



## Garin College - NAG 6 - Legal Responsibilities NAG 6

### SCHOOL Policy/Procedure - 6.6 Enrolment Procedure

#### ENROIMENT INFORMATION FOR PARENTS SEEKING ENROLMENT AT GARIN COLLEGE

### 1. Introduction

Garin College is a Catholic co-educational, state integrated secondary college - the Garin College Integrated Agreement identifies the maximum roll as 670 students and states that the College may enrol a maximum of 10% of students as non-preference.

Preference enrolment is granted to applicants who have received and presented a preference enrolment certificate that has been authorised by an agent of the Roman Catholic Bishop for the Archdiocese of Wellington. [Preference Enrolment Certificate Archdiocese of Wellington](#)

Non-preference enrolment is open to students who are non-Catholic and who have not met the criteria for preference of enrolment in integrated Catholic schools as described within the [Preference Enrolment Certificate Archdiocese of Wellington](#).

Should you seek further information regarding preference and non-preference enrolment, please contact the Garin College office, or your local Catholic Parish Priest.

### 2. Preference Enrolment

Garin College selects preference students following the receipt of an enrolment application where the applicant has received an authorised preference enrolment certificate.

- a. On behalf of Archdiocese of Wellington Bishops John Dew and Paul Martin, the agents for determining preference are:
  - Fr Joy Thottankara - Parish of the Holy Family Nelson
  - Fr Seph Pijfers - Our Lady of the Bays Parish, Richmond
  - Fr Paul Finlayson - Our Lady of the Bays Parish, Motueka
- b. The grounds for preference are:
  - 5.1 the child has been baptised Catholic or is being prepared for baptism
  - 5.2 one or more siblings have been baptised in the Catholic faith
  - 5.3 one parent/guardian is a Catholic, and the child is not baptised, but school participation could lead to baptism
  - 5.4 a significant familial adult in the child's life, such as a grandparent or an aunt or uncle, undertakes to support the child's formation in the faith and practices of the Catholic Church
  - 5.5 one of the parents/guardians is preparing to become Catholic

### 3. Non-Preference Enrolment

#### 3.1 Availability of non-preference

The number of non-preference enrolments is limited by the terms of the Garin College Integration Agreement with the Ministry of Education. Based on a maximum roll of 670, the maximum number of non-preference places across the whole school is 67 at any one time. The actual number of non-preference places available will depend on:

- The number of preference students likely to be enrolled in the subsequent academic year

- The number of non-preference students who are currently enrolled; and who are likely to remain enrolled in the subsequent academic year

Non-preference places are likely to be available until the Garin College student roll reaches 90%.

### **3.2 Non-preference place conditions**

Before applying for a non-preference place at Garin, applicants must accept that:

- i. they will be attending a school of special character and that their place in the school is conditional on their participation in the Catholic Special Character and Religious Education, Year 9-10 Curriculum
- ii. they will be required to pay attendance dues as set by the Proprietor and these are not voluntary

### **3.3 Criteria for non-preference enrolment**

If non-preference places are available, they will be allocated in the following order:

- i. The siblings of non-preference students already enrolled in the school
- ii. Non-preference students coming from another integrated Catholic school with the same special character
- iii. Siblings of former students
- iv. The children of staff or Board members
- v. Children who seek to be educated at Garin College and participate in the Special Character programme

### **3.4 Call for non-preference applications**

Each year, Garin College will place a notice on the Garin College website and in the Nelson Mail to inform the community:

- i. How many non-preference enrolment places there are likely to be available
- ii. The closing date for applications for these enrolment places
- iii. The ballot dates for non-preference places should a ballot be needed

The Garin College school office can be contacted at any time for information about non-preference enrolment and an enrolment pack, which will include important dates.

### **3.5 Non-preference enrolment procedure at Garin College**

3.5.1 All applications received by the closing date will be assessed against the criteria for non-preference enrolment (3.3).

3.5.2 If the College receives fewer applications for non-preference places than the total number of non-preference places available, all applicants will be sent a letter of offer, then have 14 days to confirm they accept or reject the offer of a place. The offer will be conditional on the acceptance of the non-preference place conditions (3.2).

3.5.3 Where there are more applications than places available, places will be allocated in the order identified in 3.3. Where there are more applications that meet a particular criterion than there are places available, a ballot (draw) will be held within that and each of the subsequent non-preference criteria to fill the available places, and to create a waiting list for applicants who are not successful in the ballot.

- 3.5.4 Within three school days of the ballot happening, Garin College will post letters informing applicants of the outcome of the ballot. Successful applicants then have 14 days to confirm they accept or reject the offer of a place. The offer will be conditional on the acceptance of the non-preference place conditions (3.2). If applicants do not respond within that period, or decline the offer, the place will be offered to the first person on the waiting list established by the ballot.
- 3.5.5 Where there are applications for enrolment from siblings at the same year level, they will be kept together for the purpose of the ballot, so that if one sibling's name is drawn, the other is automatically successful also. In the event there are fewer places available than the number of sibling(s), the next non-preference place(s) that becomes available will be prioritised to this/these siblings and awarded despite the non-preference criteria category they meet.

### **3.6 Unsuccessful applications**

Garin College will write to all unsuccessful applicants, offering to put their names on a waiting list within the appropriate non-preference criteria category. Any non-preference places that become available will be offered to people on the waiting list, in the order determined by the ballot. The waiting list expires when the next year's ballot is held. All unsuccessful applicants will need to enrol at another school.

Approved:

Date: 9 February 2021

Triennial Review Date: February 2024