



ST IGNATIUS OF LOYOLA CATHOLIC COLLEGE

ENROLMENT POLICY

The Board is committed to ensuring that there is a fair, clear and transparent process associated with the enrolment of students | ākonga .

1. The following are key parameters guiding the enrolment process:
 - a. The Enrolment Scheme: As mandated by the Minister of Education being implemented. -
 - b. The “Maximum Roll”: The college roll being maintained within the limits as prescribed in the college's Integration Agreement.
 - c. Preference of Enrolment: Consistent with the Special Character of the college, preference is given to families | whanau with an established connection with the Catholic Church. Preference of enrolment is established by the designated agent of the Proprietor in accordance with the revised guidelines approved by the Catholic Bishops of New Zealand in 2018.
Preference applicants will be accepted prior to the acceptance of any non-preference applicants.
 - d. Non-Preference Applications: The number of places potentially available for non-preference students is governed by the maximum number allowable under the college's Integration Agreement.
 - e. Involvement in the Life of the Parish/Faith Community: will be verified by the named community on the application form.
2. Procedures and/or requirements associated with the enrolment process include that:
 - a. The College will publish the closing date for applications for the following year.
 - b. All applications will need to be satisfactorily completed as outlined on the college website.
 - c. Failure to submit the required documentation or attend scheduled interviews may result in the application not being progressed.
 - d. The Normal intake will be at Year 7. Acceptance of students | ākonga for Year 7 will be in accordance with the priorities of the approved enrolment scheme.
The enrolments for Years 8-13 will be in accordance with Priorities **2** of the approved enrolment scheme i.e. Catholic Students living within the college’s defined home zone and then in accordance with Priority **4**. If there are more applicants than the number of places available, then applications will be processed according to the criteria in the enrolment scheme.

- e. If the number of applicants is greater than the number of places available unsuccessful applicants will have their name recorded on the wait list within the relevant priority category, ranked against the priorities. Students on the waiting list may be offered places later if places become available. The waiting list will remain current until the beginning of the following school year.
3. In submitting an application for the enrolment of their child parents | whanau accept and agree, as conditions of enrolment, that:
 - Their child will participate in the general school programme that gives the College its Catholic Special Character and Ignatian charism.
 - They will pay the Attendance Dues, payable to the Proprietor as determined from time to time by the Proprietor and approved by the Minister of Education, under Schedule 6 of the Education and Training Act 2020. Furthermore, accept that the college can discontinue attendance of the child in default of this undertaking.
 - They will pay college Contributions as determined from time to time by the Board of Trustees.
 - Their child will wear the prescribed St Ignatius of Loyola Catholic College uniform and will abide by the College Rules as determined by the Principal and Board of Trustees.
 - They are making a commitment for their child to remain at St Ignatius of Loyola Catholic College through to Year 13.
 - The school publishes individual and group photographs on the website and social media of students | ākonga participating in events in daily life, unless a specific request is made by the parent/caregiver not to have images of the child published.
 - Involvement with parish/faith community will be verified with the named community on the application.
 - Failure to accept an offer of place within the specified time period will result in the cancellation of the offer.
 - Should their child's application be declined or cancelled, they agree to abide by the final decision of St Ignatius of Loyola Catholic College and waive the right to dispute the college's final decision.
 - Failure to disclose true and correct information can result in the cancellation of the application.

N.B: At the transition meeting towards the end of the year prior to their child starting at the College parents | whanau will receive a copy of the above conditions of enrolment

APPROVED 7 March 2023	REVIEWED November 2024 October 2025
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