

St Mary Mackillop Catholic School Enrolment Policy

Rationale

St Mary Mackillop Catholic School regularly receives more applications for enrolment than there are places at the school and a fair and transparent system of selection is therefore required. The School is also aware of its responsibility to comply with the maximum roll and number of non-preference students as stated and governed by the school's Integration Agreement with the Ministry of Education.

Purpose:

1. To ensure a fair and transparent process for selection of students at St MacKillop Catholic School"
2. To ensure that the school roll is managed within the maximum allowed under the school's Integration Agreement and that the number of non-preference students does not exceed the maximum number allowed
3. To ensure that children in the local Catholic community have an opportunity for a Catholic education

Guidelines

In order to comply with the schools maximum roll applications for enrolment will be considered separately for each year level according to the number of places available at each year level and will be processed in the following order for each of the Priorities 1-4:

Priority of Enrolment

- | | |
|------------|---|
| Priority 1 | Preference applicants who have an association with <i>ST Therese, St Anthony's parish live in the wider Mangere area.</i> |
| Priority 2 | Preference applicants who have an association <i>with a parish and live in wider Mangere area</i> as attested by the Parish Priest of these parishes. |
| Priority 3 | All Other Preference |
| Priority 4 | Non-preference applicants |
| A. | Siblings of current students |
| B. | Siblings of former students |
| C. | Applicants who is a child of an employee of the board of the school |
| D. | Children of former students of the school |
| E. | All other students |
| F. | Date of Enrolment |

General If there are more applicants than places available in any priority group, acceptance will be determined by the date the application, which must include all relevant supporting documentation, is received and acknowledged by the school.

Process:

The enrolment close off date for the following year's intake is the last day of October.

We will make provisional class list for end of November.

New Enrolments will be added to class lists depending on School roll number.

All enrolments outside the Mangere area will be directed to closer Catholic schools if they are going to be added to our waiting list.

If applications are received from students already attending another Catholic school, then discussion will occur with that school about the enrolment

All Enrolments after December 1 will be added to the waiting list and worked through according to priority.

Applicants will be advised of the outcome of their application during December of the year preceding enrolment.

Roll numbers and new enrolments will be reviewed on a regular basis when school starts again in January.

The Board delegates to the Principal the responsibility to administer this enrolment policy.

Applicants seeking priority status on the basis of sibling relationship will be required to provide proof of the relationship.

Notes

If the total number of applicants is greater than the number of places available, unsuccessful applicants will have their names recorded on a waiting list, within their relevant priority category and date of enrolment. The waiting list will remain valid for the current year following notification of an unsuccessful application. Applicants on the waiting list may be offered places during the year if places become available. If applicants on the waiting list wishing to have their application considered in the application process for the succeeding year will need to inform the school in writing

Review

This policy will be reviewed according to the Board’s Policy Review Policy

Policy accepted: _____	Chairperson
_____	Principal
_____	Date