

ST ANNE'S CATHOLIC SCHOOL (WOOLSTON) (3520)

Enrolment Policy

St Anne's Catholic School is a state integrated school with a Special Character which is defined in their Integration Agreement as: The school is a Roman Catholic School in which the whole School community through the general school programme and its religious instructions and observances, exercises the right to live and teach the values of Jesus Christ. These values are as expressed in the scriptures and in the practices, worship and doctrine of the Roman Catholic Church, as determined from time to time by the Roman Catholic Bishop of the Diocese of Christchurch.

St Anne's School is a Catholic state integrated primary school for Years 1 to 8.

The School Board is responsible for enrolments and is required to work within the school's maximum roll as defined in their Integration Agreement. As the school is close to its maximum roll and /or there are more applicants than there are spaces available at the school, the school operates an enrolment policy.

Enrolment

The Integrations Agreement for each school specifies the maximum roll of the school and the maximum number of Non-Preference students who may be enrolled. The St Anne's School Board is legally responsible for managing the roll within the numbers set down in the Integration Agreement.

The School Board will manage the roll within the maximum roll as set out in the Integration Agreement by offering a targeted number of places each year and assigning these places in accordance with the following priority categories. As set out in the Integration Agreement, non-preference students will not total more than 5% of the roll.

Area of Reasonable Convenience

The Area of reasonable Convenience for St Anne's School is defined by Qualifying Parishes.

Qualifying Parishes means one (or more) of the following Catholic Parishes as defined by the Diocese and/or previously promulgated parishes that are now subsets of larger single parishes, again by the Diocese:

Primary Qualifying Parish

- The former Parish of Woolston

Secondary Qualifying Parishes¹

- The former Parish of Sumner
- The former Parish of Aranui
- The former Parish of New Brighton

Normal intake is Year 1 however, applications for entry at other year levels will be considered if places are available.

Applications for enrolment for the following intake close on the date published on the website (Closing Date). All criteria listed below will be assessed as at the Closing Date.

¹Please note: the former parishes of Woolston, Sumner, Aranui and New Brighton now form the larger **Catholic Parish of Christchurch East**

Priority of Enrolment

The Education and Training Act 2020 provides that “The children of parents who have a particular or general philosophical or religious connection with a state integrated school must be preferred to other children for enrolment at the school”²

All applications for enrolment will be processed in the following order of priority.

Preference Applicants³

All preference students will be given priority over all non-preference students seeking enrolment at St Anne’s School.

Priority 1 Preference Applicant who, on the Closing Date, resides in the Primary Qualifying Parish and who is the sibling of a current student of the school.

Priority 2 Preference Applicant who, on the Closing Date, resides in the Primary Qualifying Parish.

Priority 3 Preference Applicant who, on the closing date, resides in a Secondary Qualifying Parish; and who is the sibling of a current student of the school.

Priority 4 Preference Applicant who, on the closing date, resides in a Secondary Qualifying Parish; and who is a child of an employee of the school’s board.

Priority 5 Preference Applicant who, on the closing date, resides in a Secondary Qualifying Parish; and who were unable to gain a place at the following Catholic primary schools within the Catholic Parish of East Christchurch.

- Our Lady Star of the Sea, Sumner
- St James, Aranui
- New Brighton Catholic School

Priority 6 Preference Applicant who, on closing date, resides in a Secondary Qualifying Parish.

Priority 7 All other Preference Applicants.

If the total number of applicants from the Preference students is less than the number of places available, all Preference Applicants will be enrolled.

Non-Preference Applicants

Priority 8 Non-Preference Applicant who, on the closing date, resides in the Primary Qualifying Parish; and who is the sibling of a current student of the school.

Priority 9 Non-Preference Applicant who, on the closing date, resides in the Primary Qualifying Parish; and who is the child of an employee of the school’s board.

Priority 10 Non-Preference Applicant who, on the closing date, resides in the Primary Qualifying Parish

Priority 11 Non-Preference Applicant who, on the closing date, resides in a Secondary Qualifying Parish;

Priority 12 All other Non-Preference Applicants.

² [Schedule 6, Clause 26 - Preference of Enrolment](#)

³ Definition at the end of this document

Non-Preference Applicants may be considered for enrolment only if enrolment places remain after all Preference Applicants have been enrolled and the total roll is still less than the maximum specified in

our Integration Agreement. The maximum number of places available for Non-Preference Applicants will be governed by the maximum allowable under the Integration Agreement, which for St Anne's School is 5% of the total roll.

Parental Consent

- Non-Preference Applicants accept they will be attending a Catholic Special Character school and that their place is conditional on their participation in the Catholic Special Character of the school.
- All Applicants accept that they will be required to pay Attendance Dues as set by the Proprietor and these are compulsory.

Allocation of Places and Wait List

If there are more Applicants in categories than there are places available, places will be allocated in priority order until a category is reached where the number of spaces available in that category is insufficient to accommodate the number of eligible students. Places will then be allocated by **ballot**.

If the total number of applications is greater than the number of places available, unsuccessful Applicants will have their names recorded on a waiting list within their relevant priority category. Applicants on the waiting list may be offered places at a later date if places become available. The waiting list will remain current until the School Board next notifies the public that it is inviting applications for the next enrolment intake.

Notifications for Pre-Enrolment Processes

The School Board must place a public notice in a medium appropriate to the area served by the School indicating the likely number of places available and the significant pre-enrolment dates and procedures that will apply.

Maximum Roll

The school roll will be managed with the Maximum Roll authorised by the Ministry of Education and prescribed in the School Integration Agreement and in terms of the [Education and Training Act 2020 \(Schedule 6\)](#).

Definitions

"Applicant" means a student applying for acceptance onto the student roll of the School.

"The Board" means the School Board of St Anne's Catholic School (Woolston).

"Catholic Parish of Christchurch East" means the Catholic parish as defined by the Diocese. This is made up of the former parishes of:

- Woolston
- Sumner
- Aranui
- New Brighton

"Closing Date" means the publicly notified date in each year by which applications for enrolment at the school are to be received.

"Diocese" means the Catholic Diocese of Christchurch.

"Employee" means a person employed directly by the school on either a fixed term employment agreement or on an enduring agreement for continuous employment.

"Maximum Roll" means the maximum number of students that should be enrolled for attendance at the school as prescribed from time to time under its Integration Agreement.

“Non-Preference Applicants” means Applicants who do not hold a Preference Enrolment Certificate.

“Preference Applicants” means Applicants who hold a Preference Enrolment Certificate.

Preference criteria relating to enrolment at the School is established by the **Catholic Bishop of Christchurch** and any issues relating to obtaining preference certificates must be resolved with the relevant priest or a bishop-appointed parish preference committee member.

The New Zealand Catholic Bishops Conference (NZCBC) has defined⁴ five criteria for establishing parents’ connection with Catholic state-integrated schools such as to give Preference of Enrolment, which are:

- 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/legal 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.

“Primary Qualifying Parish” means the former parish of Woolston (as defined by the Diocese).

“Proprietor” means the Roman Catholic Bishop of Christchurch.

“Secondary Qualifying Parish” means one of the following Catholic Parishes as defined by the Diocese:

- The former parish of Sumner
- The former parish of Aranui
- The former parish of New Brighton

“School” means St Anne’s Catholic School (Woolston)

Words which refer to the singular shall include the plural and vice-versa.

Notes

- The selection processes described above will be the basis for students applying to enrol either at the beginning of, or during the school year.

⁴ [Guidelines for The Granting of Preference of Enrolment in New Zealand Catholic Schools, November 2018](#)