

# ENROLMENT POLICY

St Bernard's College  
183 Waterloo Road  
LOWER HUTT

## Rationale

The College is required to manage its roll within the maximum of 590 students as prescribed in the College's Integration Agreement. The Board also wants to make provision for likely population movements in the general area served by the College that occur during the school year or after the end of the pre-enrolment period.

## Purpose

1. to maintain the special character of the college;
2. to provide management with guidelines for enrolling students; and
3. to set in place a procedure for the prioritisation of enrolment applications.

## Guidelines

1. Applications for enrolment will be processed in the following order of priority.
  - 1.1 Priority 1 will be given to preference applicants for whom the College is reasonably convenient and who reside within the boundaries of the Lower Hutt Parishes and environs namely Ss Peter & Paul (Lower Hutt), Our Lady of the Rosary (Waiwhetu), St Bernadette (Naenae)/St Michael (Taita), St Martin de Porres (Avalon), St Francis Xavier (Stokes Valley), St Patrick (Wainuiomata) and Sacred Heart (Petone)/San Antonio (Eastbourne). Students within this priority group are guaranteed enrolment unless including all of them would exceed the College's maximum roll. In such a situation, students will be ranked for selection in accordance with the priority criteria listed in guideline 2.
  - 1.2 Priority 2 will be given to all other preference applicants. Students within this group are not guaranteed enrolment. If there are more applicants than places available, the priority criteria listed in guideline 2 will apply.
  - 1.3 Priority 3 will be given to non-preference students. Non-preference students will be enrolled only if enrolment places remain after all preference applicants have been enrolled and the Board decides that enrolment of the non-preference student will not compromise its ability to offer places to preference students who may apply for enrolment at a later date. Priority among non-preference students will be given to students according to the priority criteria in guideline 2.

## 2 Order of priority criteria for preference students

- 2.1 sons of trustees on the Board
- 2.2 sons of employees of the Board
- 2.3 sons of those who are or have been members in a key college organisation
- 2.4 siblings of students attending the college [unless the older sibling would have left the College if enrolment is delayed for a later Year]
- 2.5 sons of former preference students
- 2.6 students on transfer from another Catholic school/college
- 2.7 if, having applied these criteria, there are still more applicants than places available at any priority level, then the remaining places **will be balloted**

## 3. Notes to the enrolment policy

- 3.1 Applicants seeking priority status may be required to provide proof of residence in the specified area.
- 3.2 If the total number of applicants from preference students is less than the number of places available, all preference students will be enrolled subject to 3.6 below.

- 3.3 The number of places available for non-preference students will be governed by the maximum number allowable under the college's Integration Agreement. For St Bernard's College a maximum of 5% of the roll (30 students) is permissible.
- 3.4 If the total number of applicants is greater than the number of places available, unsuccessful applicants will have their names recorded on a waiting list, within their relevant priority category, ranked in order of the published priority criteria. Students on a waiting list may be offered places at a later date if places become available. The waiting list will remain current until the Board next notifies the public that it is inviting applications for the next enrolment intake. No applications will be rolled over from year to year.
- 3.5 The Board reserves the right to keep vacant places to provide for preference boys who move into the identified parishes during the year.
- 3.6 The enrolment process described above will operate up to the number of places deemed by the Board to be available at Year 7 and Year 9 in any year. The maximum enrolment for 2012 for Y7 is 65 and for Y9 is 104.

#### **4. Pre-enrolment**

- 4.1 Each year applications for enrolment will be sought by a date which will be published in a community newspaper circulating in the area served by the College and signalled to the Catholic contributing primary schools.

#### **Conclusion**

The enrolment guidelines will ensure that the College accepts enrolments within a prescribed procedure.

Approved by Board  
27 September 2011