



Our Lady of Kāpiti School - Te Kura o te Whaea Tapu o Kāpiti

Our Lady of Kāpiti Schools Enrolment Scheme

Effective: 26 July 2021

Our Lady of Kāpiti School is a State Integrated school with a **Special Character** which is defined in their Integration Agreement as:

The school is a Roman Catholic school in which the whole school community, through the general school programme and in its religious instructions and observances, exercises the right to live and teach the values of Jesus Christ. These values are as expressed in the Scriptures and in the practices, worship and doctrine of the Roman Catholic Church, as determined from time to time by the Roman Catholic Archbishop of the Archdiocese.

The Board of Trustees is responsible for enrolments and is required to work within the school's maximum roll as defined in their Integration Agreement. As the school is close to its maximum roll and/or there are more applicants than there are spaces available at the school, the school operates an enrolment scheme under section 72 and clause 16 of Schedule 20 to the Education and Training Act 2020.

Preference of Enrolment:

The Education and Training Act 2020 provides that "The children of parents who have a particular or general philosophical or religious connection with a State-integrated school must be preferred to other children for enrolment at the school".

The New Zealand Catholic Bishops Conference (NZCBC) has defined five criteria for establishing parents' connection with Catholic schools to give **Preference of Enrolment** which are:

- 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 the child's 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/legal 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.

Enrolment:

The Integration Agreement for each school specifies the maximum roll of the school and the maximum number of non-preference students who may be enrolled. The Our Lady of Kāpiti School Board is legally responsible for managing the roll within the numbers set down in the Integration Agreement.

Non-preference students must not total more than 5% of the maximum roll. When the roll is within 10% of the maximum roll, the roll will be closed to non-preference students.

Priority in Enrolment

1. The priorities are:
 - a) **Priority one:** Preference siblings of present or past students from the Parish community of Our Lady of Kāpiti School.
 - b) **Priority two:** Preference students from the Parish community of Our Lady of Kāpiti School.
 - c) **Priority three:** Preference students who are the children of current staff of Our Lady of Kāpiti School and current Board of Trustees.
 - d) **Priority four:** Preference students transferring from Catholic Schools in other parts of New Zealand and overseas.
 - e) **Priority five:** All other preference students.
 - f) **Priority six:** Non-preference students seeking enrolment. Priority six has a number of criteria which are outlined below.
2. Categories a - f are all subject to whether there are places available.
3. If the total number of applications from preference students is less than the number of places available, all preference applicants will be enrolled.

4. Non-Preference Students

State-integrated schools have places for non-preference students subject to there being places available after all preference enrolments have been accepted.

- a. The maximum number of non-preference places available are 5% of the school's maximum roll.
- b. When the school roll reaches 90% of its maximum roll, non-preference enrolment will be suspended, and this will continue for as long as the school roll stays at or above this level.
- i. The applicants accept that they will be attending a school of special character and that their place in the school is conditional on their participation in the general school programme.
- ii. The applicants accept that they will be required to pay Attendance Dues as charged by the Proprietor and which are compulsory.

Priority six Criteria for Non-Preference Students.

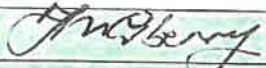
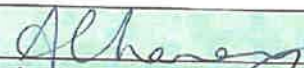
Non-Preference criteria that apply to this school if non-preference enrolment spaces are available are:

- i. The siblings of non-preference students already in the school.
- ii. Siblings of former non-preference students.
- iii. The children of staff or Board members who seek to enrol their children.
- iv. Non-preference students coming from another integrated school with the same special character.
- v. All other non-preference students.

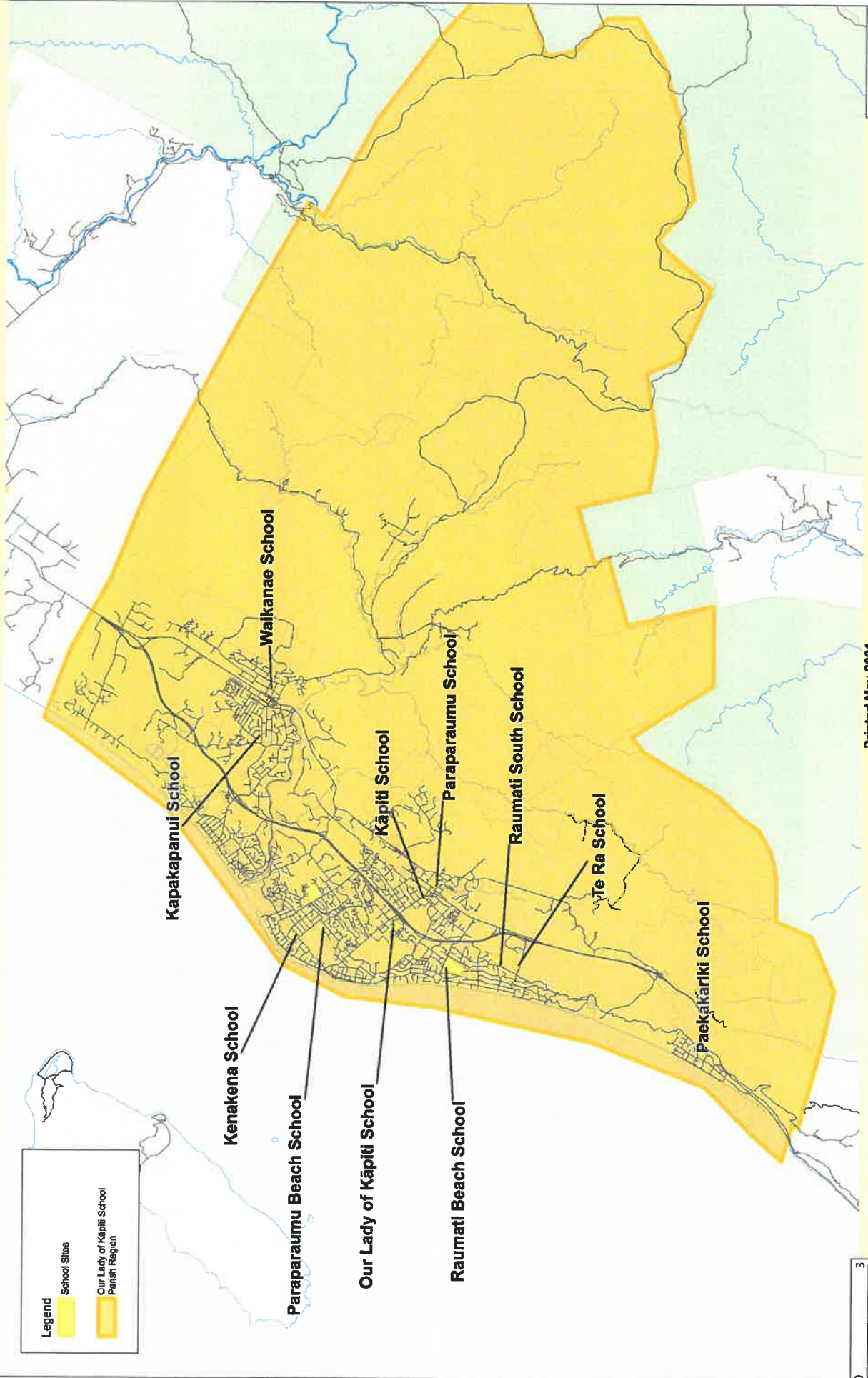
The selection processes described above will be the basis for students applying to enrol either at the beginning of, or during the school year.

5. If there are more applicants in categories than there are places available, places will be allocated in priority order until a category is reached where the number of spaces available in that category is insufficient to accommodate the number of eligible students. Places will then be allocated by ballot.
6. If the total number of applications is greater than the number of places available, unsuccessful applicants will have their names recorded on a waiting list, within their relevant priority category. Students on the waiting list may be offered places at a later date if places become available. The waiting list will remain current until the board next notifies the public that it is inviting applications for the next enrolment intake.

Board of Trustees**Ministry of Education**

Signed		
Name	Isobel Cobby	Annie Chorney
Position	Board chairperson	Manager Education
Date	28.07.2021	28-07-2021

Our Lady of Kāpiti School's Parish Region



Legend

- School Sites
- Our Lady of Kāpiti School Parish Region

0 3
kilometers
Scale 1:88,800

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