



Sacred Heart School, Petone

## **Enrolment Policy**

### **RATIONALE:**

Sacred Heart School is a Roman Catholic Primary School for boys and girls from Year 1 to Year 8 offering education with a special character. The school has a maximum roll entitlement of 165 and a non-preference entitlement of 8 pupils.

Applicants seeking preference of enrolment must present to the school a Preference of Enrolment Certificate signed by their Parish Priest or Parish Pastoral Leader or authorised Ethnic Chaplain.

### **PURPOSE:**

1. To ensure a fair and transparent enrolment process.

### **Procedure for Enrolment**

1. Enrolment Date  
Applications for enrolment close on the first Monday in September, in the year prior to starting at Sacred Heart School.
2. Advice Notification  
Parents and Caregivers are advised of the outcome of their application within three weeks, of applications closing.
3. Waiting List  
Unsuccessful applicants go on a 'waiting list'.

The same order of priority of acceptance is applied to those on the waiting list as vacancies occur.

4. Late Applications  
Applications received after the first Monday in September are considered late applications and added to the waiting list.
5. Priority of Enrolment for Preference Students

Priority of Enrolment is given to those applicants with the highest totals under the following points system. Points within categories are cumulative.

Preference Status			100
* Sibling Status			100
Active parishioner of Sacred Heart Parish or if moving to Sacred Heart Parish (with a letter from the Lay pastoral leader or priest )			50
Active in the life of their own Catholic parish (with a letter from the Lay pastoral leader or priest)			30
Connected to a parish (attends occasionally)			10
Residential Areas	Area A	Petone, Korokoro & Horokiwi	45
	Area B	Alicetown & Moera	30
	Area C	Other	20
Other Factors	Child of past pupil		15
	Sibling of past pupil		15

***\*Sacred Heart School recognises the importance of children being able to attend the same school as their siblings and this point allocation will be made for applicants who have siblings attending Sacred Heart School.***

When two or more applicants have identical scores and there is an inadequate number of places to accommodate them, the Board will hold a ballot to allocate the remaining places.

The BOT reserves the right to allow variations on this policy in extenuating circumstances.

Should the roll be less than 90% full consideration of Non- Preference applications may occur.

Approved: March 2012

To be reviewed: March 2015