

# D10. Cullinane College Student Enrolment Policy

## Outcome statement

Student enrolment meets the Proprietor's requirements and Ministry of Education compliances.

## Scoping

The board recognises the enrolment requirements under the Education and Training Act 2020 and the school's Integration Agreement 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 New Zealand Catholic Bishops' policies.
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
- managing the school roll in accordance with legislation and the school's Integration Agreement and identified good practice.

## Limitations and 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 student's 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](#) as set out by NZCEO is followed.

- 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 which is currently 5% of the maximum roll.
- The non-preference number and maximum roll are not exceeded without the written permission of the proprietor
- The master roll of the school states whether each student has preference or not, and for preference students the criteria under which they are given preference
- The board's selection criteria for non-preference students must be objective, fair and transparent. These criteria must be readily available to the school community via the school website or written documentation from the school office
- The board's selection criteria for non-preference students are adhered to especially when the number applying to enrol is greater than allowed by the Integration Agreement. These criteria must be readily available to the school community via the school website or written documentation from the school office
- 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/caregiver's 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
- When the actual school roll reaches/exceeds 85% of the maximum roll and/or physical capacity of the school, the Diocesan Vicar/Manager for Education is contacted to offer guidance and assistance in the management of the school roll and future enrolments. This will include the closing of the non-preference roll, the Board implementing their enrolment policy and/or developing a Ministry of Education approved scheme in consultation with the Proprietor
- The board shall put in place a *Priority of Enrolment Procedure* to ensure the special character of the College is maintained in the first instance, and provide all students who are deemed eligible for enrolment, equal access to teaching programmes and resources
- That the board consults with the Proprietor when setting the number of international students to be enrolled in the school.

## Associated legislation

[Education and Training Act 2020](#)

[Education \(Physical Restraint\) Rules 2017](#)

## Associated procedures

Integration Agreement

[Handbook for Boards of Trustees of New Zealand Catholic State Integrated Schools](#) in particular the section  
Employment: Resources and Appendices

*School to enter appropriate procedures.*

## Monitoring

The principal must report to every board meeting on instances, matters, or risks relation to this policy, taking care that individual students cannot be identified.

The board shall monitor the number of preference and non-preference students and the maximum roll.

*School to enter own monitoring and reporting procedures.*

Reviewed: Ongoing	Next Reviewed Ongoing Enrolment Policy being developed.
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### PRIORITY OF ENROLMENT PROCEDURE

If there are likely to be more applications for enrolment, then the Board will publish the number of available spaces at each year level for the following year by 31 May. Applications will be processed in the following order of priority:

#### Priority 1:

- Students whose pre-enrolments were accepted in writing, by Friday 27<sup>th</sup> June 2025.

#### Priority 2:

- Preference students who have a sibling currently enrolled at Cullinane College

#### Priority 3:

- Preference students who are currently enrolled in year 8 at St Mary's School, St Marcellin School, or St Anne's School

#### Priority 4:

- Preference students whose parents or siblings are past students of Cullinane College, Sacred Heart College (Wanganui), or St Augustine's College

#### Priority 5:

- Preference students who have previously attended a Catholic school

#### Priority 6:

- Preference students from state schools
- **Ballots and Waiting List Places**
- If there are more applicants than places available in a group above, places will be determined by ballot.
- Students who are successful in a ballot will be contacted by e mail by [1<sup>st</sup> October] so they can accept or decline the offer of enrolment by [12<sup>th</sup> October 2025].
- Students who are unsuccessful in ballots will be placed on a waiting list. Students higher in the priority order above will be higher on the waiting list. Students within the same priority above will be balloted to determine the waiting list order within that priority. Students on the waiting list may be offered places at a later date, if they become available.
- Applications from preference students after 27 June 2025 will go on the waiting list, behind all other preference students, but ahead of non-preference students.

### **Priority 7: Transparency of enrolment of non-preference order**

When the school is below 85% capacity, we have space for non-preference students, prioritised in the following order:

1. Non-preference students who have a sibling currently enrolled at Cullinane College
2. Non- preference students whose parents or siblings are past students of Cullinane College, Sacred Heart College (Wanganui), or St Augustine's College
3. All other non-preference students.

### **Waiting List Procedure**

All unsuccessful applicants may choose to have their names placed on a waiting list. The waiting list will be kept within the relevant priority categories, ranked in order. Students on the waiting list may be offered places at a later date if they become available. The waiting list will remain current until the beginning of the next enrolment intake.

### **Pre-enrolment Procedure**

Each year applications will be sought by a date determined by the School Board and advertised in daily or community papers, Parish and Catholic school newsletters circulating in the areas served by the school. All applicants will be advised of the outcome of their application as soon as possible after the closing date.

### **Notes**

- Applicants seeking priority status on the basis of enrolment at a particular primary school may be required to provide proof of enrolment at that school.
- Applicants seeking priority status on the basis of a sibling relationship may be required to produce proof of that relationship.
- The Board delegates to the principal, as the professional leader of the school, the responsibility to administer this enrolment procedure and to exercise discretion where necessary. This discretion may be exercised, where appropriate, in consultation with the Proprietor.

### **Places at other levels**

The selection processes described above will be the basis for students applying to enrol at Years 10- 13 either at the beginning of or during the school year. Applicants on the waiting list will have first offer of places as they become available.