

ENROLMENT SCHEME

A THE SCHOOL ROLL

As the roll of Craighead Diocesan School has reached the maximum number allowed in the Deed of Integration, the Ministry of Education requires the Board of Trustees to develop and implement an enrolment scheme for applications made for entry to the School at Year 7 and Year 9 in 2009 and in subsequent years.

[This requirement is based on the Education Amendment Act 2000, Section 11A to 11PB]

B PREFERENCE STUDENTS

The Board of Proprietors of Craighead Diocesan School will establish each year by **1 June** a list of the names of girls who hold New Zealand citizenship or residency for whom *Preference for Enrolment* has been established. Data for this list is gained from the Application for Enrolment form.

In **May** The Board of Proprietors will provide this information to the Board of Trustees

The Board of Trustees will determine the number of places available at both Year 7 and Year 9 for the following year. In addition it will decide if any students will be enrolled at any other year level in the School.

The Board of Trustees will establish a priority list for enrolment at the School in the following year according to the Enrolment Scheme.

C PRIORITY FOR ENROLMENT

First Priority

will be given to preference applicants who have accepted places in the Boarding House.

Second Priority

will be given to preference applicants for whom Craighead Diocesan School is the nearest non-Roman Catholic State Integrated girls' school within the boundaries of the Rakaia River to the North, from Lake Coleridge to Omarama in the West and to the Waitaki River in the South.

If the number of preference students from this area exceeds the number of places available at the School, the following priorities will be adopted:-

Third Priority

will be given to the preference students who are sisters of current students, but are not covered by a previous priority,

Fourth Priority

Will be given to students who are children of former students of the school living outside the school home zone of the boundaries of the Rakaia River to the North, from Lake Coleridge to Omarama in the West and to the Waitaki River in the South.

Fifth Priority

will be given to preference applicants who are daughters of current members of staff, (i.e. the Boards' employees), and current Board members, but are not covered by a previous priority.

Sixth Priority

will be given to preference applicants who are sisters of former students of the School, but are not covered by a previous priority.

Seventh Priority

will be given in chronological waiting list order to preference applicants whose names have been on the Waiting List for a period of time no less than three (3) years as at 1 January in the year in which enrolment is sought.

Eighth Priority

will be given to all other preference applicants

Ninth Priority

will be given to non-preference students. Non-preference students will be enrolled only if enrolment places remain after all preference applicants have been enrolled and the Board judges that enrolment of the non-preference students will not compromise its ability to offer places to preference students who may apply for enrolment at a later date. Priority among non-preference students will be given to students who meet one or more of the criteria above.

At any point in time, where there are more applicants in any one priority grouping than places available, places will be allocated by considering each successive priority in order..

If the total number of applications is greater than the number of places available, unsuccessful applicants will have their names recorded on a waiting list, within the relevant priority category.

The Board will maintain a Waiting List for each year. As applications are received, they will be dated and entered on the list for the year of intended enrolment.

D APPLICATION FOR ENROLMENT

In May of each year, the Board of Trustees will publish a public notice in community newspapers circulating in the immediate area served by the School, advising that applications for enrolment will close on 1 June of that year. The notice will also advise the approximate number of boarding places available and the approximate number of day places available for the following year.

E INFORMING PARENTS

Parents will be informed in writing about a successful application as soon as possible after 1 June for Year 7 students and after 1 July for Year 9 students. Parents will be requested to confirm acceptance of the offer of place within two weeks. Places which are not accepted will be offered to the next applicant on the waiting list within the relevant priority category. Unsuccessful applicants will be advised in writing within four weeks of the initial offers of place being made, that their daughter's name will be placed on the Waiting List for the following year.

F WAITING LIST

A Waiting List will be created for Preference students and non-Preference students at each year level. If a place becomes available, it will be offered to the next preference student on the list in line with the Priorities established by the Board of Trustees.

G REVIEW OF THE ENROLMENT SCHEME

At its Annual Meeting each year the Board of Trustees will review its Enrolment Scheme to consider if the need for such a scheme continues, or if the Board should apply for an amendment to the Scheme.

Accepted by Ministry May 2006

Reviewed June 2009