

St Teresa's School, Featherston 2026 ENROLMENT PROCEDURES

Rationale

St Teresa's School has a fair and transparent enrolment procedure and the School meets the requirements of the Integration Agreement for Catholic Schools

Guidelines

1. Preference of enrolment is in accordance with the Integration Agreement for St Teresa's School and in accordance with Section 29 (1) of the Private Schools Conditional Integration Act 1975 which states preference of enrolment shall be given 'only to those children whose parents have established a particular or general religious connection with the Special Character of the School and the Controlling Authority shall not give preference of enrolment to the parents of any child unless the Proprietor has stated that those parents have established such a particular or general religious connection to the Special Character of the School'.
2. Criteria for Preference of Enrolment in Integrated Catholic Schools:
 - 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 a 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 significant familial adult, such as a grandparent, aunt, or uncle who is actively involved in the child's upbringing 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.
3. A parent/caregiver enrolling a child must provide a signed preference certificate, signed by a Parish priest, Lay Pastoral Leader, or an agent of the Bishop who may sign the certificate on his behalf.

Parent/Caregiver Agreement

Parents/caregivers of a child or children agree to support the school by:

- ❖ Accepting as a condition of enrolment that the pupil is to participate in the general school programme that gives the school its special character (Section 30 Private Schools Conditional Integration Act 1975).
- ❖ To pay Attendance Dues as determined by the Proprietor from time to time and approved by the Ministry of Education (Section 36 Private Schools Conditional Integration Act 1975).

Priority of Enrolment

Catholic schools were established to provide a Catholic education for the Catholic children of New Zealand and St Teresa's School strives to fulfil this mandate. St Teresa's School has a maximum school roll of 150 as per the school's Integration Agreement and the Board of Trustees manages the roll accordingly. Preference students will always be given priority.

Preference Students

Available enrolment placements will be offered at St Teresa's to preference students. When there are more applicants than places available, an order of priority for preference students will be established based on the following criteria:

1. *Siblings of current students*
2. *New Entrant students from families who live in the Featherston Parish area*
3. *Students who have previously attended St Teresa's School and are returning to the area and the Parish*
4. *Students who live in the area transferring from another Catholic School*
5. *Children of staff members*
6. *New Entrant students not covered by criteria 1 – 5*
7. *Siblings of former students*
8. *Students from families who live within the Parish area, but not covered by criteria 1 – 7*
9. *Students who are not New Entrants entering other year levels of the school, who live outside the Parish area*

Within each criteria consideration will be given to the date of the receipt of the enrolment application.

Priorities 1 – 7 are all subject to whether there are places available in the classroom at the year level of the applicant (refer to MOE curriculum staffing guidelines).

Non-Preference Students

The Private Schools Conditional Integration Act, Section 29 (1) allows St Teresa's School to take up to 10% of the maximum school roll for Non-Preference children (15 students). Non-preference students will be enrolled only if places remain after all preference applicants have been enrolled. The non-preference roll is closed when the actual roll exceeds 85% of the maximum roll (150 students) as per the Archdiocesan of Wellington policy. Non-preference applicants for enrolment are considered under the same priority criteria as preference students above.

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. Parents of those students on the waiting list will be notified when and if places become available for their child. Towards the end of each year, parents will be contacted to advise whether they wish their child to remain on the waiting list.