



## ST BEDE'S COLLEGE BOARD OF TRUSTEES – POLICIES

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### CM6 – ENROLMENT

The Private Schools Conditional Integration Act 1975 guarantees St Bede's College the right to continue to reflect through its teaching and conduct the provision of education with a Special Character (See BOT Policy SC1). The College is required to follow the conditions outlined in the Integration Act 1975 regarding preference and non-preference students. As more preference students have often applied for enrolment at St Bede's College than there has been places available, the Board of Trustees in consultation with the St Bede's College Board of Proprietors and Ministry of Education have developed an enrolment scheme. This scheme was adopted on 15 April 2011.

### PRINCIPLES AND PROCEDURES

1. The St Bede's College enrolment scheme states that, along with other Catholic Secondary schools in the Christchurch Diocese, we will provide a Catholic education to any eligible student.
2. The College's role will be managed within its maximum roll of 786 or such other figure as applies from time to time, pursuant to the provisions of the Private Schools Conditional Integration Act 1975.
3. The Board of Trustees in adopting the enrolment scheme recognises that the Boarding School is required to be as close to capacity as is possible.
4. Each year applications for enrolment into Year 9 for the following year will be sought by a date that will be published in daily and community newspapers circulating throughout the Diocese of Christchurch and the South Island and on the St Bede's College website. All criteria as outlined in the enrolment scheme will be strictly adhered to.
5. From time to time students of other year levels may apply to attend St Bede's College. Preference students who apply for enrolment must be enrolled first. Non-preference students may be enrolled only if places are available after all preference applicants have been enrolled.
6. As required by the Ministry of Education the Board of Trustees will annually review the existing enrolment scheme.
7. As a condition of enrolment parents/caregivers will be required to complete an Application for Enrolment form prepared by the College. This is to ensure attestation by signature that they are aware of and accept certain legal conditions of enrolment and continued attendance of their son. Namely:
  - a. that the student will participate in the general school programme that gives the school its Special Character;
  - b. and that they will pay attendance dues.



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### REGULATIONS/LEGISLATION

HANDBOOK FOR BOARDS OF TRUSTEES OF NZ CATHOLIC INTEGRATED SCHOOLS.

APPENDIX 19 Guidelines for the granting of preference of enrolment in New Zealand Catholic schools *Approved by the New Zealand Catholic Bishops Conference, April 2009*

### SCHOOL PROCEDURES THAT RELATE TO THIS POLICY

Name of Procedure	Author	Date	Faculty or Department
St Bede's Enrolment Scheme	BOP/BOT	Feb 2011	BOP/BOT

Date approved	17 August 2015	Responsibility:	Enrolment
Review period	Annually	Date last reviewed	September 2014