

NAG 6

Enrolment Policy

Rationale:

New Plymouth Seventh-day Adventist School exists to provide a special character education for those who have shown a specific or general connection to the faith system made up of the Christian beliefs, values, lifestyle and practices of the Seventh-day Adventist Church.

There is a need to manage responsibly the enrolment of students at the school to ensure it can provide for the needs of preferential students and their families in the New Plymouth area. The Board of Trustees also acknowledges its legal responsibility to the New Zealand Government in managing the school roll responsibly between the minimum and maximum limits set by the Ministry of Education.

Purposes:

1. To inform all those who enquire about the school of its special Seventh-day Adventist character and general operations
2. To determine the preferential status of students and families
3. To responsibly manage the roll within the minimum and maximum set by the Ministry of Education
4. To give clear guidelines for parents preparing their children for school
5. To provide parents and students with the opportunity to visit the school for orientation
6. To discuss with parents the academic needs and special needs of their children

General Procedure:

The following guidelines should be followed in the enrolment of every student at New Plymouth Adventist Christian School. The Board of Trustees through its agents should:

1. Require each applicant to lodge completed application forms with requested supporting documents.
2. Ensure the parents/guardians of each applicant are interviewed by the Principal and that:
 - a. parents signify support of the school programme.
 - b. parents commit to pay attendance dues.
 - c. parents may need to obtain a preference certificate from their local Seventh-day Adventist church minister, see attached.
 - d. where necessary, the preference determination is made by the Proprietor's delegate, such as the Chaplain, as set out in the Proprietors Preference Determination and Handbook.
 - e. in the event of any questions or concerns regarding an applicant's enrolment, recommendations are to be made to the Enrolment Committee after all other relevant factors have been taken into consideration.

3. Determine whether the applicant is a preferential or non-preferential student within the meaning of the Education and Training Act 2020, Schedule 6. All parents/guardians applying for enrolment for their child will need to have had their preference status determined by the Proprietor's delegate.
 - a. **Particular:** A preferred student is one whose parents or guardians "have established a particular relationship with the special Seventh-day Adventist character of the school."
 - b. **General:** A preferred student is one whose parents or guardians "have established a general relationship with the special character of the school."
 - c. **Non preference:** The percentage (10%) of non-preference students for this school is set within the school's Integration Agreement (8 non-preference students)
4. Establish that the child has reached 5 years of age.
5. Establish whether the applicant has special needs and determine whether the school has the resources and teachers and the expertise, to meet those needs, both academic and behavioural.
6. Provide each applicant with written notification as to whether the application is accepted or rejected.
7. Recommend where appropriate, and following consultation with pre-school administrators, parents and school staff, specific intake dates during the school year.
8. Consult with the Chaplain and SDA church pastor a schedule whereby there is regular visitation of the home by the chaplain, pastor, principal or staff member.
9. Ensure the admissions register records the preference or non-preference status of the student.
10. The board may refuse the enrolment of any person whose parents do not accept the aims, purposes, and objectives that constitute the School's designated special Seventh-day Adventist character.
11. Adhere to the maximum roll approved by the Ministry of Education of 75 spaces, as specified in the integration agreement for the school.

Special Circumstances Procedure

Seventh-day Adventist students and families who have transferred unexpectedly into the area and have therefore been unable to apply ahead of time for enrolment will be processed in the following manner:

1. Meet with the Principal (and Chaplain if necessary), to determine Preferential status and be oriented to the school
2. Where the family and pupil are clearly preferential, the Principal accepts the student
3. Parents and students meet with the teacher
4. The name and decision to accept the student is ratified at the next Board of trustees meeting

Maximum Roll Priority Procedure

The school's roll will be managed within the maximum roll prescribed in the school's integration agreement (or within the agreed school capacity of 75 spaces, if this is lower than the maximum roll). When the school is about to reach maximum roll the following priority criteria shall apply:

Enrolment will follow the priority procedure where spaces are available within each year level:

1. Enrolments deemed preferential with a 'particular relationship with the special Seventh-day Adventist character of the school';
2. Children of Board employees, Board members, board of proprietors or SDA clergy who regularly contributes to services at the school;
3. Enrolments deemed preferential with a 'general relationship with the special character of the school';
4. Enrolments from 'Footsteps Preschool' with a 'particular relationship with the special Seventh-day Adventist character of the school';
5. Enrolments from 'Footsteps Preschool' with a 'general relationship with the special character of the school';
6. Siblings of current New Plymouth Adventist Christian School students at 'Footsteps Preschool;'
7. Children from 'Footsteps Preschool;'
8. Siblings of former New Plymouth Adventist Christian School students at 'Footsteps Preschool;'
9. Children of former New Plymouth Adventist Christian School students at 'Footsteps Preschool;'
10. Enrolments deemed non-preferential entering a year levels where spaces are available such as New Entrants;
11. If there are more applicants in any one priority grouping than places available, places may be allocated by ballot

If the total number of applications is greater than the number of places available, then the following procedure will apply:

1. Unsuccessful applicants will have their names recorded on a waiting list, within their relevant priority category.
2. Students on the waiting list may be offered places at a later date if places become available.
3. The waiting list will remain current until the board next notifies the public that it is inviting applications for the next enrolment intake.

Review

This procedure shall be reviewed every year when the school roll is nearly maximum or more regularly if needed.

FORMULATED BY: **New Plymouth Adventist School Board of Trustees**

REVIEW RESPONSIBILITY: *BOT Chairperson, Deputy Chairperson, Principal*

APPROVED: Board Chair



BOT RATIFIED

DATE CONFIRMED:

5/03/2021

REVIEW DATE: