

# CLASSIFICATION AND ENROLMENT OF STUDENTS PROCEDURE



“Never see a need without doing something about it.”  
St Mary MacKillop

“To make Jesus known and loved”  
Marist Brothers  
(St Peter Chanel)

Values: **Connected, Loving, Excellent, Active, Respectful**

## RATIONALE

Primary school caters for the child's first eight years of formal schooling. By law, children are entitled to free enrolment from their 5th birthday (Section 3 Education Act 1989) and no child who has turned 14 in any year shall continue to be enrolled at a primary school the following year (Section 6 Education Act 1989). Since 1 January 1996 students have been classified by their year of schooling (14.7.95 Gazette).

## PURPOSE

To meet the Ministry of Education classification requirements for students at a Primary School.

## GUIDELINES (General) – (from the Ministry of Education)

- No children may be enrolled at school before the age of five. Liability for accidents and injury to pre-school children on site rests with the parents not the Saint Peter Chanel Catholic School Board of Trustees nor Ministry of Education.
- Students will make regular progress through the school with students of about the same age.
- A student who begins attending a school for the first time from 2 July to 31 December of a school year and is aged six or less, will be classified as **Year 0**. Our practise is for students who turn 5 before the 31<sup>st</sup> May to be considered **Year 1** students.
- A student who begins attending school for the first time between 1 January and 1 July roll count date of a school year will be classified as **Year 1**.
- The year indicator for each student is increased by one at the start of each school year. If a student's progress through the school system has been delayed or accelerated, the student's year indicator will also increase by one at the start of each school year, although it may be necessary to reset their year indicator at Year 7 or Year 9.
- The Year of Schooling indicator for a student may be reset at Year 7, Year 8 and Year 9 levels only. (as required).
- Children may be present at school before age 5 on extended school visits – with the liability for accidents resting with parents.

**GUIDELINES FOR PREFERENTIAL STUDENTS**

A minimum of 90% of the school enrolments are reserved for students from Catholic families.

***State integrated schools select preference students on the following grounds:***

- a) The agent for determining preference is our School Chaplin.
- b) The grounds for preference are:
  - The child has been baptised or is being prepared for baptism in the Catholic Church.
  - The child's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
  - 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.
  - With the agreement of the child's parent/guardian, a grandparent or other significant adult in the child's life, such as an aunt, uncle or god-parent, undertakes to support the child's formation in the faith and practices of the Catholic Church.
  - One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.

***State integrated schools have places for non-preference students:***

- This school has a maximum of **11** places.
- There are currently **4** places likely to available in this year or a particular year.
- The school roll is now at **53%** of its maximum roll. (September 2020)
- Non-Preference places criteria:
  - The applicants accept that they will be attending a school of special character and that their place in the school is conditional on their participation in the programme.
  - The applicants accept that they will be required to pay Attendance Dues as set by the Proprietor and these are not voluntary.
- Non-Preference criteria that apply to this school:
  - The siblings of non-preference students already in the school.
  - Siblings of former non-preference students.
  - The children of staff or Board members who seek to enrol their children.
  - Non-preference students coming from another integrated school with the same special character.
  - Children who live within one kilometre of the school and who want to participate in the special character programme of the school.
- Non-preference students who cannot enrol immediately may choose to be placed on a waiting list. Students on this list are wait listed by date and number and will be contacted if places become available.  
At the end of the calendar year the list is removed and people apply to be reinstated on the wait list for the following year.

Enrolment Form and Preference Certificate Forms are available on the Website and at the School Office. No placement can be held or enrolment confirmed until the school receives these two forms.