment meets the Proprietors requirements and Ministry of Education compliance.

The Board recognises the enrolment requirements under the Education and Training Act 2020 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, in line with the New Zealand Catholic Bishops' policies as recognised with an acceptance certificate, and have a clear intent to attend the school
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, and management of the school roll
- managing the school roll in accordance with legislation and the school's Integration Agreement, and identified good practice

Expectations:

The Principal ensures:

- Preference or Non-Preference is determined before enrolment.
- For Preference students:
 - Each student has their own preference certificate
 - The school holds the students' preference certificate before the student commences at the school
 - The preference certificate is for the current school
 - The preference certificate is signed by an authorised agent of the Roman Catholic Bishop.
- The [enrolment process](#) is followed, as set out in Appendix A.
- 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
- The Non-Preference number and maximum roll are not exceeded without the written permission of the Proprietor and the Board of Trustees.
 - 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 Catholic school faith community.
 - The student enrolment form contains, besides the information that the school requires for general use, a statement that:
 - 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
 - The parents/caregivers 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 Principal shall notify the Board of Trustees and confirm the processes under their discretion. This will include the closing of the Non-Preference roll, and the Board implementing their enrolment policy.
 - That the Board consults to set the number of international students to be enrolled in the school.



POMPALLIER CATHOLIC COLLEGE

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APPENDIX A

Enrolment Process:

The Integration Agreement for Pompallier Catholic College gives preference of enrolment to students whose parents have established a particular or general religious connection with the Special Catholic Character of the College. The New Zealand Catholic Bishops Conference has determined the criteria for preference of enrolment in Integrated Catholic Schools.

Priority One:

Preference students who are currently enrolled at Catholic schools, and reside in, or will be residing in, the Whangarei or Dargaville area for the following school year.

Applicants satisfying this criteria will be guaranteed enrolment unless total applicants exceed the maximum roll.

In such a situation, applicants will be ranked according to the sub priorities below:

1. Year 9 applications from St Joseph's Catholic School Dargaville.
2. Siblings of current students.
3. Siblings of former students.
4. Children of current staff and Board members.
5. Other first priority applicants.

Priority Two:

All other Preference students.

Applicants satisfying this criteria will be guaranteed enrolment unless total applicants exceed the maximum roll.

In such a situation, students will be ranked according to the sub priorities below:

1. Applicants who have attended another Catholic school in the year preceding enrolment.
2. Siblings of current students.
3. Siblings of former students.
4. Children of current staff and Board members.
5. Any other preference students.

Priority Three:

Non-preference students who live, or will be living, within an area of reasonable convenience to the College, amongst whom priority will be given in the following order:

1. Sibling of current students.
2. Siblings of former students.
3. Children of current staff and Board members.
4. Other non-preference students.

If applications exceed the number of available places:

If there are more applicants than there are places available, **at the deadline for enrolment specified in the enrolment process**, places will be allocated in priority order as outlined above, until a category is reached where the number of applicants in that category is unable to be accommodated by the number of available spaces.

At this point, **and for the priority category for which this occurs**, an allocation order will be determined through a ballot, supervised by a Justice of the Peace. The ballot to fill the publicised enrolment allocation for the year will be undertaken for applications received prior to the closing date for Year 7, and then all other year groups, until there are no further places available.

Should an applicant, with a sibling applicant in the same category, be drawn from the ballot, the sibling applicants shall be allocated a position.

Applications for students in a lower priority category than the priority category at which this process is initiated, will not be offered enrolment unless a vacancy occurs, but may be added to the priority waiting list based on preference status and priority criteria as outlined above, and ballot order.

The applications of unsuccessful students will be kept and numbered according to the priority order listed in this enrolment policy and the date their enrolment is received. These will be used as a basis for accepting students if a vacancy occurs during the year.

Should places become available due to withdrawal of an application for a place at the College, the College may contact those on the waiting list, in the order on the waiting list, to offer a place at the College.

All applicants will be notified of decisions in writing of the status of their application and position on the waiting list, if that is relevant.

Enrolments after the closing date:

Enrolment applications received after the advertised closing date shall be added to any waitlist arising from the enrolment process.

Applications shall be waitlisted on the basis of year group, and in order of the date the application has been received, but no earlier than any date so specified by the Principal.

The waitlist shall apply until the close of enrolments for the subsequent school year. After that time, a new waitlist shall be created.