



ENROLMENT FACT SHEET

Preference decisions

It is important to distinguish preference given before enrolment from actual enrolment. The Proprietor, not the principal nor the Board, decides who is to be given preference – i.e., those who are entitled to be enrolled before any non-preference students are enrolled. The criteria for granting preference are found in the Resources section.

Subject to this decision, the Board (acting usually through the principal) enrolls students in the following order:

1. the students who have been given preference by the Proprietor
2. the number of non-preference students (if any), up to the maximum number of non-preference students allowed by the Integration Agreement – provided the maximum roll is not exceeded.

It is the prerogative of the Board to determine the selection policy to be adopted when the number of non-preference students applying to enrol is greater than allowed by the Integration Agreement.

Determining preference

Proprietors of both Diocesan and Trust Board schools have agreed that preference is established if the parents or guardians have obtained a signed statement to that effect from a person (usually the parish priest) who has been delegated authority by the Bishop. The Bishop may give the same authority as parish priests to chaplains appointed to various ethnic groups (such as Māori, Korean, Samoan etc.) or in some dioceses to special parish-based committees.

The criterion used to determine preference is that the “parents have established a particular or general religious connection with the special character of the school”, as required by the school’s Integration Agreement. (See Resources section for guidelines and a detailed explanation of the preference of enrolment criteria, and the preference certificate.)

The signed statement is called a preference certificate. It is authorised by the Bishops Conference. Its text cannot be amended by individual schools. Supplies of this certificate are held by parishes and are obtainable from Diocesan Education Offices and the NZCEO website. The certificate may also be included in the school’s application form for enrolment, but it is the parish priest or other person designated by the Bishop who must sign the form.