



St Patrick's College

WELLINGTON

ENROLMENT AND ENTRY FOR 2021

Application for enrolment in 2021 closes on Friday 31 July 2020. Applications received after that date are not guaranteed a place.

ENROLMENT FORMS AND PREFERENCE CERTIFICATES

These are available with the prospectus, from the Rector's Secretary, or from the College website www.stpats.school.nz. When completed these should be returned to the Rector. Preference Certificates need to be signed by the parish priest or lay pastoral worker (where applicable). There is not normally any problem with acceptance of preference students into the College.

Parents of prospective students who are not Catholics should send the completed enrolment form to the College with a letter explaining why they wish their son to attend St Patrick's College. The Integration Act restricts the number of non-Catholic students who can enter the College, and the number of applications always exceeds the non-preference places available.

THE ENTRY PROCESS

Prospective Year 9 students will be advised of their acceptance following processing of their application for enrolment. Late in Term 3 information about course selection and option subjects will be distributed, and students will be asked to make a firm decision as to which subjects they wish to take.

On either Tuesday 10 November or Thursday 12 November 2020, new Year 9 students for 2021 will be assigned a time to come into the College and sit two computerised based tests utilising e-asTTle in English and Mathematics. Later that same afternoon there will be an opportunity for you and your son to meet with a senior staff member to discuss any matters of interest or concern.

ENROLMENTS FOR OTHER THAN YEAR 9 STUDENTS

Enrolment applications can be sent to the Rector's secretary.

OVERSEAS STUDENTS

Overseas students are welcome to apply for enrolment. The form "Offer of Place to Foreign Student" available from New Zealand Embassies must be sent to St Patrick's College along with the fee, as visa permits cannot be issued until the course fee receipt is produced. Information about fees can be obtained by contacting the Deputy Rector – email: wayne.mills@stpats.school.nz

St Patrick's College has agreed to observe and be bound by the *Code of Practice for the Pastoral Care of International Students* published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>



Enrolment Policy

Rationale

Since 1885, St Patrick's College Wellington has served the Catholic families of Wellington by providing a high quality Catholic education for boys. The College was founded and is still owned by the Society of Mary so we try to ensure that the Marist ethos comes through in everything we do. This means we work with our families to mould our students into good Christian men who will contribute to the Church and to the societies in which they live, right through their lives.

In order to manage increasing pressure on its roll, St Patrick's College requires fair and transparent criteria to be applied for the enrolment of Preference and Non-preference students.

Purposes

1. To ensure the College can continue to serve the Catholic community of Wellington City by providing high quality Catholic education for boys, with a Marist ethos.
2. To provide guidelines for enrolment when the number of applications would cause the maximum roll to be exceeded.
3. To provide the Rector with clear guidelines for managing the enrolment process.
4. To provide clear criteria for families.

Guidelines

1. The College's roll will be managed having regard to the maximum roll prescribed in the College's Integration Agreement with the Ministry of Education. The maximum number of places potentially available for Non-preference students is governed by this Integration Agreement.
2. The College Board of Trustees has formulated the procedures and priorities which follow for the enrolment of new students. There is no restriction on who may apply for enrolment, provided they fall within the educational cohort served by the College - boys only Years 9-13, with the normal intake of students being at Year 9.
3. Consistent with the Special Catholic Character of the College, preference is given to families with an established connection with the Catholic Church. Evidence of this connection is proven by the family completing the Official **Preference Form** (which was approved by the Catholic Bishops of New Zealand in 2003) and returning it to the College with the Enrolment Application. Boys who are the subject of a validly completed Preference Form are referred to as 'Preference' students in this Enrolment Policy. Anyone else is a 'Non-preference' applicant, irrespective of existing links with the College.
4. Applications for Year 9 enrolment must be completed and returned to the College office on a date to be set by the College Rector. Any applications received after this date will only be considered after all applications received by the deadline have been considered, unless the Rector is satisfied that exceptional circumstances have resulted in the application being received out of time, and that it ought to be treated as having been received prior to the deadline as a consequence.
5. Applications for years other than Year 9 received before the due date will be considered in a group, with the priorities outlined below being applied in the event that applications exceed available spaces. Applications will otherwise be considered on a case by case basis, and are dependent on the extent of available spaces in the Year for which application is made, with waiting lists applied if need be.
6. The College Board of Trustees will set a maximum number of students at Year 9 each year, having regard to its maximum roll. Applicants who are unable to be accommodated will be invited to join a waiting list in case spaces subsequently arise, administered by the College Rector.

Priority of Enrolment for Preference Student Applicants

- 1st Priority** Preference students who are sons, grandsons, or brothers of Old Boys of the College, or who have a brother currently attending the College.
- 2nd Priority** Preference students who permanently reside within the wards represented on the Wellington City Council.
- 3rd Priority** Preference students from outside this area who are sons of current staff members.
- 4th Priority** Other Preference students from outside this area who are attending a Catholic school.
- 5th Priority** Other Preference students from outside this area.

Note: *Evidence of where the applicant permanently resides, to the reasonable satisfaction of the College Rector, will be required as part of the application process.* If there are more applicants than places available in any priority group, places will be allocated by ballot, and applications for the following priority group will not be considered. Preference applicants who miss out on the ballot process may be eligible to apply for a special character admission scholarship and enrol through that process, administered at the discretion of the College Rector. The scholarships are non-monetary, and the number available each year is strictly limited.

Priority of Enrolment for Non Preference Applicants

- 6th Priority** Non-preference students with a brother currently attending the College.
- 7th Priority** Non-preference students with brothers, fathers, or grandfathers who are Old Boys of the College.
- 8th Priority** Non-preference students who are sons of current staff members.
- 9th Priority** Non-preference students who are currently attending a Catholic school or who permanently reside within the wards represented in the Wellington City Council.
- 10th Priority** Other Non-preference students.

If there are more applicants for places than places available (given that the maximum number of non-preference places is governed by the Integration Act) in any priority group, places will be allocated by ballot, and applications from the following priority group will not be considered. In the event that applications received on time from Preference students in any year exceed the available number of places, no applications from Non-preference students will be considered.

Any doubt or dispute over which priority group an applicant falls within shall be determined by the College Rector in the Rector's discretion, having regard to the Purposes and Guidelines noted.



APPLICATION FOR ENROLMENT

Application for enrolment in 2021 closes on Friday 31 July 2020

Year of Entry _____ at year level 9 10 11 12 13 (*circle year*)

STUDENT

Family name _____ Date of Birth _____

First name _____ Country of Birth _____

Address _____ *Please attach a copy of the student's Birth Certificate or passport.*

Postcode _____ *Proof of residency is required if the student is not New Zealand born and the Date of entry into NZ is required)*

Student Email address _____ Date of entry into NZ (if not NZ born) _____

Cell Phone No _____ Present School _____

FATHER or MALE GUARDIAN Relationship to student _____

Family name _____ Home Phone No _____

First name _____ Work Phone No _____

Address _____ Cell Phone No _____

(*if different*) _____ Email Address _____

Occupation _____

Are you a St Patrick's College Old Boy? YES NO If YES what years were you at the College _____

MOTHER or FEMALE GUARDIAN Relationship to student _____

Family name _____ Home Phone No _____

First name _____ Work Phone No _____

Address _____ Cell Phone No _____

(*if different*) _____ Email Address _____

Occupation _____

EMERGENCY CONTACT: THIS INFORMATION IS ESSENTIAL

(Not to be a parent/caregiver and must live in Wellington) Relationship to student _____

Family name _____ Home Phone No _____

First name _____ Work Phone No _____

Cell Phone No _____

SPECIAL CHARACTER

Parish in which you live _____

Is the student baptised? YES NO Religion _____

Please tick the Sacraments your son has received Reconciliation First Communion Confirmation

Will this student have an older brother at St Patrick’s next year? YES NO If YES, what House is he in? _____

If you have had a son at the College previously what House was he in? _____

ETHNICITY OF STUDENT

If the student is of New Zealand Maori descent please enter the name(s) of his Iwi. You may enter more than one Iwi. If you do not know the Iwi, please enter ‘do not know’.

Please tick one of the following

- NZ European/Pakeha Other European NZ Maori
- Tongan Cook Island Maori Samoan
- Fijian Tokelauan Niuean
- Other Pac. Islands Indian Chinese
- South East Asian Filipino Other Asian
- Other (specify) _____

Iwi _____

Rohe (Iwi home area) _____

Rohe _____

Iwi _____

Rohe _____

What is the main language spoken at home? _____

What other languages are spoken at home? _____

NOTIFICATION OF MEDICAL DETAILS AND LEARNING NEEDS

Medical Practice (name and contact phone number) - Dr _____ Telephone: _____

Illness/Allergies (please specify) _____

Medications _____

Is your son permitted to take Panadol? YES NO

Has the student had a tetanus injection in last 5 years? YES NO DO NOT KNOW

Free Dental Care: St Patrick’s College works with Simply Dental to provide a free, complete dental service to all students at SPC. Would you like your son to be enrolled in this service? Is you tick yes, you agree to your details being shared with Simply Dental.

YES NO

Please tick any of the conditions that apply. For ‘other’ please provide full description (on a separate sheet if required).

Sensory	Medical	Physical	Learning
Vision	Attention Deficit	Arm/Hand	Reading
Hearing	Autism Spectrum	Back/Leg	Writing
	Depression	Head Injury	Slow Processing
	Anxiety	Dyspraxia	Diagnosed Specific Learning Disorder:
	Diabetes	Muscular/Neurological	Dyslexia
	Epilepsy	Cerebral Palsy	Dyspraxia
	Tourette Syndrome	Other	Dyscalculia
	Other		Other

Fill in the time line below of what has happened, been diagnosed, treated, provided etc. Consider events or contributions by medical specialists, doctors and hospitals, physiotherapists, occupational therapists, psychologists, Level C assessors, Teacher Aide time, Speech/Language therapy, RTLb, RTLit, BLENNZ Resource Teachers, Special Assessment Conditions (SACs) etc.

Age	Event/Action/Comment as appropriate

Please provide recent reports from the list of people above to St Patrick’s College. Fill in details from these reports below.

Report 1 (write NA if not available)	Report 2 (write NA if not available)
Written By:	Written By:
Qualifications:	Qualifications:
Date:	Date:

If you have any further documentation, you may wish to also provide this to St Patrick’s College.

ADDITIONAL INFORMATION

Are there incidents such as traumas, e.g. car accident/death of a loved one or other information the College should know?

What is the main form of transport the student would use to get to the College? _____

PERMISSIONS

During each school year, the College records and promotes various academic, sporting and cultural activities through a range of College publications. This process can involve publishing photographs and names of students. In signing this application you are acknowledging this and that your son’s details may be used in this manner unless you specifically advise the Rector to the contrary.

PRIVACY STATEMENT

The College collects personal information from parents and students as part of providing a quality education and building a strong, caring and connected school community. Personal information may be released in accordance with the Privacy Act, at the discretion of the school as follows: Student and Parental contact information to be shared with College stakeholder groups (Board of Proprietors, Board of Trustees, St Patrick’s Foundation, St Patrick’s Old Boys’ Association, Friends of St Patrick’s College and Parents’ Association). If you wish to ‘Opt-out’ of that information sharing please advise the Rector.

OPTION/SUBJECTS

Information about subjects and options will be sent to you later in the year.

SPECIAL STRENGTHS/INTERESTS

Academic: e.g. Speech/Debating/Computing/Science/Curriculum strengths

Sport: **Summer** _____

Winter _____

Cultural/Artistic e.g. Art/Dance/Drama/Plays an instrument/Sings

Hobbies - specify _____

PREFERENCE ESTABLISHMENT

As the parent or guardian, I have obtained a Preference of Enrolment Certificate for my child from my Parish Priest, which I enclose with this application.

ATTENDANCE DUES

The Proprietor has entered into an Integration Agreement with the Minister of Education in respect of the school. The Integration Agreement, made pursuant to the *Private Schools Conditional Integration Act 1975* (“**Integration Act**”), provides that the Proprietor may enter into an agreement with the Parents or other persons accepting responsibility for the education of a child providing that, as a condition of the enrolment and attendance of the child at the School, the Parents or other persons shall pay Attendance Dues. Attendance Dues are used by the Proprietor for the purposes specified in Section 36 of the Integration Act.

By signing the Attendance Dues Agreement, you are agreeing that, as a condition of the enrolment of the student(s) at the School, you will pay all Attendance Dues charged by the Proprietor in respect of the student(s). Each year, the Proprietor will issue you with an invoice for all Attendance Dues payable in respect of the student(s) and you agree to pay the invoice in full by the date stipulated in it (unless you have previously made alternative payment arrangements with the Proprietor). If you default in paying any Attendance Dues, then any recovery costs incurred by the Proprietor will be an additional expense to be paid by you (and will be added to the total Attendance Dues owing and payable by you). You are also acknowledging that the Proprietor: (a) May increase Attendance Dues from time to time provided such increases are within the maximum Attendance Dues permitted to be charged by the Ministry of Education and (b) is likely to review and (if necessary) increase the level of Attendance Dues payable at least annually.

I understand that the College levies school fees, and donations associated with its ability to provide a quality education for its students and to maintain and upgrade its facilities. The cost of these varies according to what year level the student is enrolled in. I agree to be responsible for ensuring that these fees are paid.

PRIVACY ACT 1993 – STUDENT ENROLMENT INFORMATION

Your personal information will be collected and held by the Proprietor or the Proprietor’s agent and used for administering the invoicing and collection of Attendance Dues. Information about outstanding dues may be disclosed to other schools at which you have children attending. This information may be used for the purposes of collecting dues, and/or assessing eligibility for any rebate or write-off.

MINISTRY OF EDUCATION DOCUMENTATION

Address and phone number details are collected at the time of enrolment and during the student’s time at school so that the school can contact the parent or student as necessary. When a student leaves school, these contact details may also be passed to the Ministry of Social Development (MSD) by the Ministry of Education via ENROL and roll returns. This is so young people who may have difficulty finding future employment; training or further education can be identified and offered support by organisations contracted by MSD to help re-engage young people in education or training when they leave school.

Tick only if you want this information released.

SUPPORT OF SPECIAL CATHOLIC CHARACTER AND SCHOOL RULES

I agree to support the Special Catholic Character of St Patrick’s College. This includes the Religious Education Programme, attendance and participation at Masses, spiritual retreats and other liturgies. I agree to attend the ‘*Parents of Patricians*’ meetings for Year 9 parents in 2021. I agree that my son will be subject to and abide by the rules and practices of St Patrick’s College, including the College’s uniform and personal appearance requirements.

Signed _____ (Parent or Guardian) Date _____

Print name _____

Signed _____ (Parent or Guardian) Date _____

Print name _____

CHECKLIST

- Copy of either passport or birth certificate attached
- Signed preference form attached
- Enrolment form is signed and dated
- Attendance Dues form is completed and attached

OFFICE USE ONLY

Enrol. No. _____
Date started _____
Tutor Group _____
House _____
P or N/P _____

PREFERENCE CERTIFICATE – valid from 2019



New Zealand Catholic Bishops Conference
Preference of Enrolment Certificate
for the Archdiocese of Wellington

This is to certify that

In accordance with the Education Act 1989, Part 33, S442, and Catholic School Integration Agreements, through a general or particular religious connection as stated in the Preference Criteria Numbers: 5.1, 5.2, 5.3, 5.4, 5.5.

(Please refer to Criteria details on back of form)

MR/MRS/MS

Address

Is/are eligible to have preference of enrolment for their child at

.....School/College
in..... Town/City

Name of child

I/We undertake to support our child in the formation of their faith and the practices of the Catholic church. I/we further agree that my/our contact details will be shared with the school and parish for the purpose of faith formation.

Parent(s)/Caregivers Signature Date.....

Under which Criterion (see reverse) is the child eligible for preference?.....

If Criterion 5.1 applies please complete:

Baptised in at on.....

If Criterion 5.4 applies please complete the section on the back of this form.

Certified by (Name):.....as authorised agent of the
Roman Catholic Bishop of the Diocese of

Position:
(see: Administration of the Criteria, 6.1.1-6.1.6, Agents who may sign, listed over page)

Address:

Signature..... Date.....

This form must be completed by the Parent(s)/Caregiver(s), and the Parish Priest or other designated authorities *prior* to the enrolment of a student in a Catholic Integrated School.

NEW ZEALAND CATHOLIC BISHOPS CONFERENCE

Criteria for Preference of Enrolment in Integrated Catholic Schools

- 5.1 The child has been baptised or is being prepared for baptism in the Catholic Church.
- 5.2 The child's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
- 5.3 At least one parent/guardian is a Catholic, and although their child has not yet been baptised, the child's participation in the life of the school could lead to the parents having the child baptised.
- 5.4 With the agreement of the child's parent/guardian, a significant familial adult such as a grandparent, aunt or uncle who is actively involved in the child's upbringing undertakes to support the child's formation in the faith and practices of the Catholic Church.
- 5.5 One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.

Agents of the Bishop, Who May Sign the Certificate on his Behalf

- 6.1.1 Parish Priest of their Parish of Residence
- 6.1.2 Assistant Priest of their Parish of Residence
- 6.1.3 Priests appointed under c. 517/1
- 6.1.4 Deacons and lay persons appointed to pastoral care under c. 517/2
- 6.1.5 Ethnic chaplains who liaise with Parish Priests or their delegate
- 6.1.6 Local committees appointed by the Bishop or by any of the above agents of the Bishop.

Process of Appeal

Handbook for Boards of Trustees of New Zealand Catholic Integrated Schools (section 5.14)

If a preference certificate has been refused and the parents, either directly or through the Principal, wish to appeal the matter, the application can be referred to the Proprietors' Office (Diocesan Education Office). The Director of the Office, or whoever is the appointed appeal authority in the diocese, after making whatever investigation is necessary, including consulting the Parish Priest if appropriate, will make a ruling, or seek a ruling from the Bishop. The Parish Priest or delegated person who refused the certificate in the first instance is normally informed whenever a preference certificate is issued in virtue of this paragraph.

If Criterion 5.4 (above) applies the parents/caregivers and significant familial adult completes the following:

Significant familial adult:

I agree to support (child's name)
formation in the faith and practices of the Catholic Church and agree to my contact details being available to the school and parish for this purpose.

Mr/Mrs/Ms:.....

Address:

Relationship to child:..... Email address:..... Phone No:.....

Parish

Signature Date:

Parent(s)/Caregiver(s):

I agree that my child will be supported by: in the formation of the faith and practices of the Catholic Church. I/we further agree that my/our contact details will be shared with the school and parish for the purpose of faith formation.

Signature:..... Date:



Attendance Dues Agreement

BETWEEN: St Patrick’s College Wellington Board of Proprietors (“the Proprietor”) as Proprietor of St Patrick’s College, Wellington (“the school”)

AND: The following Parents/Caregivers

Complete all sections of this form – print clearly in capital letters

Existing Attendance Dues A/c No:									
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(Leave this number blank if this is your first student to be enrolled in a Catholic school in the Wellington Archdiocese)

Details	Parent/Caregiver 1	Parent/Caregiver 2
Title		
Surname		
First Names		
Relationship to student		
Residential Address		
Post code		
Phone (day)		
Phone (mobile)		
Email address		

WHO have enrolled the following student(s) at the school:

First and middle names of student(s)	Surname of student(s)	Gender M/F	Pref Y/N	Year level	Start Date

Acknowledgement

1. I acknowledge that I have read and understand this **Attendance Dues Agreement** and agree to comply with its terms and conditions.
2. I also agree to advise the Archdiocese of Wellington Dues team in writing if my/our circumstances change.
3. I accept responsibility for the payment of the attendance dues charged by the proprietor.

Signature of parent/caregiver 1

Name (please print)

-----/-----/20-----
Date

Signature of parent/caregiver 2

Name (please print)

-----/-----/20-----
Date

1.0 Introduction

- 1.1 The Proprietor has entered into an Integration Agreement with the Minister of Education in respect of the school. The Integration Agreement, made pursuant to *the Private Schools Conditional Integration Act 1975* ("the Integration Act"), provides that the Proprietor may enter into an agreement with the Parents or other persons accepting responsibility for the education of a child providing that, as a condition of the enrolment or attendance of the child at the school, the Parents or other persons shall pay attendance dues.
- 1.2 Attendance dues are used by the Proprietor for the purposes specified in Section 36 of the Integration Act.

2.0 Agreement to pay Attendance Dues

- 2.1 By signing this **Attendance Dues Agreement**, you are agreeing that, as a condition of enrolment of the student(s) at the School, you will pay all attendance dues charged by the Proprietor in respect of the student(s).
- 2.2 Each year, the Proprietor will issue you with an invoice for all attendance dues payable in respect of the student(s) and you agree to pay the invoice in full by the date stipulated in it (unless you have previously made alternative payment arrangements with the Proprietor).
- 2.3 If you default in paying any attendance dues then any recovery costs incurred by the Proprietor will be an additional expense to be paid by you (and will be added to the total attendance dues owing and payable by you).
- 2.4 You are also acknowledging that the Proprietor:
 - (a) May increase attendance dues from time to time provided such increases are within the maximum attendance dues permitted to be charged by the Ministry of Education;
 - (b) Is likely to review and (if necessary) increase the level of attendance dues payable at least annually.

3.0 Use of Personal Information Provided

- 3.1 The Proprietor is committed to respecting your privacy by protecting the information you voluntarily provide. The information will be held and stored securely by the Archdiocese of Wellington (ADW), which administers attendance dues on behalf of the Proprietor.
- 3.2 Information entered into the ADW database is protected using industry standard technology such as encryption and password protection. Information is only accessible to personnel who need access to do their work and will be used primarily for administration of attendance dues.
- 3.3 Information about outstanding attendance dues may be shared by ADW with the Proprietors and personnel of other Catholic Schools attended by members of your family, and with their attendance dues collection agents.
- 3.4 Information voluntarily provided by you to the Proprietor may also be shared with your Parish for the purpose of supporting the student(s) formation of the faith and practices of the Catholic Church.
- 3.5 The information will not be shared with any other party without your permission.
- 3.6 You can ask for a copy of any personal information the proprietor holds about you, and ask for it to be corrected if you think it's wrong. If you would like a copy of your information, or want to have it corrected, please contact ADW.

Once completed, this form, and all other enrolment information required by the Proprietor for the purposes set out in clause 3.0 of this **Attendance Dues Agreement must be returned to the school.**

ADW Contact Information:

1. The ADW office is at the Catholic Centre, 22 Hill Street, Wellington 6011
2. Postal address: "Attendance Dues" P.O. Box 1937 Thorndon, Wellington 6140
3. Telephone: **0800 462 725**
4. Email: dues@wn.catholic.org.nz
5. Text: **021 0890 7902**

ADW dues team to complete this section:

School Number:

Enrolment Number:

Account Number: