



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 who meet the following criteria

- I. Preference certificate signed by Parish Priest/ Lay Pastoral Leader/ or Ethnic Chaplain
- II. Sibling of present or past student
- III. Parishioner of Holy Spirit Te Wairua Tapu parish
- IV. Child of former student

## **Non-Preference Students**

State Integrated schools have places for non-preference students.

- i. This school has a maximum of up to 9 non-preference places
- ii. When the school roll reaches 85% of its maximum roll, non-preference enrolment will be suspended and this will continue as long as the school roll stays at or above this level.

Non-preference criteria that apply to this school:

- I. The siblings of non-preference students already in the school
- II. Non-preference students coming from another integrated school with the same special character.
- III. New families wishing to enrol

Should the roll be less than 85% full consideration of Non- Preference applications may occur.

All unsuccessful Non-Preference applications will be placed on the Non-Preference Waiting List in order of date received.

The Board of Trustees reserves the right to allow variations on this policy in extenuating circumstances.

Reviewed: February 2021

Next review: February 2024