



St Pius X Catholic School Board of Trustees

Policy on Enrolments

Date Reviewed:	September 2020
Review Team:	A Dent, G Novak
Date of Next Review:	October 2021
Connection to the Bishops document "The Catholic Education of School Age Children"	Each Catholic school is a community within the larger community of the Diocese and the church in Aotearoa New Zealand. The Ministry of Education supervises both educational content and teaching methods, however it is the leader of the local Church or Diocese who determines the Catholic requirements for the school which naturally includes enrolments.
Related Documents:	<ul style="list-style-type: none"> • The Education Act 1989 Part 33 State Integrated Schools and the St Pius X School Integration Agreement • Part 5 and Appendices 5.1-5.4 of The Handbook for Boards of Trustees of New Zealand Catholic Integrated Schools - NZ Catholic Education Office • Process for Enrolment at a Catholic School – Diocese of Palmerston North March 2016
NAG:	NAG 6 - Legislative
Signed:	
Approval Date:	

INTRODUCTION

The St Pius X School Board of Trustees will ensure appropriate processes are in place to establish criteria for enrolment at St Pius X School that maintains the Special Catholic Character of the school and that meets the requirements of relevant legislation and the requirements of the Proprietor.

The school roll will be managed within the maximum roll of 190 students as prescribed in the Schools Integration Agreement. The number of places for non-preference students will be governed by the maximum number allowed under the same Agreement which is 5% of the maximum roll. Consistent with the Special Character of the School, preference of enrolment is given to families with an established connection with the Catholic Church. Preference of enrolment is established by the designated agent of the Proprietor in accordance with the revised guidelines approved by the Catholic Bishops of New Zealand in 2017. Currently this is the Parish priest or his designate of the Catholic Parish of New Plymouth.

GUIDELINES

1. Each preference student must have a signed Diocese of Palmerston North Preference Certificate to make him or her eligible for enrolment. A preference certificate defines eligibility, not enrolment. It should not be older than 6 months.
2. The number of non-preference students must not exceed 10 students, 5% of the maximum roll. If for some reason there is no place available for a sibling of a current non preference student the Manager, Catholic Education Office Diocese of Palmerston North must be contacted to discuss the possibility of approving a non preference enrolment beyond the maximum entitlement. *This approval must be obtained in writing before the student can be enrolled.*
3. Families who are enrolled must adhere to the conditions of the present enrolment form with regard to the school policies, programme and Attendance Dues.
4. The Board of Trustees has established the following criteria for use when **approaching the maximum roll**.

Priority will be given in the following order:

- a) Siblings of current preference students
 - b) New entrant preference students
 - c) Preference students transferring from another Catholic School (outside of the town) where there is a space available at a given year level (MOE guidelines for classroom teacher/student ratio to be followed)<https://www.education.govt.nz/school/running-a-school/resourcing/school-staffing/entitlement-staffing/curriculum-staffing/#Primary>
 - d) Siblings of current non-preference students
 - e) Non preference children of staff who seek to enrol their children.
 - f) Non-preference students transferring from Catholic Schools out of New Plymouth
 - g) Other non-preference applicants will be placed on a waiting list and priority will be given taking into account the date of application and the age of the applicant .
5. If the total number of applicants **exceeds the maximum roll** then students will be placed on a waiting list and priority will be given according to **4** above - according to the date of their enrolment (the preference certificate must be no more than six months old. Students on the waiting list will remain current until a place becomes available or until the parents/caregivers notify the school otherwise.
 6. Each enrolment will be confirmed once the Principal, student and their family meet and complete the enrolment process.

SPECIAL CHARACTER

The Board of Trustees at Hato Paea (St Pius X) accepts that the Special Character Values and Philosophies of St Mary MacKillop, underpin all Governance and Management Policies and Procedures.