

# **ST THOMAS OF CANTERBURY COLLEGE (331)**

## **Enrolment Scheme Amendment**

### **Commences 01 January 2024**

St Thomas of Canterbury College is a State Integrated school with a Special Character which is defined in their Integration Agreement as; The school is a Roman Catholic School in which the whole School community through the general School programme and its Religious instructions and observances, exercises the right to live and teach the values of Jesus Christ. These values are as expressed in the Scriptures and in the practices, worship and doctrine of the Roman Catholic church, as determined from time to time by the Roman Catholic Bishop of the Diocese of Christchurch.

The school board is responsible for enrolments and is required to work within the school's maximum roll as defined in their Integration Agreement. As the school is close to its maximum roll and/or there are more applicants than there are spaces available at the school, the school operates an enrolment scheme under [Section 71](#) and [Clause 16](#) of [Schedule 20](#) to the Education and Training Act 2020.

### **Enrolment**

The Integration Agreement for each school specifies the maximum roll of the school and the maximum number of non-preference students who may be enrolled. The St Thomas of Canterbury College Board is legally responsible for managing the roll within the numbers set down in the Integration Agreement.

The school board will manage the roll within the maximum roll as set out in the Integration Agreement by offering a targeted number of places each year and assigning these places in accordance with the following Priority categories. As set out in the Integration Agreement, non-preference students will not total more than 5% of the roll.

### **Area of Reasonable Convenience**

The Area of Reasonable Convenience for St Thomas of Canterbury College is defined by Qualifying Parishes.

Qualifying Parishes means one of the following Catholic Parishes as defined by the Diocese:

- Christchurch North Parish
- Christchurch West Parish
- Christchurch South Parish
- Selwyn Parish
- Mid Canterbury Parish
- Akaroa Parish

Normal intake is Year 7 and 9 however, applications for entry at other year levels will be considered if places are available.

Applications for enrolment for the following academic year close on the date published on the website (Closing Date). All criteria listed below will be assessed as at the Closing Date.

### **Priority of Enrolment**

The Education and Training Act 2020 ([Schedule 6, Clause 26](#)) provides that "The children of parents who have a particular or general philosophical or religious connection with a State integrated school must be preferred to other children for enrolment at the school".

All applications made pursuant to the College's conditions of enrolment, which have been received at the College by the Closing Date, shall be processed in the following order of priority:

## Preference Applicants

Unless there are exceptional circumstances, Year 7 and 8 boys will not be accepted from Catholic primary schools with Year 7 and 8 classes.

All preference students will be given priority over all non-preference students seeking enrolment at St Thomas of Canterbury College.

**Priority 1**      **Preference Applicant** who, on the Closing Date, resides in a Qualifying Parish, and

- Is applying for Year 9 enrolment and currently attends one of the following Catholic primary schools:
  - Our Lady of Victories, Sockburn
  - St Teresa's School, Riccarton
  - St Bernadette's School, Hornby
  - Christ the King School, Burnside
  - Sacred Heart School, Addington
  - Our Lady of Assumption School, Hoon Hay
  - St Patrick's School, Bryndwr
  - St Joseph's School, Papanui
  - St Peter's School, Beckenham
  - St Joseph's School, Ashburton
  - Our Lady of the Snows School, Methven

OR

- Is applying for Year 7 enrolment and is a current Year 6 student at St Albans Catholic School (Christchurch)

OR

- Resides in the Selwyn Parish on the basis that there is currently no Catholic primary provision in this area.

**Priority 2**      All other **Preference Applicants** who, on the Closing Date, reside in a Qualifying Parish.

**Priority 3**      All other **Preference Applicants** who, on the Closing Date, reside in any Catholic parish within the Diocese other than a Qualifying Parish.

If it is determined that there are more Preference Applicants within any of the priority categories than there are places available at a given year level, priority shall be allocated amongst unsuccessful Preference Applicants at each priority level that:

- a) are siblings of current students; then
- b) are siblings of former students; then
- c) are immediate family members of former students; then
- d) are immediate family members of current Employees of the College; then
- e) are immediate family members of current board members (either elected or appointed).

If the total number of applications from preference students is less than the number of places available, all preference applicants will be enrolled.



## Non-Preference Applicants

- Priority 4**      **Non-Preference Applicant** who, on the Closing Date, resides in a Qualifying Parish and who attends the Catholic primary schools listed in Priority 1 (i) or is a former student of St Albans Catholic School (Christchurch) or resides in the Selwyn Parish.
- Priority 5**      All other **Non-Preference Applicants** who, on the Closing Date, reside in a Qualifying Parish.
- Priority 6**      All other **Non-Preference Applicants** who, on the Closing Date, reside in any Catholic parish within the Diocese other than a Qualifying Parish.

If it is determined that there are more Non-Preference Applicants within any of the priority categories than there are places available at a given year level, priority shall be allocated amongst unsuccessful Preference Applicants at each priority level that:

- a) are siblings of current students; then
- b) are siblings of former students; then
- c) are immediate family members of former students; then
- d) are immediate family members of current Employees of the College; then
- e) are immediate family members of current board members (either elected or appointed).

### Non-Preference Enrolment

Non-Preference Applicants may be considered for enrolment only if enrolment places remain after all Preference Applicants have been enrolled and the total roll is still less than the maximum specified in the Integration Agreement. The maximum number of places available for Non-Preference students will be governed by the maximum number allowable under the Integration Agreement, which for St Thomas of Canterbury College is 5% of the total roll.

### Additional Entitlement to Enrol

Preference Applicants who are siblings of St Thomas of Canterbury College students enrolled at the date that the enrolment scheme is implemented by the school board, who reside within the Diocese but outside a Qualifying Parish, will be considered as if they are a Priority 1 applicant.

**Section 75 of the Education and Training Act 2020** states that;

*"...the Secretary may authorise an enrolment scheme to permit a student to enrol at the school as if the student lived in the home zone of the school if, -*

- (a) in the case of an existing enrolment scheme whose home zone is amended, —*
- I. the student lives outside the amended home zone; and*
  - II. the student has a sibling who is enrolled at the school at the time that the amendment is implemented; and*
  - III. the sibling, at the time that the amendment is implemented, lives inside the home zone as it was before the amendment; and*
  - IV. the student, at the time of enrolment, lives inside the home zone as it was before the amendment*

**Section 75 (3)** of the Education and Training Act 2020 sets out the definition of a "sibling" for these purposes.

The College will maintain a list of students enrolled at the time of the implementation of the enrolment scheme change by the school board in order to enable determination of eligibility to enrol under this provision. If applying for enrolment under this part of the enrolment scheme, the sibling's name and evidence of a sibling relationship may be required by the College.

This provision will only apply to Preference Applicants who are siblings of a student who was enrolled at the College at the implementation date. This provision will not apply to Preference Applicants who have a sibling who attended the College at the implementation date, but who are no longer enrolled at the Preference Applicant's start date.

Note that the date of implementation is the date at which the school board officially adopted the enrolment scheme, rather than the date at which the enrolment scheme commences.

### **Parental Consent**

- Non-Preference Applicants accept they will be attending a Catholic Special Character school and that their place is conditional on their participation in the Catholic Special Character of the College.
- All Applicants accept that they will be required to pay attendance dues as set by the Proprietor and these are compulsory.

### **Allocation of Places and Wait List**

If there are more Applicants in categories than there are places available, places will be allocated in priority order until a category is reached where the number of spaces available in that category is insufficient to accommodate the number of eligible students. Places will then be allocated by **ballot**.

If the total number of Applicants is greater than the number of places available, unsuccessful Applicants will have their names recorded on a waiting list within their relevant priority category. Applicants on the waiting list may be offered places at a later date if places become available. The waiting list will remain current until the school board next notifies the public that it is inviting applications for the next enrolment intake.

### **Notifications**

The school board must place a public notice in a medium appropriate to the area served by the school, indicating the likely number of places available and the significant pre-enrolment dates and procedures that will apply.

### **Maximum Roll**

The College roll will be managed within the Maximum Roll authorised by the Ministry of Education and prescribed in the College's Integration Agreement and in terms of the [Education and Training Act 2020 \(Schedule 6\)](#).

### **Definitions**

"*Applicant*" means a student applying for acceptance onto the student roll of the College.

"*Closing Date*" means the publicly notified date in each year by which applications for enrolment at the College are to be received.

"*College*" means St Thomas of Canterbury College.

"*Diocese*" means the Catholic Diocese of Christchurch.

"*Employee*" means a person employed directly by the College on either a fixed term employment agreement or on an enduring agreement for continuous employment.

"*Immediate Family Member*" means those that live in the same household and in recognition of family obligations, are treated as immediate family.

"*Maximum Roll*" means the maximum number of students that should be enrolled for attendance at the College as prescribed from time to time under its Integration Agreement.



*"Non-Preference Applicants"* means Applicants who do not hold a Preference of Enrolment Certificate.

*"Preference Applicants"* means Applicants who hold a Preference of Enrolment Certificate as per the Guidelines for the Granting of Preference of Enrolment in New Zealand Catholic Schools.

Preference criteria relating to enrolment at the College is established by the **Catholic Bishop of Christchurch**.

The New Zealand Catholic Bishops Conference (NZCBC) has defined [five criteria](#) for establishing parents' connection with Catholic State-integrated schools such as to give Preference of Enrolment which are:

- 5.1 The child has been baptised or is being prepared for baptism in the Catholic Church.
- 5.2 The child's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
- 5.3 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.
- 5.4 With the agreement of the child's parent/legal guardian, a significant familial adult such as a grandparent, aunt or uncle who is actively involved in the child's upbringing undertakes to support the child's formation in the faith and practices of the Catholic Church.
- 5.5 One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.

*"Qualifying Parish"* means one of the following Catholic Parishes as defined by the Diocese:

- Christchurch North Parish
- Christchurch West Parish
- Christchurch South Parish
- Selwyn Parish
- Mid Canterbury Parish
- Akaroa Parish

Words which refer to the singular shall include the plural and vice-versa.

## Notes

- The selection processes described above will be the basis for students applying to enrol either at the beginning of, or during the school year.