



## St Joseph's Cathedral School Enrolment Policy

“Go therefore and make disciples of all nations, baptising them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you” (Matthew 28 v 19)

### **Rationale**

St Joseph's Cathedral School is allowed a maximum roll of 162 students. Non Preference enrolments may be given up to 5% of this number, this is a maximum of 8 students for this school. The Board of Trustees at St Joseph's Cathedral School can enroll children into these places provided that they do so whilst maintaining and preserving the Catholic Special Character of St Joseph's Cathedral School.

### **Procedure**

Families seeking enrolment are to meet with the Parish Priest representing the Proprietor to obtain a Preference of Enrolment Form. His responsibility is to advise the school whether a child is entitled to Preference for Enrolment or may apply for Enrolment without Preference (Non Preference).

### **Enrolment With Preference**

Only Children who meet one of the following criteria listed on the Proprietor's Consent Form are entitled to Enrolment with Preference:

- 5.1 The child has been baptised or is being prepared for baptism in the Catholic Church
- 5.2 The child's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith
- 5.3 At least one parent/guardian is 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.
- 5.4 With the agreement of the child's parent/guardian, a grandparent or other significant adult in the child's life, such as an aunt, uncle or godparent, undertakes to support the child's formation in the faith and practices of the Catholic Church.
- 5.5 One or both of a child's non-catholic parents/guardians is preparing to become a Catholic

A new Preference Certificate is required for each child in the family.

### **Enrolment Without Preference- Non Preference**

For a child who does not meet the above criteria but has been granted a Consent Form for Enrolment without Preference, the parents/caregivers may apply to the school for a Non preference Enrolment. No child has a right to a Non Preference Enrolment. Non Preference

Enrolments are allocated at the discretion of the principal. The following is the Non Preference Criteria:

- The applicants accept that they will be attending a Catholic School and will support its Special Character.
- The application (including Consent Form) was handed into the school office.
- The applicants accept that they will be required to pay attendance dues as set by the Proprietor.
- Whether the child has an older sibling who currently attends or did attend St Joseph's Cathedral School
- Whether the parent/caregiver has previously attend St Joseph's Cathedral School

Non Preference students who cannot enrol immediately may choose to be placed on a waiting list. Students on this list are wait listed by date and number and will be contacted if places become available.

**Where there are more applicants than places available on the roll, an order of priority for preference students will be established, based on the following criteria:**

- Enrolment process completed (both the Preference Form and the school enrolment forms).
- Siblings of currently or previously enrolled.
- New entrants.
- New enrolments who can demonstrate an established connection to our school/Cathedral Parish.
- New enrolments moving from other Catholic schools out of Dunedin.

Non Preference students will only be considered after all our preference children have places on the roll.

Board Chair \_\_\_\_\_

Principal \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_