

ENROLMENT PROCEDURES

Early enrolment of a child makes the school's organisation a lot easier. Funding is based on projected roll numbers confirmed later by actual attendance. There is an official enrolment form that needs to be completed. Verification of age needs to be sighted with a birth certificate or passport.

Before enrolling we invite you to meet and talk with us so that we can show you our school to ensure that it is a good choice for you. An appointment will be made to meet with the Principal. Questions that you have will be answered and we will walk you around the school and observe classrooms in action.

For integrated schools, the Government and the Church have laid down guidelines for people who wish to enrol their children in a Catholic School. This means baptised Catholics require a Preference Form before starting, see explanation below. People not of the Catholic faith can apply to enrol in a Catholic school - they require a non preference form (5% of the maximum roll). "Non preference" children are expected to take a full part in all aspects of the school life and have the same opportunities and responsibilities as the "Preference" children. Places are given to children on the basis of availability. If you are in doubt as to whether your child qualifies as a "Preference" child please consult the guideline below and if still uncertain, contact the Principal who will assist you.

OLA School enrolment policy is available at office.

Preference of Enrolment

The Criteria Promulgated by the New Zealand Catholic Bishops' Conference, which are to be used by Proprietors and their Agents, in order to Grant Preference of Enrolment are:

1. The child has been baptised or is being prepared for baptism in the Catholic Church.
2. The child's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
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.
4. 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 godparent, undertakes to support the child's formation in the faith and practices of the Catholic Church.
5. One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.

Administration of the Criteria – Standard Procedures

The following have been authorised by the Bishop of Christchurch as his agent in making a de facto judgement about each case.

1. Parish priests
2. Assistant Priests
3. Priests appointed under c. 517/1
4. Ethnic chaplains who liaise with parish priests or their delegate

Appeal Process

If a Parish Priest declines to issue a preference of enrolment certificate, then the parents/caregivers may appeal the decision, through the Manager of the Catholic Education Office, to the delegated diocesan official – at present, Reverend Monsignor Gerard O'Connor (Vicar General).