

Student Enrolment

The BOT will ensure that the maximum roll of the school, as specified in the Deed of Integration Agreement of 03/09/2008 and subsequent variations approved by the Ministry of Education, is not exceeded.

Considerations

The following are considerations to be made in the enrolling of any student into Excellere College · Preference will be given to those pupils with parents who have established a particular or general connection with the Special Character of the School.

- The BOT shall not give preference of enrolment to the parents of any child unless the Proprietor concurs that those parents have established a particular or general connection with the Special Character of the School.
- The non-preference level shall be determined as specified in Clause 22.2 of the Integration Deed of Agreement, and any subsequent amendments as negotiated with the Ministry of Education. This is currently 5% of the maximum school roll (see above).
- The numbers of students that can be accommodated at any particular age level.

Procedures

1. School is contacted about possible enrolment. Details are noted in the Enrolment Folder kept in the Office.
2. A pack is forwarded which will include a copy of the relevant Enrolment Packs.
(See separate folder for the relevant enrolment packs.)
3. If desired, a visit to the school can be arranged by phoning the School Receptionist 9.00 a.m. – 3.00 p.m., Monday to Friday.
4. Application forms can then be filled out. A separate Application Form is required for each student.
5. When all necessary forms have been received, they will be checked by the Principal, and College Leader relevant to the learning level if appropriate.
6. Academic testing in Numeracy and Literacy may take place, if deemed necessary. This is to ensure that the child's academic level is ascertained for appropriate placement.
7. An interview will be arranged for applicants, parents and child if possible, with the Principal, and Proprietor Representative, to ascertain preference through special character.
8. The Principal will go through the information relevant to Special Character.
9. Parents will be notified on preference status, and acceptance or non- acceptance into the College. 10. There is provision for New Entrants to spend transition time in the New Entrant Class prior to official enrolment.
10. All relevant Student Data, once the student is accepted, is then placed on the College Data base – MUSAC.
12. The relevant financial information will be communicated to the Proprietor (NZCPT) office, along with payment of attendance dues. Attendance dues are payable monthly in advance.

It must be noted that waiting lists do occur, and the sending in of the application form does not constitute automatic or immediate enrolment.

Preference criteria

Special Character Statement

The special character of the school is determined by the Christian beliefs, values and lifestyle of the Christian church, as determined from time to time by the Proprietor, and is to be upheld in word and fulfilled in practice by staff.

The school's special character as hereinafter described, shall incorporate education with a special character as provided in the school and it is hereby agreed and declared that the school shall, at all times in the future, be conducted and operated so as to maintain and preserve the school's special character and these statements shall be interpreted so as to maintain and preserve the special character of the school.

The Mission Statement for Excellere College is as follows:

Educating students to develop and excel in their God-given gifts and talents, according to His Word and purpose.

Because God is the creator of heaven and Earth, of all things visible and invisible, sustaining and ruling over creation, including man ... and is the source of all wisdom and knowledge, God the Father, Jesus his Son, and the Holy Spirit are relevant to every area of study and endeavour in the school.

The school reflects this by:

1. a) Experiencing Godly relationships, showing the character of Christ in love, using the Bible as the basis for exploring God's world, and as a standard against which to compare and interpret all curriculum material.
2. b) Teaching Christian values and behaviour through the process of acknowledgement of sin, repentance and acceptance of Jesus' gift of grace.
3. c) Using prayer as a key tool in learning, inviting the Holy Spirit into every learning situation.
4. d) Encouraging each child to give their best because God creates and equips each person for their unique role in His service, and acknowledging achievement in accordance with the child's effort.
5. e) Inextricably integrating knowledge of the world and Christian beliefs, through an integrated approach of an appropriate Christian curriculum and developed program plans.
6. f) Acting as a continuum and extension of the teaching provided in Christian homes.
7. g) Providing an environment where children, parents and teachers can experience godly relationships, show the character of Christ in love, discipline, respect, honour and trust, and witness an exemplary demonstration of biblical truths in the lives of others.
8. h) Employing staff who are role models for students, who promote values and standards based on biblical principles.

Our school's Special Character is defined in the Special Character Statement (above). The legislation defining integrated schools makes it clear who can attend a state integrated school. The Education Act 2018, s442 states ***"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."***

If a parent can demonstrate a connection to the school's special character then their children are entitled to be enrolled as preference students. Integrated schools are allowed to take a small percentage of Non-Preference students (families who don't directly connect with the school's special character), that number is specifically stated by the Ministry for each school. In our school we can take a maximum of 5% non-preference students.

Non-Preference Criteria priority

NZCPT schools use a set of priorities when establishing the allocation of available non-preference places for enrolment.

Non-preference students will be enrolled only if enrolment places remain after all preference applicants have been enrolled. The maximum number of places available for non-preference students will be governed by the maximum allowable under our Integration Agreement, and this Policy's considerations and procedures.

Non-preference places criteria:

1. The applicants accept that they will be attending a school of special character and that their place is conditional on their participating in all school programmes.
2. The applicants accept that they will be required to pay attendance dues as set by the Proprietor, and these are not voluntary.
3. The parents of the applicant agree to support the Special Character of the school.

In this grouping, priority will be given in the following order:

1. Siblings of current non-preference students.
2. Siblings of former non-preference students.
3. Non-preference students coming from another Christian state-integrated school with the similar Christian special character.
4. Students who want to participate in the special character culture of our school.

Where there are more applicants than spaces available a ballot will be carried out to determine those accepted, subject to the above priority.

Waiting List Procedure

All unsuccessful applicants may choose to have their names placed on a waiting list. The waiting list will be kept within relevant priority categories, ranked in order. Students on the waiting list may be offered places at a later date if they become available. The waiting list will remain current until the beginning of the next enrolment intake.

Pre-enrolment Procedure

Each year applications **may** be sought by a date determined by the Board of Trustees and **may be** advertised in daily or community papers, school newsletters circulating in the areas served by the school. All applicants will be advised of the outcome of their application as soon as possible after the closing date.

Notes

- Applicants seeking priority status on the basis of a sibling relationship will be required to produce proof of that relationship.
- Applicants seeking priority status on the basis of enrolment at another state-integrated school will be required to provide proof of enrolment at that school.
- The Board delegates to the Principal, as the professional leader of the school, the responsibility to administer this enrolment procedure and to exercise discretion where necessary. This discretion may be exercised, where appropriate, in consultation with the Proprietors.
- The selection processes described above will be the basis for students applying to enrol at all levels either at the beginning of or during the school year. Applicants on the waiting list will have first offer of places as they become available.

15/09/2020