



Pine Avenue
P.O. Box 40-448,
Upper Hutt
Phone 04 528 4910

ST JOSEPH'S CATHOLIC SCHOOL

Hato Hohepa



Enrolment Procedures

Rationale

St Joseph's School has a fair and transparent information regarding the enrolment procedures of the School. These procedures meet the requirements of the Integration Agreement for Catholic Schools in Aotearoa, New Zealand.

Guidelines

1. St Joseph's School select preference students in accordance with the Integration Agreement Section 29 (1) of the Private Schools Confidential Integration Act 1975, which states that preference shall be given "only to those children who parents have established a particular or general religious connection with the Special Character of the school and that this will be determined by the Proprietor".
2. The grounds for preference promulgated by the New Zealand Catholic Bishops Conference is adhered to at St Joseph's School and these criteria are to be used by Proprietors and their agents:
 - 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 its 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/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.
3. The conditions for granting of preference are also stated in the "Catholic Integrated Schools Handbook", part 8: Enrolment of Pupils.
4. A parent/caregiver enrolling a child must be in possession of a signed preference enrolment certificate; signed by a Catholic priest, Lay Pastoral Leader or an agent of the Bishop who may sign the certificate on his behalf.
5. A parent/caregiver of a child or children must adhere to the conditions on the enrolment form:
 - that the child participates in the school programme that gives the school its Special Character, (see PSCI Act. Section 30); and
 - that they will pay Attendance dues (see PSCI Act, Section 36)

Priority of Enrolments - Preference Students

The Board of Trustees is committed to keeping the roll within the maximum number agreed to in the school's Integration Agreement. Our maximum number is 580 students.

If the number of preference applicants exceeds the number of places available priority of preference of enrolment will be given in this order:

First Priority: Siblings of current preference students

Second Priority: Preference students whose families attend the Catholic faith community of St Joseph's Church and parishes within Our Lady of the Valleys

Third Priority: Preference applicants who are children of staff and Board members but not covered by Priority Two.

Fourth Priority: Preference applicants who are siblings of former students but not covered by Priority Two.



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- Fifth Priority: Preference applicants who are a child or grandchild of former students but not covered in Priority Two.
Sixth Priority: Preference applicants whose families are in the Parish of St Joseph's Church
Seventh Priority: Other preference applicants.
Eighth Priority: Non-preference applicants.

Priority of Enrolments – Non Preference Students

St Joseph's School has places for non-preference students if enrolment places remain after all preference applicants have been enrolled and the Board judges that enrolment of the non-preference students will not compromise its ability to offer places to preference students who may apply at a later date.

St Joseph's School is able to enrol 5% of its maximum roll as non-preference students when spaces are available. This allows a maximum of 29 non – preference students to be enrolled in the school. It is the policy of the Archdiocese of Wellington that the non-preference roll will be closed when the actual roll exceeds 85% of the maximum roll.

A parent/caregiver of a child or children must adhere to the conditions on the enrolment form:

- a) that the child participates in the school programme that gives the school its Special Character, (see PSCI Act. Section 30); and
- b) that they will pay Attendance dues (see PSCI Act, Section 36)

Non-preference applicants for enrolment are considered under the following criteria:

- Applicants with siblings currently attending the school.
- Applicants with siblings who were at school but who now attend a catholic secondary school.
- Applicants with siblings who previously attended the school.
- Applicants of staff members.
- Non-preference students who cannot enrol immediately may choose to be placed on a waiting list. Students on this list are wait listed by date and number and will be contacted if places become available. At the end of the calendar year the list is removed and people apply to be reinstated on the wait list for the following year.