

## Enrolment Policy and Process

### **GUIDING PRINCIPLES:**

We share in the responsibility of guiding children into a personal, growing relationship with the Lord Jesus Christ, and will work in partnership with parents, caregivers and churches to achieve this.

The school functions to primarily serve Christian parents (caregivers) with their responsibility of raising / educating their children.

### **Policy with Key Terms** (in bold):

**Paeroa Christian School** was established as a **Private School** in February **1987**. In **1997** it became a **State Integrated Primary School**: This is the legal definition of Paeroa Christian School. We are an Integrated School with a **Special Character** – that of a **Christian** school. ('Christian' is further defined in our **Statement of Faith**). The **Proprietors** are Paeroa Christian Schools (Inc), an Incorporated Society established by a **constitution**. The proprietors entered into an agreement with the **Ministry of Education** called an **Integration Deed of Agreement**. Under this agreement the school roll is set as a maximum of 75 students and only 10% of its roll can be made up of students who are classified as **non-preference**. This means they come from families who do not subscribe (follow) to our **Special Character** (as a Christian School). To be considered for enrolment a family needs to be supportive of our Special Character. It is the **Proprietors** who need to determine if a family fits the preference category. This may be evidenced by:

- a) Knowledge of the family and their faith by the Proprietors.
- b) A letter of reference from a Christian (as defined within our statement of faith) church leader / pastor / elder attesting to their faith and regular participation in a fellowship group.

**Growing Together:** Proprietor representatives and a prospective family will meet with the following objectives:

- a) to get to know one another and for the School 'story' to be shared.
- b) to gain an understanding together around whether a family fits into the preference or non-preference categories.
- c) to gain an understanding together about whether there would be a good fit with this family and our special character community.

**Priority for enrolment spaces will be given to:**

- a) Children of staff members.
- a) Siblings of present or past students who are / were preference families.
- b) Other children identified as preference students.
- c) For non-preference students any available non-preference spaces will be prioritised for siblings of present or past students and thereafter for other applicants.
- d) Factors to be considered in whether a non-preference enrolment application will be accepted include:
  - a. How close they live to the school.
  - b. If the family has other relational connections with the school community.
  - c. The families understanding and support for the schools' special character.

**Note:** If there are no spaces in the roll (*this could apply to either, or both preference and non-preference spaces*) or in a classroom then an enrolment application may be pre-approved and placed on a waiting list pending space.

**Process for Enrolment Applications:**

1. If you would like to explore the possibility of enrolling your child/children, please make an appointment with the Principal. Phone: 07 862 7315 or email: [principal@paeroachristian.school.nz](mailto:principal@paeroachristian.school.nz).
2. At the interview, the principal will answer your questions and give you information on the school, its special character, purpose and programmes. At this interview, it is important for you to relate any special needs your child/children may have, to ensure that the school is equipped to deal with them and assist your child/children fully.

3. If you are interested in pursuing enrolment after this interview, (either immediately or at a later date), fill in an application form and leave it at the office, or post / email it in.
4. An interview will be set up for you (and your spouse) to meet with 2-3 members of the Proprietors as outlined above.
5. The Proprietors representatives will consider your application and in consultation with the principal, make a decision and you will be notified of the outcome as soon as possible (usually 24 to 48 hours).
6. If accepted, there are further enrolment forms for you to fill out. They include:
  - Health Record
  - Emergency details
  - Privacy Policy
  - Automatic Payment Form
  - Parental Consent Form

Lukas Johannes de Haast

Board Chairperson

On behalf of, and with the authority of the Board on the 1st December 2020

Presented at BOT Meeting 1 December 2020

MOVED: L de Haast

SECONDED: M Radford

Adopted