

**Process for Applying for a
Preference of Enrolment Certificate - **Criterion 5.4****

Please note it is the responsibility of parents/caregivers to ensure that application documentation is completed in a timely manner. We strongly recommend allowing 4 weeks to complete the entire process, particularly for college enrolment deadlines in Term 1 when there is a greater volume of applications.

If you are applying for preference of enrolment under Criterion 5.4 the significant familial adult must be:

- a close family member who is actively involved in your child's upbringing and live close to you
- practising their faith and involved in their own parish
- equipped and committed to the faith formation of your child and practices of the Catholic Church

PARENTS / CAREGIVERS

- Download or obtain a copy of a **PREFERENCE OF ENROLMENT CERTIFICATE**. All forms and information are available at www.stmaryak.school.nz



- Complete first section of page 1



- Sign and date last section of page 2



- Request significant familial adult to complete the relevant section on page 2



- Email certificate to ces@cda.org.nz



- Download or obtain a copy of the **SUPPORTING EVIDENCE FORM** and give to the significant familial adult to complete



SIGNIFICANT FAMILIAL ADULT

- Complete relevant section on page 2 of the **PREFERENCE OF ENROLMENT CERTIFICATE**



- Complete **Section A** of the **SUPPORTING EVIDENCE FORM** and submit to your parish office for your Parish Priest to complete Section B



PARISH PRIEST

- Complete **Section B** of the **SUPPORTING EVIDENCE FORM**. To ensure a consistent and fair process **Section B** must be completed by the Parish Priest or agent of the Bishop.



- Return Section A and B of the **SUPPORTING EVIDENCE FORM** by email to ces@cda.org.nz



BISHOP APPOINTED COMMITTEE

- When both the **PREFERENCE OF ENROLMENT CERTIFICATE** and **SUPPORTING EVIDENCE FORM** have been received the committee will grant or decline the application.



- If the application is granted the family/caregiver will receive confirmation and a copy of the Preference of Enrolment Certificate signed by an authorised agent of the Bishop of the Catholic Diocese of Auckland.

NB It is the responsibility of the parent/caregivers to submit the signed Preference of Enrolment Certificate to the school as part of the enrolment process.



- If the application is declined the family/caregiver will be informed and invited to submit a application as a non-preference student. It is important to be aware that the school may not have places available for non-preference enrolments.



SUPPORTING EVIDENCE FORM
Preference of Enrolment Criterion 5.4
Significant Familial Adult Involvement in the Life of the Parish

The "significant familial adult" must:

- Have a familial and spiritual/pastoral connection with the child.
- Be in a genuine, meaningful relationship with the child.
- Be an active faith member of a Catholic Eucharistic community.
- Live geographically close enough to support the young person in liturgical and Eucharistic celebrations at both the school and church levels.
- Committed to assisting the parent(s) in their support of their child(ren) in the formation of their faith and the practices of the Catholic school which includes attendance at Sunday masses.
- Give permission and commit to being included in the school/college's faith events and Religious Education programme, e.g. school masses, liturgies on the Religious Education programme, social justice and service initiatives as all parents are expected to.

SECTION A

This section must be completed by the significant familial adult and then submitted to their parish office for the Parish Priest to complete.

Name of significant familial adult: _____

Phone: _____ Email: _____

Address: _____

Name of parish and suburb: _____

Name of student: _____

Name of school seeking preference of enrolment for: _____

School address: _____

How are you involved in the student's life? _____

How will you actively support this young person's Catholic faith journey? _____

Significant familial adult signature: _____ Date: _____

SECTION B

This section to be completed by the Parish Priest.

Section A and B to be sent to ces@cda.org.nz by the Parish Priest.

_____ involvement in the life of the parish:

(Parishioner's name)

Sunday Mass attendance

Sacristan/Eucharistic Minister/ Reader

Church cleaning/ Flower Arrangement/Grounds

Prayer Group/Service Group

Parish Pastoral Council/Finance/Liturgy Committee

Other: _____

Any other comments: _____

Priest's Signature _____

PARISH STAMP

Name: _____

Date: _____

