

## 2.04 Enrolment Policy

### **RATIONALE**

Consistent with the Special Catholic Character of the School, preference of enrolment will be given to families who have established connection with the Catholic Church.

### **PROCEDURES**

#### **Maximum Roll**

The number of places for enrolment each year at Liston College is determined by the maximum roll prescribed in the School's Integration Agreement. The number of places for non-preference students will be governed by the maximum allowable in the School's Integration Agreement.

#### **Enrolment Procedures**

There is no restriction on who may apply for entry, provided they fall within the legal description in the School's Integration Agreement. Preference of enrolment is established by the Parish Priest, or designated agent of the proprietor, in accordance with the revised guidelines approved by the Catholic Bishops of New Zealand in October 2016.

#### **Priority in Enrolment:**

**Priority 1:** Preference applicants who can establish a connection with the Catholic Church under one of the following criteria

1. The child has been baptised or is being prepared for baptism in the Catholic Church.
2. The child's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
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.
4. With the agreement of the child's parent/guardian, a significant familial adult in the child's life, such as a grandparent or an aunt or uncle, undertakes to support the child's formation in the faith and practices of the Catholic Church.
5. One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.

**Priority 2:** Non-preference students will be enrolled only if enrolment places remain after all preference applicants have been enrolled. The maximum number of places available for non-preference students will be governed by the maximum allowable under the College Integration Agreement.

In this grouping priority will be given in the following order:

- a) Brothers of non-preference students currently enrolled
- b) Sons of former non-preference students
- c) Non-preference students from feeder schools
- d) Non-preference applicants who are children of employees of the College
- e) Other non-preference applicants

Non-preference students will be accepted in order of date of application for enrolment.

#### **Waiting List Procedure:**

All unsuccessful applicants may choose to have their names placed on a waiting list. The waiting list will be kept within relevant priority categories, ranked in order. Students on the waiting list may be offered places at a later date if they become available. The waiting list will remain current until the beginning of the next enrolment intake.

**Pre-enrolment Procedure:**

Each year applications will be sought by a date determined by the Board of Trustees and advertised in daily or community papers, parish and Catholic school newsletters circulating in the areas served by the school. A Pre-enrolment Evening will be held at which applicants will be informed of the priorities within the enrolment scheme. All applicants will be advised of the outcome of their application as soon as possible after the closing date.

**Notes:**

- Applicants seeking priority status on the basis of enrolment at a particular primary school may be required to provide proof of enrolment at that school.
- Applicants seeking priority status on the basis of a sibling relationship may be required to produce proof of that relationship.
- The Board delegates to the Principal, as the professional leader of the school, the responsibility to administer this enrolment scheme and to exercise discretion where necessary. This discretion may be exercised, where appropriate, in consultation with the Proprietors.

**Places at other levels:**

The selection processes described above will be the basis for students applying to enrol at Year 8, or Years 10-13 either at the beginning of or during the school year. Applicants on the waiting list will have first offer of places as they become available.

**POLICY REVIEW DATE**

This Policy will be reviewed according to the Board's Policy Review Schedule.

Liston College, Henderson, Auckland

Adopted : 25.08.20