



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 Saint Ignatius of Loyola Catholic College Board Enrolment policy:
- 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 |ākonga is governed by the maximum number allowable under the college's Integration Agreement.
- e. Involvement in the Life of the Parish: will be determined by the parish priest.

2. St Ignatius of Loyola Catholic College Board Enrolment Policy HOME ZONE

The College has a defined Home Zone which is defined below.

From SH 1 at Hill Road (odd numbers 97 to 345, even number 126 to 322 included only), travel east (south side only to Charles Prevost Drive). Turn north onto Charles Prevost Drive (both sides, all no-exist roads off included), continuing to Dawood Place (included) then northeast to Mill Road. Travel north along Mill Road (both sides) to Redoubt Road.

From the intersection with Murphys Road (excluded) travel east along Redoubt Rd (east side only to 309 then both sides, even numbers 228 to 632 and odd numbers 309 to 597 included only). All no-exit roads off included. At Michael Bosher Way (excluded), cut east across to Whitford Park Road between Haunui Way (excluded) and Ridgeline Way (included). Travel south along Whitford Park Road (odd numbers 385 to 401 only) and Brookby Road (west side only to Twilight Road then both sides, odd numbers 1-379 only, all even numbers). Travel east along Twilight Road (south side only), then continue east along Clevedon-Kawakawa Road (both sides) to the coast.

Follow the coastline to the Auckland-Waikato Region boundary south of Matingarahi, then cut west following the regional boundary to Mine Road, Plows Road, Keeney Road, Waterline Road, Repeater Road, then south to Paparimu Road and Lyons Road intersection. Travel southwest along Lyons Road (north side odd numbers 1-233 only included) to Mangatawhiri Road (excluded), continuing southwest along the

PRIORITY 5: Preference Students | Ākonga not living in the home Zone and attending:

- Holy Trinity Catholic Primary School Takanini
- St Mary's Catholic Primary School Papakura
- St Joseph's School Pukekohe

PRIORITY 6: Other Preference Students | Ākonga not living in the Home Zone

PRIORITY 7: In-Zone Non-Catholic (Non-Preference) Students | Ākonga attending:

- Holy Trinity Catholic Primary School Takanini
- St Mary's Catholic Primary School Papakura
- St Joseph's School Pukekohe

PRIORITY 8: In-Zone Non-Catholic (Non-Preference) Students | Ākonga

NB. Priorities 7 and 8 will apply only after all Preference Applicants have been accepted. If there are more applicants than the number of places available in priorities 1- 6 above, then applications will be processed according to the following order:

- A. Siblings of current students | ākonga
- B. Siblings of former students | ākonga
- C. Children of an employee of St Ignatius of Loyola Catholic College or a child of a member of the board
- D. Children of past students | ākonga
- E. All other students | ākonga

If there are more applicants within a priority group than available places, allocations will be made according to the categories outlined above, in that order, until a category is reached where there are not enough spaces for all eligible students | ākonga. At that point, places will then be allocated by ballot.

Wait List Procedures

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 | kura year.

Siblings at the same year level will be kept together for the purpose of the ballot, so that if one sibling's name is drawn, the other(s) is/are automatically successful also.

NOTES:

- Applicants seeking priority on the basis of sibling relationships may have to provide proof of this relationship
- Applicants seeking priority status on the basis of an In-Zone address will be required to provide proof of residency at this address and that the address has not been used as a temporary residency for the purpose of gaining entrance to the College
- The number of places available for non-preference students | Ākonga will be governed by the maximum allowable under the College's Integration Agreement

- *The closing date for applications for the following year along with the proper procedures for applying will be published on the College website. **N.B.** A copy of the above Conditions of Enrolment is provided to parents | whānau as part of the enrolment process at the time of application and is shared again at the transition meeting towards the end of the year prior to their child starting at the College.*

3. 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 board's enrolment policy.
The enrolments for Years 8-13 will be in accordance with Priority 2 of the board's enrolment policy, i.e. Catholic Students living within the college's defined home zone, and then in accordance with Priority 4.
- e. If there are more applicants than the number of places available, then applications will be processed according to the criteria in the board's enrolment scheme.
- f. 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 | Ākonga 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 | kura year.

4. In submitting an application for the enrolment of their child parents | whānau accept and agree, as conditions of enrolment, that:

- Their child will participate in the general school |kura 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 College Board.
- 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 | Tumuaki and the College Board.
- They are making a commitment for their child to remain at St Ignatius of Loyola Catholic College through to Year 13.
- The school | kura 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 |whānau not to have images of the child published.

- 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 | whānau will receive a copy of the above conditions of enrolment

APPROVED 7 March 2023	REVIEWED November 2024 August 2026
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