

ST. MARY'S COLLEGE AUCKLAND LTD.

ENROLMENT POLICY

RATIONALE:

The Board of Directors of St. Mary's College is committed to implementing an Enrolment Policy which operates within, and supports the tenets of, the Special Catholic Character which governs all activities of the school.

The Enrolment Policy must comply with the maximum student roll authorised by the Ministry of Education and laid down in the College's Integration Agreement.

PURPOSE:

The purpose of the Enrolment Policy is to formulate procedures for the acceptance of students to the College.

GUIDELINES:

1. There is no restriction on who may apply for entry provided they fall within the educational cohort served by St. Mary's College – that is, girls only, Years 7 – 13.
2. Consistent with the Special Character of the College, preference is given to families with an established and demonstrated connection with the Catholic Church and who support the College's philosophy of providing its students with a Catholic education in the Mercy tradition to prepare girls for their roles as Christian women in the world. A letter of acknowledgement of commitment to a Catholic Church community from a Parish Priest will be considered favourably in support of an application.
3. Normal intake is at Years 7 and 9, however applications for entry at other year levels will be considered if places are available.

PRE-ENROLMENT APPLICATIONS

4. Each year, applications will be invited by a date which will be provided on the College website and which will be advised to parishes and Catholic Schools connected with the College.

Following assessment and prioritisation, the Principal of the College or his/her designated representative will choose to offer a place, on condition of attending an interview, or will choose to interview an applicant. All applicants will be advised of the outcome of their application as soon as possible, in accordance with the published timeline.

5. The number of places available for preference students will be governed by the College's Integration Agreement.
6. 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 allowable under the College's Integration Agreement.

PRIORITISATION FOR ENROLMENT

7. (i) **Preference Students:**

1st Priority: Sisters of current preference students

2nd Priority: Sisters of former preference students

3rd Priority: All other preference students. At this priority level, priority of enrolment will be given to students who meet one or more of the following criteria:-

- Applicants who have included a Catholic Baptism Certificate, and First Eucharist and Confirmation Certificates and then applicants who have included a Baptism Certificate.
- Applicants from other Catholic Schools
- Applicants who are daughters of past pupils of the College
- Applicants who have an established historical family connection with the College
- Applicants who demonstrate an ability/interest in Music.

If there are more applicants than there are places available for preference students, places will be allocated in order of the strongest matching to the above criteria and according to the date of receipt of the applicants' enrolment forms.

(ii) **Non Preference Students (If Places Available):**

1st Priority: Sisters of current non preference students

2nd Priority: Sisters of former preference students

3rd Priority: Applicants from other Catholic Schools

4th Priority: Sisters of former non preference students

5th Priority: All other non preference students. At this priority level, priority of enrolment will be given to students who meet one or more of the following criteria:

- Applicants who are daughters of past pupils of the College
- Applicants who have an established historical family connection with the College
- Applicants who demonstrate an ability/interest in Music
- Applicants who are children of employees of the College
- Applicants who attend schools within a 5 km radius of the school.

8. The priority selection process set out above will operate at all year levels, depending on the number of places determined by the Principal to be available at those levels.

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. Parents will be offered a place on the waiting list which will expire 18 months following the date of application submission.

Applicants seeking priority status on the basis of enrolment at a particular primary school, a sibling relationship, relationship to a past student, an established historical family connection or ability/interest in Music, may be required to provide proof of their priority status.

9. The Enrolment Policy shall be subject to the exercise of the Principal's discretion in any individual case where reasonably justified.
10. Where requested in writing by an unsuccessful applicant, the Board of Directors shall review an application for enrolment. The Board of Directors' decision related to such a review shall be final.

Date Policy Approved: 12 October 2020

To Be Read In Conjunction With:

[NZCEO Handbook](#)

[Integration Agreement and Supplementary Documents](#)

[Education Act](#)