

ST THOMAS OF CANTERBURY COLLEGE (331)

Proposed Enrolment Scheme Amendment

St Thomas of Canterbury College is a State Integrated school with a Special Character which is defined in their Integration Agreement as; The school is a Roman Catholic School in which the whole School community through the general School programme and its Religious instructions and observances, exercises the right to live and teach the values of Jesus Christ. These values are as expressed in the Scriptures and in the practices, worship and doctrine of the Roman Catholic church, as determined from time to time by the Roman Catholic Bishop of the Diocese of Christchurch.

St Thomas of Canterbury College is a Catholic State Integrated Year 7-13 secondary school for boys.

The Board of Trustees is responsible for enrolments and is required to work within the school's maximum roll as defined in their Integration Agreement. As the school is close to its maximum roll and/or there are more applicants than there are spaces available at the school, the school operates an enrolment scheme under [Section 71](#) and [Clause 16](#) of [Schedule 20](#) to the Education and Training Act 2020.

Enrolment

The Integration Agreement for each school specifies the maximum roll of the school and the maximum number of non-preference students who may be enrolled. The St Thomas of Canterbury College Board of Trustees is legally responsible for managing the roll within the numbers set down in the Integration Agreement.

The Board of Trustees will manage the roll within the maximum roll as set out in the Integration Agreement by offering a targeted number of places each year and assigning these places in accordance with the following Priority categories. As set out in the Integration Agreement, non-preference students will not total more than 5% of the roll.

Area of Reasonable Convenience

The Area of Reasonable Convenience for St Thomas of Canterbury College is defined by Qualifying Parishes.

Qualifying Parishes means one of the following Catholic Parishes as defined by the Diocese:

- Christchurch North Parish
- Christchurch West Parish
- Christchurch South Parish
- Selwyn Parish
- Mid Canterbury Parish
- Akaroa Parish

Normal intake is Year 7 and 9 however, applications for entry at other year levels will be considered if places are available.

Applications for enrolment for the following academic year close on the date published on the website (Closing Date). All criteria listed below will be assessed as at the Closing Date.

Priority of Enrolment

The Education and Training Act 2020 provides that “The children of parents who have a particular or general philosophical or religious connection with a State integrated school must be preferred to other children for enrolment at the school”¹.

All applications made pursuant to the College’s conditions of enrolment, which have been received at the College by the Closing Date, shall be processed in the following order of priority:

Preference Applicants²

All preference students will be given priority over all non-preference students seeking enrolment at St Thomas of Canterbury College.

Priority 1 **Preference Applicant** who, on the Closing Date, resides in a Qualifying Parish, and

(i) Attends one of the following Catholic primary schools:

- Our Lady of Victories, Sockburn
- St Teresa’s School, Riccarton
- St Bernadette’s School, Hornby
- Christ the King School, Burnside
- Sacred Heart School, Addington
- Our Lady of Assumption School, Hoon Hay
- St Patrick’s School, Bryndwr
- St Joseph’s School, Papanui
- St Peter’s School, Beckenham
- St Joseph’s School, Ashburton
- Our Lady of the Snows School, Methven

OR

- Is a former student who completed Year 6 at St Albans Catholic School (Christchurch) on the basis that the College is the most reasonably convenient provider of Year 7&8 single sex Catholic education to St Albans Catholic School (Christchurch).

Priority 2 **Preference Applicant** who, on the Closing Date, resides in a Qualifying Parish and who is the brother of a current student of the school.

Priority 3 **Preference Applicant** who, on the Closing Date, resides in a Qualifying Parish and who is the brother of a former student of the school.

Priority 4 **Preference Applicant** who, on the Closing Date, resides in a Qualifying Parish and who is the son of a former student of the school.

Priority 5 **Preference Applicant** who, on the Closing Date, resides in a Qualifying Parish and who is the son of College staff employed on a permanent basis by the College’s Board of Trustees or Board of Proprietors at the time of application.

Priority 6 **Preference Applicant** who, on the Closing Date, resides in a Qualifying Parish and who is the son of current members of the St Thomas of Canterbury College Board of Trustees or Board of Proprietors.

¹ [Schedule 6, Clause 26 – Preference of enrolment](#)

² Definition at the end of this document

Priority 7 All other **Preference Applicants** who, on the Closing Date, reside in a Qualifying Parish.

Priority 8 All other **Preference Applicants** who, on the Closing Date, reside in any Catholic parish within the Diocese other than a Qualifying Parish.

If the total number of applications from preference students is less than the number of places available, all preference applicants will be enrolled.

Non-Preference Applicants

Priority 9 **Non-Preference Applicant** who, on the Closing Date, resides in a Qualifying Parish and who attends the Catholic primary schools listed in Priority 1 (i) or is a former student of St Albans Catholic School (Christchurch).

Priority 10 **Non-Preference Applicant** who, on the Closing Date, resides in a Qualifying Parish and who is the brother of a current student of the school.

Priority 11 **Non-Preference Applicant** who, on the Closing Date, resides in a Qualifying Parish and who is the brother of a former student of the school.

Priority 12 **Non-Preference Applicant** who, on the Closing Date, resides in a Qualifying Parish and who is the son of a former student of the school.

Priority 13 **Non-Preference Applicant** who, on the Closing Date, resides in a Qualifying Parish and who is the son of College staff employed on a permanent basis by the College's Board of Trustees or Board of Proprietors at the time of application.

Priority 14 **Non-Preference Applicant** who, on the Closing Date, resides in a Qualifying Parish and who is the son of current members of the St Thomas of Canterbury College Board of Trustees or Board of Proprietors.

Priority 15 All other **Non-Preference Applicants** who, on the Closing Date, reside in a Qualifying Parish.

Priority 16 All other **Non-Preference Applicants** who, on the Closing Date, reside in any Catholic parish within the Diocese other than a Qualifying Parish.

Non-Preference Enrolment

Non-Preference Applicants may be considered for enrolment only if enrolment places remain after all Preference Applicants have been enrolled and the total roll is still less than the maximum specified in the Integration Agreement. The maximum number of places available for Non-Preference students will be governed by the maximum number allowable under the Integration Agreement, which for St Thomas of Canterbury College is 5% of the total roll.

Parental Consent

- Non-Preference Applicants accept they will be attending a Catholic Special Character school and that their place is conditional on their participation in the Catholic Special Character of the College.

- All Applicants accept that they will be required to pay attendance dues as set by the Proprietor and these are compulsory.

Allocation of Places and Wait List

If there are more Applicants in categories than there are places available, places will be allocated in priority order until a category is reached where the number of spaces available in that category is insufficient to accommodate the number of eligible students. Places will then be allocated by **ballot**.

If the total number of Applicants is greater than the number of places available, unsuccessful Applicants will have their names recorded on a waiting list within their relevant priority category. Applicants on the waiting list may be offered places at a later date if places become available. The waiting list will remain current until the Board of Trustees next notifies the public that it is inviting applications for the next enrolment intake.

Notifications

The Board of Trustees must place a public notice in a medium appropriate to the area served by the College, indicating the likely number of places available and the significant pre-enrolment dates and procedures that will apply.

Maximum Roll

The College roll will be managed within the Maximum Roll authorised by the Ministry of Education and prescribed in the College Integration Agreement and in terms of the [Education and Training Act 2020 \(Schedule 6\)](#).

Definitions

“*Applicant*” means a student applying for acceptance onto the student roll of the College.

“*Closing Date*” means the publicly notified date in each year by which applications for enrolment at the College are to be received.

“*College*” means St Thomas of Canterbury College.

“*Diocese*” means the Catholic Diocese of Christchurch.

“*Employee*” means a person employed directly by the College on either a fixed term employment agreement or on an enduring agreement for continuous employment.

“*Maximum Roll*” means the maximum number of students that should be enrolled for attendance at the College as prescribed from time to time under its Integration Agreement.

“*Non-Preference Applicants*” means Applicants who do not hold a Preference of Enrolment Certificate.

“*Preference Applicants*” means Applicants who hold a Preference of Enrolment Certificate.

Preference criteria relating to enrolment at the College is established by the **Catholic Bishop of Christchurch** and any issues relating to obtaining preference certificates must be resolved with the relevant priest or a bishop-appointed parish preference committee member.

The New Zealand Catholic Bishops Conference (NZCBC) has defined³ five criteria for establishing parents’ connection with Catholic State-integrated schools such as to give Preference of Enrolment which are:

- 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.

³ [Guidelines for The Granting of Preference of Enrolment in New Zealand Catholic Schools, November 2018.](#)

- 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/legal 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.

"Qualifying Parish" means one of the following Catholic Parishes as defined by the Diocese:

- **Christchurch North Parish**
- **Christchurch West Parish**
- **Christchurch South Parish**
- **Selwyn Parish**
- **Mid Canterbury Parish**
- **Akaroa Parish**

Words which refer to the singular shall include the plural and vice-versa.

Notes

- The selection processes described above will be the basis for students applying to enrol either at the beginning of, or during the school year.