



Priority in Enrolment Procedure - Solway College

Rationale

Solway College is a boarding school which enrolls students from Years 7 to 13.

The enrolment procedure of Solway College shall meet the requirements of the Solway College Integration Agreement, the regulations of the Ministry of Education and within those constraints shall endeavour to be fair to all applicants for enrolment at Solway College.

DETERMINATION OF PREFERENCE

Preference in enrolment will be given to students whose parents or guardians have established a particular connection with the school or a general connection with the special character of the school with priority set down from the Integration Agreement as follows:

Preference will be given where parents or those with responsibility for a student have demonstrated:

1. A close association with the Proprietor's hostel

Preference shall be determined by the extent of this association by the **priorities outlined below**
AND:

2. A commitment to students building family relationships and atmosphere in the school.
3. Support for a student's full and active involvement in sporting and cultural programmes and support for others
4. Support for a student's education in religious beliefs with particular emphasis on the Christian faith, attendance at religious observances and understanding the role of religious faith in everyday living.
5. Length of time on the waiting list

Priorities

Applications for enrolment will be processed in the following order of priority:

Priority 1

Preference students in the boarding hostel

Priority 2

Preference sisters of present students

Priority 3

Preference students who are the children of permanent employees of the College who are not covered by Priorities 1-4

Priority 4

Preference sisters/ daughters of past students or a close relation (mother, grandmother, sister, aunt, cousin)

Priority 5

All other preference students

Priority 6

Non-Preference students

Non-preference students will be enrolled only if enrolment places remain after all preference applicants have been enrolled. The maximum number of places available for non-preference students will be governed by the maximum number of students allowable under the College Integration Agreement.

In this grouping, priority will be given in the following order:

- a) Non-preference boarders
- b) Sisters of current non-preference students
- c) Sisters/ daughters of former non-preference students
- d) Non preference applicants who are children of employees of the College
- e) Other non-preference applicants

Waiting List Procedure

All unsuccessful applicants may choose to have their names placed on a waiting list. The waiting list will be kept within relevant priority categories, ranked in order. Students on the waiting list may be offered places at a later date if they become available. The waiting list will remain current until the beginning of the next enrolment intake.

Pre-enrolment Procedure

1. Each year applications will be sought by a date which will be published on our school website.
2. On receipt of the application the student's name will be placed on the pre-enrolment list. This list is not prioritised and inclusion on it does not signify a greater or lesser likelihood of being offered a place as the priorities listed above will apply.
3. Applicants will be contacted within 4 weeks of the application closing date. Applicants will be required to:
 - Attend an interview at which a tour of the school and hostel will be available
 - Provide documentation to support the preferences in enrolment as outlined above
4. Places will be offered by the beginning of Term 3 of the year preceding the student's start date.
5. Acceptance of the place to secure enrolment will be required within two weeks of the offer of a place.
6. In that Solway College is permitted to enrol 45 day students (or up to 10% of its total roll) who do not reside in the Proprietors' Hostel, preference for these places shall be decided according to the priorities outlined above.
7. Enrolments from preference applicants may be accepted at other times during the school year where places are available.

Notes

- Applicants seeking priority status on the basis of a sibling relationship may be required to produce proof of that relationship.
- The Board delegates to the Principal, as the professional leader of the school, the responsibility to administer this enrolment procedure and to exercise discretion where necessary. This discretion may be exercised, where appropriate, in consultation with the Proprietors.

Places at other levels

There will be intakes of students at Year 7, 8 and 9.

Places at other levels will only be available if a space opens up. The priorities described above will also be the basis for students applying to enrol at Years 10-13 either at the beginning or during the school year. Applicants on the waiting list will have the first offer of places as they become available.