

ST MARY'S CATHOLIC SCHOOL

Enrolment Scheme

Introduction

The Ministry of Education has required St Mary's School, Rotorua, to put in place an Enrolment Scheme to manage enrolments so that the school maintains student numbers within the approved maximum roll.

The Integration Agreement for St Mary's School, Rotorua, gives *preference of enrolment* to students whose parents have established a particular or general religious connection with the Special Catholic Character of the school. The New Zealand Catholic Bishops Conference has determined the criteria for *preference of enrolment* in Integrated Catholic Schools.

Maximum Roll

The school's roll will be managed within the maximum roll of 400, prescribed in the school's integration agreement. The board will make provision for likely population movements in the general area served by the school that occur during the school year or after the end of the pre-enrolment period.

Priority in enrolment

Applications for enrolment will be processed in the following order of priority.

First priority * will be given to preference applicants who live within an area of reasonable convenience to the school. The area of convenience covers any applicant who lives south and east of a line which will run from the corner of Pukehangi and Sunset Roads in the west then south along Old Taupo Road until it bisects the Utahina Stream and will then follow the Utahina Stream until it meets Lake Rotorua in the east. Applicants within this priority group are guaranteed enrolment unless including all of them would exceed the school's maximum roll (and/or school capacity). In such a situation students will be ranked according to the sub priorities below.

1. Siblings of current students.
2. Siblings of former students.
3. Children of current staff.
4. Applicants moving into our area of convenience who have previously attended a school of special catholic character.
5. Date of application.

Second priority * will be given to preference applicants who live outside the area of reasonable convenience to the school. The area of convenience and sub priorities for enrolment are as for first priority.

Third priority* will be given to non-preference applicants within the area of convenience as defined above, amongst whom priority will be given in the following order.

1. Siblings of current students.
2. Siblings of former students.
3. Children of current staff.
4. Applicants moving into our area of convenience who have previously attended a school of special catholic character.
5. Date of application.

Fourth priority* will be given to non-preference applicants who live outside the area of reasonable convenience to the school. The area of convenience and sub priorities for enrolment are as for first priority.

Pre-enrolment

Each year the board will determine the number of places that are likely to be available prior to the next school year. The board will publish this by notice in a daily or community newspaper circulating in the area served by the school and the school newsletter.

The notice will indicate how applications are to be made. The notice will specify a date by which all applications must be received and when a ballot (if required) will occur.

All applications received by the specified date will be processed in terms of the priority criteria contained in this scheme. Proof of sibling relationship and address maybe required.

If more applications are received than available places for any priority group then selection will be made according to the sub priorities. If a ballot is required, the ballot will be conducted in accordance with the instructions issued by the Secretary under section 11G(1) of the Education Act 1989.

All applicants will be advised of the outcome of their application within 28 days of the advertised closing date.

Late applications will only be accepted if there are still places available. These will be processed on a first come, first served basis as per the selection criteria above.

Students whose enrolment is successful will be asked to confirm their enrolment within a given timeframe. Failure to accept enrolment within this time period will mean that the place will be offered to the next eligible student.

If a place cannot be offered to a student, then the student will be placed on a waiting list. Parents will be informed of their children's place on the waiting list.

If places become available at a later date, places will be offered to students in the order of their place on the waiting list according to the criteria above.