



St Claudine Thèvevet
School

Enrolment Procedures

Rationale

St Claudine's School has a fair and transparent enrolment procedure and the School meets the requirements of the Integration Agreement for Catholic Schools.

Guidelines

1. Criteria for granting of preference is in accordance with the Integration Agreement for St Claudine's School and according to Schedule 6 of the Training and Education Act (2020), which states that preference shall be given "only to those children whose parents have established a particular or general religious connection with the Special Character of the School and that this will be determined by the "Proprietor".
2. The criteria promulgated by the New Zealand Catholic Bishops Conference is adhered to at St Claudine's School and these criteria are to be used by the Proprietors and their agents.
 - 5.1 The child has been baptised or is being prepared for baptism in the Catholic Church.
 - 5.2 The Child's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
 - 5.3 At least one parent/guardian is a Catholic, and although their child has not yet been baptised, the child's participation in the life of the school could lead to the parents having the child baptised.
 - 5.4 With the agreement of the child's parent/guardian, a significant familial adult, such as a grandparent, aunt or uncle who is actively involved in the child's upbringing undertakes to support the child's formation in the faith and practices of the Catholic Church.
 - 5.5 One or both of the child's non-Catholic parents/guardians is preparing to become a Catholic.
3. The conditions for granting of preference are also stated in the "Catholic Integrated Schools Handbook" part 8: Enrolment of Pupils.
4. A parent/caregiver enrolling a child must be in possession of a signed preference enrolment certificate, signed by a Catholic Priest, Lay Pastoral Leader or an agent of the Bishop who may sign the certificate on his behalf.
5. A parent/caregiver of a child or children must adhere to the conditions of the enrolment form.
 - a. That the child participates in the school programme that gives the school its Special Character, (see T&E Act Schedule 6 Section 27): and
 - b. That they will pay Attendance Dues (see T&E Act Schedule 6 Section 30)

Priority of Enrolments

The Board of Trustees is committed to keeping the roll within the maximum number agreed to in the school's Integration Agreement. Our maximum roll is: 350

It is the policy of the Archdiocese of Wellington that the non-preference roll will be closed when the actual roll exceeds 85% of the maximum roll.

If the number of preference applicants exceeds the number of places available priority of preference of enrolment will be given in this order:

- First Priority:** *Siblings of current preference students*
- Second Priority:** *Preference students whose families attend the Catholic Faith Community of St Patrick's in the Parish of Te Wairua Tapu*
- Third Priority:** *Will be given to preference applicants who are children of staff and Board members but not covered by priority two*
- Fourth Priority:** *Will be given to preference applicants who are siblings of former students but not covered by priority two.*
- Fifth Priority:** *Will be given to preference applicants who are a child or grandchild of former students but not covered in priority two*
- Sixth Priority:** *Will be given to preference applicants whose families are in the Parish of Te Wairua Tapu*
- Seventh Priority:** *Will be given to other preference applicants*
- Eighth Priority:** *Will be given to non-preference applicants.*

Non preference students will be enrolled only if enrolment places remain after all preference applicants have been enrolled and the Board judges that enrolment of the non-preference students will not compromise its ability to offer places to preference students who may apply at a later date. Non-preference applicants for enrolment are considered under the following criteria:

- Those with siblings currently attending the school
- Those with siblings who were at school but who now attend a Catholic Secondary School
- Those with siblings who previously attended the school
- Those of staff members