



**ST MICHAEL'S CATHOLIC SCHOOL**  
*"Be it known to all who enter here that CHRIST  
is the reason for this school"*

## **ST MICHAELS CATHOLIC SCHOOL – ENROLMENT POLICY**

### **1. Purpose:**

- a. To meet the Ministry of Education's guidelines for integrated schools as well as providing guidelines for entry to St Michael's Catholic school.

### **2. Guidelines:**

- a. To give priority to those families that actively participate in the parish life of St Michaels, Remuera or St John's, Parnell and wish to have their children educated with the same Catholic values and within the same parish.
- b. In the first instance, parents will need to obtain a "Preference of Enrolment" Certificate from the Parish Priest\*. This certificate will be issued based on the guidelines set by the NZ Catholic Bishops Conference, April 2009. A copy of this can be obtained from the Parish Office when an appointment is requested with the Parish Priest.
- c. The criteria reflect the weight given to the parish families requesting enrolment for their children's entry to St Michael's Catholic school. This is necessary when the school has more applications than places available at the school. This table is below and is called **ENROLMENT CRITERIA POINTS SYSTEM**.
- d. Between the first and second term of the year prior to a child's start date families will be notified by mail as to whether a place is available. Families of qualifying children are expected to notify the school in writing of their acceptance of the place offered to complete the enrolment process.
- e. A child that qualifies but cannot be placed due to a full role may be put on a waiting list at the parents' request. The waiting list will be administered and regularly reviewed by the Principal.

- f. The waiting list will be ranked by criteria points. In the case where equal points have been achieved, the applicant that has been on the waiting list for the longest period will have preference.
- g. Cases that do not qualify by criteria points system but are deemed to be special by the Parish Priest due to ***extraordinary circumstances*** \* may be assessed by the Catholic character sub-committee of the Board of Trustees. An application for consideration due to extraordinary circumstances must be made in writing to the Parish Priest.
- h. Any appeal of an unsuccessful enrolment, must be made within one month, and in writing to the Chairperson of the Board of Trustees. If the issue is not resolved, then, further appeal may be made to the Bishop of Auckland or his delegated representative through the Parish Priest and this decision will be final.
- i. These guidelines have been ratified by the Parish Priest and the Board of Trustees of St Michael's Catholic School.

\*If a family has been unsuccessful in obtaining a Preference of Enrolment Certificate, an appeal form can be obtained from the School Office.

\*\****Extraordinary circumstances*** could involve personal tragedy or some other family crisis beyond the control of the applicant that needs special consideration

## ENROLMENT CRITERIA POINTS SYTEM

Criteria		Points
1.	Applicant is enrolled and <b>actively involved**</b> in parish life at St Michaels Remuera or St Johns' Parnell.	5
2.	Applicant has other children attending the school.	5
3.	Applicant has a Catholic Preference Card but is actively involved in another parish and have moved to St Michaels or St Johns Parnell from out of town or overseas.	4
4.	Applicant is actively involved in a neighbouring parish, and has a preference card.	3
5.	Applicant has had children attend the school in the past.	2
6.	Applicant has a preference card, lives in the vicinity but does not actively participate in any parish life.	2
7.	Applicant has been a past pupil at St Michaels, Remuera	1

**\*\*Being actively involved in the parish** means being on the parish roll and regularly attends mass and supports parish life, ministries etc.