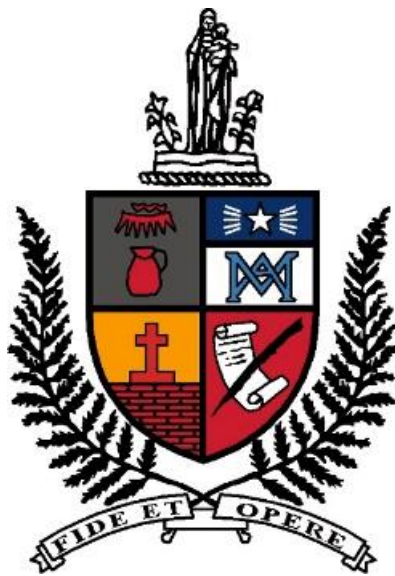


# St Bede's College



CM6 – ENROLMENT



## 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 Board of Trustees 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 endeavour to 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. Pursuant to clause 10 (c) of the Integration Act, non-preference boys are able to be enrolled within the Boarding School as long as this does not preclude any pupil with preference status from attending the College.
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, School App and Facebook page. All criteria as outlined in the enrolment scheme will be 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. Simply put, to comply with the Integration Act, 95% of the maximum roll at St Bede's College must be filled by preference students. If the College exceeds its maximum roll, those places can however be filled by non-preference students. If this occurs, it is likely to be because of the need to fill the boarding school. (See point 3 above.)
6. As required by the Ministry of Education the Board of Trustees will annually review the existing enrolment scheme. The Board of Trustees will also review compliance with the requirements of this policy at their February and September BOT meetings.



7. As a condition of enrolment parents / caregivers will be required to complete an Application for Enrolment form either online or by hand and upon acceptance, a Conditions of Enrolment Agreement prepared by the College. Both parents will need to sign the manual application and Conditions of Enrolment Agreement form. 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.
8. If there is an inadvertent breach to the requirement for 95% of the maximum roll to be preference students, Senior Management must present to the Board of Trustees a corrective action plan. This could include a plan to evangelize boys to turn non-preference students into preference students.
9. For every preference student who attends the College a completed preference card must be held with the student's enrolment form for audit purposes. This must be sourced by the student's parent or caregiver from their parish priest, not the College.

### 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, October 2016 (updated October 2018).*

### School Procedures that relate to this Policy

| NAME OF PROCEDURE          | AUTHOR    | DATE          | FACULTY OR DEPARTMENT |
|----------------------------|-----------|---------------|-----------------------|
| St Bede's Enrolment Scheme | BOP / BOT | February 2017 | BOP / BOT             |

|                       |            |                            |            |
|-----------------------|------------|----------------------------|------------|
| <b>DATE APPROVED:</b> | April 2018 | <b>RESPONSIBILITY:</b>     | Enrolment  |
| <b>REVIEW PERIOD:</b> | Annually   | <b>DATE LAST REVIEWED:</b> | April 2021 |