

Ratified by B.O.T. **Date: 13 April 2021**

Review Date: 13 April 2024

Signed Chairman:

POLICY TITLE: **Enrolment procedures**

POLICY NUMBER: **8** **NAG'S REF:** **6**

PURPOSE:

To detail enrolment procedures

GUIDELINES / OBJECTIVES:

The mission of the school is to serve the Christian community by teaching students to understand, interpret and analyse facts from a biblical viewpoint; and to encourage students to engage life from God's perspective. Our desire is that all students will get to know and have a relationship with Jesus Christ.

- Our objective is to work with parents in fulfilling their responsibility to train a child in biblical principles.
- Lake Taupo Christian School is a Christian education facility and not a correctional facility for students with difficulties.
- The school enrolment policy for Christian and non-Christian families will be in accordance with Section 19 of the school Integration Deed.

A requirement of Section 29 (1) of the Integration Act is that all pupils shall be enrolled as either preference or non-preference students. Preference shall be given to those pupils whose parents/guardian(s) have a religious or philosophical connection with the objectives of the Lake Taupo Christian School Trust. To be considered under the preference category, families should be active members of a local Christian Church. Our integration agreement allows for no more than 10% of the maximum school roll to comprise non-preference students, who while accepting the Christian Special Character of the school, are not involved with the Christian community.

There are different categories that form the preference/ non preference criteria that the school has.

We select preference students on the following grounds:

Preference /direct – Christian families associated with a local church.

Preference /general – students whose families are supportive of the school's Statement of Faith, Missions Statement and Objectives, but may not be regular church goers. They want their child to have the opportunity to develop a relationship with God.

Non-preference – families who have no affiliation with any church and are non-Christian.

a. This school has a current maximum of 11 non-preference places.

- b. There are currently 4 places likely to be available this year.
- c. Non-Preference places criteria:
 - i. The applicants accept that they will be attending a school of special character and that their place in the school is conditional on their participation in the program.
 - ii. The applicants accept that they will be required to pay attendance dues as set by the Proprietor and these are not voluntary.
- d. Non-Preference selection criteria that apply to this school.
 - 1. will be given to children of Board of Trustee employees;
 - 2. will be given to applicants who are siblings of current pupils;
 - 3. will be given to children of members of the Board of Trustees;
 - 4. will be given to applicants who are siblings of former pupils ;
 - 5. will be given to applicants who are children of former pupils;
 - 6. Non-preference students coming from another Christian School.

Non-preference students who cannot enrol immediately may choose to be placed on a waiting list. Students on this list are wait listed by date and number and will be contacted if places become available.

PROCEDURES:

- 1. Parents are to complete an application form for each child who is to be enrolled. Forward this, together with the child's previous school report, immunisation record, and proof of eligibility to study in New Zealand (e.g. NZ Birth Certificate or Visa), to the school office.
- 2. Parents are strongly encouraged to visit the school in action and to attend any parent orientation meetings that may be scheduled.
- 3. An interview with the principal will be scheduled.
- 4. When reviewing a prospective student's application the principal will take into consideration:
 - a. The reasons for the parents/child choosing this school;
 - b. the reasons for which the parents/child intend to leave their current school;
 - c. any past and/or current behavioural concerns;
 - d. the ability of the student and/or parents to accept the discipline standards of behaviour; and
 - e. the ability of the school to manage the learning needs of the prospective student.
- 5. The principal must ensure that the proportion of non-preference students does not exceed 10% of the total student population.
- 6. Parents will be notified if their child's application has been accepted or not.
- 7. Dues must be paid before a student commences at the school. Dues are paid the term in advance or by a monthly Automatic Payment, for which evidence must be produced.
- 8. Each student will need to do diagnostic assessments when starting school.