



MARIAN SCHOOL BOARD OF TRUSTEES

Enrolment Policy

Purpose

The purpose of the policy is to provide a framework for the selection of children as pupils at Marian School and the ongoing management of the school roll in a manner consistent with the Marian School core values.

POLICY

GENERAL ENROLMENTS

1. The school roll will be maintained within the current approved maximum of 600 domestic pupils.
2. A maximum of 25 foreign fee paying pupils may be enrolled in addition to the 600 domestic pupils.
3. In the event that the roll approaches the maximum, the Principal will control enrolments in the following manner:
 - a) Cease enrolment of non-preference pupils except siblings of current non-preference pupils.
 - b) Temporarily close the roll to new enrolments except the siblings of current pupils.
 - c) Manage the roll by way of an enrolment scheme as may be approved by the Board of Trustees and annexed to this Policy.
4. Parents must sign the enrolment form to indicate that they are willing for their child to take part in the programmes that give the school its special character, and that they will pay the attendance dues.

PREFERENCE ROLL

5. All parents who wish to enrol children on the preference roll must produce a preference card as approved by the New Zealand Catholic Bishops Conference.

NON-PREFERENCE ROLL

6. The maximum non-preference enrolments will be 48 as specified in the Integration Agreement.

7. All children who do not qualify for preference placement will be listed on a waiting list that will include the following data:

Date of Request
Caregiver
Address

Name of Child
Date of Birth
Phone Number

8. As non-preference vacancies occur the following criteria will apply in this order:
- a) Siblings of any current pupil will be offered placement first.
 - b) The child whose name is at the top of the list will then be offered placement. If that family declines, placement will be offered to successive families.
 - c) Those who wish to defer placement in the meantime will retain their position on the waiting list and will be offered placement, if available, at a later date under the same process.
 - d) For vacancies that occur during the year, and where the next child on this list is due to turn five a place will be offered only if the child's fifth birthday occurs during that term.
 - e) Children who have non-preference status at another Catholic School will have their names recorded on the waiting list and be accorded the same rights as all others awaiting admission.
9. In exceptional circumstances the Principal and Board of Trustees Chairperson may waive the above criteria and offer admission.

Review

This policy will be reviewed triennially.

APPROVED: 8 SEPTEMBER 2009

Board of Trustees Chairperson: