



Pompallier Catholic College Enrolment Policy

Approved by Board of Trustees: 30 April 2025

Outcome Statement:

The student enrolment meets the Proprietors requirements and Ministry of Education compliance.

The Board recognises the enrolment requirements under the Education and Training Act 2020 and meets them. The Board acknowledges that the granting of preference to enrol a student is the prerogative of the Proprietor (or their nominated agent). The Proprietor states in writing that the parents of the child meet the criteria to gain this preference.

Definitions:

Preference students	Students whose parents have established a particular or general religious connection with the Special Character of the school, in line with the New Zealand Catholic Bishops' policies as recognised with a Preference of Enrolment certificate, and have a clear intent to attend the school
Non-Preference students	Students who do not meet the criteria for preference

Delegations:

The Board delegates to the Principal all matters relating to:

- the day-to-day management of Preference and Non-Preference enrolments, and management of the school roll
- managing the school roll in accordance with legislation and the school's Integration Agreement, and identified good practice

Expectations:

The Principal ensures:

- Preference or Non-Preference is determined before enrolment.
- For Preference students:
 - Each student has their own preference certificate
 - The school holds the students' preference certificate before the student commences at the school
 - The preference certificate is for the current school
 - The preference certificate is signed by an authorised agent of the Roman Catholic Bishop.
- The [enrolment process](#) is followed, as set out in Appendix A.
- Students are to be enrolled in the following order:
 1. Students who have been given preference by the Proprietor

2. Non-Preference students (if any), up to the maximum number allowed by the Integration Agreement
- The Non-Preference number and maximum roll are not exceeded without the written permission of the Proprietor and the Board of Trustees.
 - At the time of enrolment, parents/caregivers of Non-Preference students are fully aware of the school's Religious Education and religious observances, and what it means to be part of a Catholic school faith community.
 - The student enrolment form contains, besides the information that the school requires for general use, a statement that:
 - The parents/caregivers accept as a condition of enrolment that the student will participate in the general school programme that gives the school its Special Character
 - The parents/caregivers contract, as a condition of enrolment, to pay compulsory attendance dues as determined by the Proprietor from time to time, and approved by the Ministry of Education, acknowledging the right of the school to discontinue the attendance of their children if they default on payment without making prior arrangements
 - Parents/Caregivers are to attest by signature that they are aware of, and consent to, the conditions set out in the enrolment form.
 - Where parents/caregivers are not able to meet payment, due to financial stresses, of attendance dues, or payment of attendance dues would stop them from enrolling their child, the parents/caregivers are given advice on gaining assistance.
 - That the Board consults to set the number of international students to be enrolled in the school.



POMPALLIER CATHOLIC COLLEGE

Te Kāreti Katorika o Pomapārie

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www.pompallier.school.nz

APPENDIX A

Enrolment Process:

The Integration Agreement for Pompallier Catholic College gives preference of enrolment to students whose parents have established a particular or general religious connection with the Special Catholic Character of the College. The New Zealand Catholic Bishops Conference has determined the criteria for preference of enrolment in Integrated Catholic Schools.

1. The Board delegates to the Principal responsibility for enrolment decisions.
2. Prospective families will submit, along with completed enrolment forms (including current Attendance Dues payment record if currently attending a Catholic school), details of connections to the Catholic community, including local parishes, Pompallier Catholic College, and the broader Catholic Church, their child's academic record in recent school reports, and their co-curricular and cultural activities.
3. The enrolment application documentation will incorporate all elements necessary for the Principal's evaluation of pertinent factors, which may vary between academic years.
4. Prospective students and their parents will be required to attend an interview at the college as part of the enrolment process.
5. The Principal will consider the college's Special Catholic Character when making enrolment decisions.
6. Upon acceptance, to secure the offer of place, families will be required to submit a Board of Trustees specified \$200 deposit within one month, which will go toward the following year's Attendance Dues.

If applications exceed the number of available places:

If the number of applicants is greater than the number of places available, students will be placed upon a waiting list.

This list is determined by the Principal, as per his delegated authority.

The waitlist shall apply until the close of enrolments for the subsequent school year. After that time, a new waitlist shall be created.

Should places become available due to withdrawal of an application for a place at the college, we may contact those on the waiting list, to offer a place at the college.

Applications received after the closing date:

Enrolment applications received after the advertised closing date shall be added to any waitlist arising from the enrolment process.