



CRAIGHEAD
DIOCESAN SCHOOL

Enrolment Scheme

WE ARE CRAIGHEAD

ENROLMENT SCHEME

A. THE SCHOOL ROLL

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 to identify Preference Students is gained from the Application for Enrolment form and supporting material.

For your daughter to become a preference student you are required to demonstrate support of the School's Special Character. This includes that:

- a) You support the School in the provision of education based on the beliefs and philosophies of the Christian faith.
- b) You support the School in the provision of an education balanced between tuition, religious, recreational and cultural activities aimed at developing character and maturity in the pupils.
- c) You support the School in the provision of instruction in the Christian faith.
- d) You support your daughter/s participation in the use of the Chapel as a place of regular prayer and worship for the whole school.
- e) You support the School in the pursuit of excellence in all fields of endeavour within the school and the development of each individual child within a family atmosphere.

In **May** the Board of Proprietors will provide the list of Preference Students 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 of Preference Students 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*. Boarder priorities (applied if there are too many applicants for places available):

- **First Boarder priority** will be given to preference students who are sisters, including sisters from a blended family who are living in the same house.
- **Second Boarder priority** will be given in chronological waiting list order to preference candidates 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
- **Third Boarder priority** will be given to girls who live in isolated rural areas and have no option but to board. Who do not have a secondary school option and where boarding is the only option.
- **Fourth Boarder 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.

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 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.

Fifth Priority

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

Sixth 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.

Seventh Priority

will be given to all other preference applicants

D. INFORMING PARENTS

Boarding families will be informed in writing about a successful application during **May**. Parents will be requested to confirm acceptance of the offer of place within seven days. 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 remain on the Waiting List unless advised otherwise.

Daygirl families will be informed in writing about a successful application on **1 June for Year 7** students and **1 July for Year 9** students. Parents will be requested to confirm acceptance of the offer of place within seven days. 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 remain on the Waiting List unless advised otherwise.

E. WAITING LIST

A Waiting List will be created for preference students at each Year level. As applications are received, they will be dated and entered on the list for the year of intended enrolment.

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.

F. REVIEW OF THE ENROLMENT SCHEME

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 on an annual basis in consultation with the Ministry of Education.