

POLICY: Student Enrolment

The daily life of the College will be permeated with the values of Jesus Christ and the teachings of the Catholic Church. Special links will be maintained with the Sisters of Our Lady of the Missions as the College Founders and their special charism reinforced in the College. This policy is intended to build our Faith Community, uphold the mana of our Kura, and commit to the safeguarding of our Catholic Character and Mission Charism by ensuring appropriate streamlining of enrolment criteria.

1.0 Purpose and Scope

The purpose of the Student Enrolment Policy (the Enrolment Policy) is to:

- outline the rules the Board of Trustees (the Board), the Principal and the school staff must follow during the student recruitment process;
- To provide guidelines around the enrolment process when the number of applications exceeds available spaces;
- to ensure the school's roll and the maximum number of places available for non-preference students is governed and managed within the prescription set in the school's Integration Agreement.

2.0 Procedure

The Integration Agreement for Sacred Heart Girls' College (the College) gives preference of enrolment to students whose parents have established a particular or general religious connection with the Special Character of the College. The New Zealand Catholic Bishops Conference has determined the criteria for **Preference of Enrolment** for Integrated Catholic Schools. The Enrolment Policy will take effect when there are more enrolments for places than are available or anticipated.

2.1 FIRST Priority

Preference applicants from the following schools:

- Marian, Hamilton East;
- St Columba's, Frankton;
- St Joseph's, Fairfield;
- St Peter Chanel, Te Rapa;
- St Pius X, Melville;
- St Peter's, Cambridge;
- St Anthony's, Huntly;
- St Paul's, Ngāruawāhia
- St Joseph's, Morrinsville;
- St Joseph's, Te Aroha;
- St Patrick's, Te Awamutu.

2.1.1 If enrolments are oversubscribed in this category, then further priority will be applied based on the following criteria:

- (a) sibling of a current student; and/or
- (b) child of a current staff member and/or Board member.

2.2 SECOND Priority

- **Preference** students who currently attend any other Catholic school.

If enrolments are oversubscribed in this category, the criteria as per 2.1.1 will be applied.

2.3 THIRD Priority

Preference students who meet one or more of the categories below:

- Families who can demonstrate an active commitment to Parish life;
- Applicants who have attended another Catholic school in the year preceding enrolment;
- Sibling of a current student;
- Applicants who have a family connection to Sacred Heart (e.g., family members who are alumni);
- Child of a current staff and/or Board member.

If enrolments are oversubscribed in this category, further priority will be given to applicants who meet more than one of the criteria above.

2.4 FOURTH Priority

Non-Preference students. The sub-priorities for enrolment are as per priority 2.3:

- a. Siblings of current non-preference students where the non-preference student will still be attending in the first year of attendance of the incoming student.
- b. Child of a current staff member.

2.5 FIFTH Priority

Non-Preference students. The sub-priorities for enrolment are as per priority 2.3.

3.0 Enrolment Applications received AFTER the Close Date.

Enrolment applications, that fit under 2.1, 2.2 or 2.3, received after the close date shall be held on a waiting list until places become available, in order of date of receipt with priorities 2.1 to 2.3 set out above.

References

- The New Zealand Catholic Bishops Conference (NZCBC) Guidelines for Granting of Preference of Enrolment in New Zealand Catholic Schools Private Schools Conditional Integration Act 1975
- Education and Training Act 2020


Review

This policy shall be reviewed by the Board of Trustees.

Review schedule: at least Triennially

Review next due: **May 2027**

Approved by the Board of Trustees at the meeting held on: **24 March 2025**



Acting Presiding Member