



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

Process for Pre-Enrolment at Our Lady of Kāpiti School.

This compliments the school's Enrolment Scheme.

1. An advertisement will be placed on the school website and Facebook page, newsletters and in our Parish bulletin over terms 1 and 2 of each year informing the community of student enrolment closing dates for the following academic year.
2. The closing date for enrolments for the following academic year will be the last day of Term 2. Completed Applications for Enrolment Forms can be submitted at any time however, they must be received by the school office no later than the last day of Term 2 for the following academic year.
3. Application for Enrolment Forms can be requested from the school office. Once completed they are to be returned to the school office along with a copy of the child's birth certificate (if they were born in NZ) or passport with relevant permit/visa (if they were born overseas), vaccination record, and baptism certificate and signed Preference Certificate (if relevant). Please contact the Parish Office to arrange to have the Preference Certificate signed by the Parish Priest. A recent power/gas, telephone or insurance invoice must also be provided with the application as proof of residing in zone. Please refer to the scheme for a map of the Our Lady of Kāpiti School's Parish Region.
4. After the closing date the applicants for enrolment will be prioritised for acceptance based on whether they have a valid preference certificate, and then the category that their application falls into (see Enrolment Scheme).
5. If there are not enough places for all applicants within a category level the places will be assigned on a random ballot.
6. Notification of acceptance will be made in a timely manner after the closing date for enrolments has passed.
7. If the total number of applicants is greater than the number of places available unsuccessful applicants will have their names recorded on the school waiting list, within their category ranking. Parents of those students on the waiting list will be notified when and if places become available for their child.
8. Enrolments after the closing date will be considered if the maximum roll has not been reached.