

# VILLA MARIA COLLEGE

## Enrolment Scheme

*Villa Maria College was established in 1918 to serve the educational needs of girls living within the Catholic Diocese of Christchurch.*

*The Villa Maria College Board of Trustees adopts the following enrolment scheme to apply to the enrolment of all students at Villa Maria College.*

### **MAXIMUM ROLL**

*The College roll will be managed within its maximum roll prescribed in the College Integration Agreement and in terms of the Private Schools Conditional Integration Act 1975.*

### **PREFERENCE/NON-PREFERENCE APPLICANTS**

*Preference applicants are those who qualify for Preference under the terms of the College Integration Agreement with the Crown and/or hold a Preference of Enrolment Certificate issued in accordance with the directions of the Catholic Bishops of New Zealand. Non-Preference applicants are those who do not qualify as a Preference applicant.*

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### **ENROLMENT APPLICATIONS FOR YEAR 7**

Applications for enrolment for the following academic year close on 28 June (the "Closing Date"). All criteria listed below will be assessed as at 28 June.

Year 7 girls will not be accepted from Catholic primary schools within Christchurch with Years 7 and 8 classes.

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 accordance with the following order of priority:

#### **Priority 1:**

Preference Applicants from St Albans Catholic Primary school (being the only Catholic primary school in Christchurch with no year 7 and 8 class);

#### **Priority 2:**

Preference Applicants who, on the Closing Date, are sisters of current students. This excludes any Applicant who is already attending a Catholic primary school.

If there are more Priority 2 applications than available places, then applicants will be enrolled according to the following descending order of priority:

- 2.1 Students who are sisters of former students (evidence may be required to the satisfaction of the College);
- 2.2 Students who are daughters of past students;
- 2.3 Students who are daughters of staff employed by the College Board of Trustees;
- 2.4 Students who have completed a Parish-based Primary Religious Education Programme (written evidence of attendance provided by the Parish Priest will be required to the satisfaction of the College);
- 2.5 Students who are daughters of a member of the College Board of Trustees

*If, at any level of the criteria listed above, there are more applicants than available places, priority will be given according to the date of receipt of the applicants' enrolment forms*

**Priority 3:**

Preference Applicants who, on the Closing Date, have completed a Parish-based Primary Religious Education Programme (written evidence of attendance provided by the Parish Priest will be required to the satisfaction of the College)

If there are more Priority 3 applications than available places, then applicants will be enrolled according to the following descending order of priority:

- 3.1 Students who are sisters of former students (evidence may be required to the satisfaction of the College);
- 3.2 Students who are daughters of past students;
- 3.3 Students who are daughters of staff employed by the College Board of Trustees;
- 3.4 Students who are daughters of a member of the College Board of Trustees

*If, at any level of the criteria listed above, there are more applicants than available places, priority will be given according to the date of receipt of the applicants' enrolment forms*

**Priority 4:**

Preference Applicants who, on the Closing Date, reside within the Selwyn District (there being no Catholic primary school within the boundary of the Selwyn District Council).

If there are more Priority 4 applications than available places, then applicants will be enrolled according to the following descending order of priority:

- 4.1 Students who are sisters of former students (evidence may be required to the satisfaction of the College)
- 4.2 Students who are daughters of past students;
- 4.3 Students who are daughters of staff employed by the College Board of Trustees
- 4.4 Students who are daughters of a member of the College Board of Trustees

*If, at any level of the criteria listed above, there are more applicants than available places, priority will be given according to the date of receipt of the applicants' enrolment forms.*

**Priority 5:**

Preference Applicants who, on the Closing Date, attend a state school because they were denied enrolment at a Catholic primary school due to enrolment restrictions. (Evidence by way of letter from the school's current Principal is required to confirm that a space is/was not available to the student due to enrolment restrictions);

If there are more Priority 5 applications than available places, then applicants will be enrolled according to the following descending order of priority:

- 5.1 Students who are sisters of former students (evidence may be required to the satisfaction of the College);
- 5.2 Students who are daughters of past students;
- 5.3 Students who are daughters of staff employed by the College Board of Trustees;
- 5.4 Students who are daughters a member of the College Board of Trustees

*If, at any level of the criteria listed above, there are more applicants than available places, priority will be given according to the date of receipt of the applicants' enrolment forms.*

**Priority 6:**

All other Preference Applicants. If there are more Priority 6 applications than available places, then applicants will be enrolled according to the following descending order of priority:

- 6.1 Students who are sisters of former students (evidence may be required to the satisfaction of the College);
- 6.2 Students who are daughters of past students;
- 6.3 Students who are daughters of staff employed by the College Board of Trustees;

#### 6.4 Students who are daughters of a member of the Board of Trustees

*If, at any level of the criteria listed above, there are more applicants than available places, priority will be given according to the date of receipt of the applicants' enrolment forms.*

### **ENROLMENT APPLICATIONS FOR YEAR 9 – YEAR 13**

Applications for enrolment for the following academic year close on 28 June (the "Closing Date"). All criteria listed below will be assessed as at 28 June.

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 accordance with the following order of priority:

#### **Priority 1:**

Students already attending the College in Year 8

#### **Priority 2:**

Preference Applicants who, on the Closing Date, attend any of the following Catholic primary schools:

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

If there are more Priority 2 applications than available places, then applicants will be enrolled according to the following descending order of priority:

- 2.1 Students who are sisters of current students;
- 2.2 Students who are sisters of former students (evidence may be required to the satisfaction of the College);
- 2.3 Students who are daughters of past students;
- 2.4 Students who are daughters of staff employed by the College Board of Trustees;
- 2.5 Students who are daughters of a member of the Board of Trustees.

*If, at any level of the criteria listed above, there are more applicants than available places, priority will be given according to the date of receipt of the applicants' enrolment forms.*

#### **Priority 3:**

Preference Applicants who, on the Closing Date, are sisters of current students.

If there are more Priority 3 applications than available places, then applicants will be enrolled according to the following descending order of priority:

- 3.1 Students who are sisters of former students (evidence may be required to the satisfaction of the College);
- 3.2 Students who are daughters of past students;
- 3.3 Students who are daughters of staff employed by the College Board of Trustees;
- 3.4 Students who have completed a Parish-based Primary Religious Education Programme (written evidence of attendance provided by the Parish Priest will be required to the satisfaction of the College);

3.5 Students who are daughters of a member of the College Board of Trustees

*If, at any level of the criteria listed above, there are more applicants than available places, priority will be given according to the date of receipt of the applicants' enrolment forms*

**Priority 4:**

Preference Applicants who, on the Closing Date, have completed a Parish-based Primary Religious Education Programme (written evidence of attendance provided by the Parish Priest will be required to the satisfaction of the College)

If there are more Priority 4 applications than available places, then applicants will be enrolled according to the following descending order of priority:

- 4.1 Students who are sisters of former students (evidence may be required to the satisfaction of the College);
- 4.2 Students who are daughters of past students;
- 4.3 Students who are daughters of staff employed by the College Board of Trustees;
- 4.4 Students who are daughters of a member of the College Board of Trustees

*If, at any level of the criteria listed above, there are more applicants than available places, priority will be given according to the date of receipt of the applicants' enrolment forms*

**Priority 5:**

Preference Applicants who, on the Closing Date, reside within the Selwyn District (there is no Catholic primary school within the boundary of the Selwyn District Council).

If there are more Priority 5 applications than available places, then applicants will be enrolled according to the following descending order of priority:

- 5.1 Students who are sisters of former students (evidence may be required to the satisfaction of the College);
- 5.2 Students who are daughters of past students;
- 5.3 Students who are daughters of staff employed by the College Board of Trustees;
- 5.4 Students who are daughters of a member of the Board of Trustees.

*If, at any level of the criteria listed above, there are more applicants than available places, priority will be given according to the date of receipt of the applicants' enrolment forms.*

**Priority 6:**

All other Preference Applicants. If there are more Priority 6 applications than available places, then applicants will be enrolled according to the following descending order of priority:

- 6.1 Students who are sisters of former students (evidence may be required to the satisfaction of the College);
- 6.2 Students who are daughters of past students;
- 6.3 Students who are daughters of staff employed by the College Board of Trustees;
- 6.4 Students who are daughters of a member of the Board of Trustees.

*If, at any level of the criteria listed above, there are more applicants than available places, priority will be given according to the date of receipt of the applicants' enrolment forms.*

**NON-PREFERENCE APPLICANTS**

Non-Preference applicants will only be enrolled if enrolment places remain after all Preference applicants have been enrolled and the College Board of Trustees is satisfied that enrolment of the non-Preference applicants will not compromise its ability to offer places to Preference applicants who may apply for enrolment at a later date. The number of places available for non-Preference applicants will be governed by the maximum number allowable from time to time under the College Integration Agreement. Priority of any such non-Preference applications will be given in accordance with the following order of priority:

- 1.1 Students who are sisters of current students;
- 1.2 Students who are sisters of former students (evidence may be required to the satisfaction of the College);
- 1.3 Students who are daughters of past students;
- 1.4 Students who are daughters of staff employed by the College Board of Trustees;
- 1.5 Students who have completed a Parish-based Primary Religious Education Programme (written evidence of attendance provided by the Parish Priest will be required to the satisfaction of the College);
- 1.6 Students who are daughters of a member of the Board of Trustees
- 1.7 Any other applicant.

*If, at any level of the criteria listed above, there are more applicants than available places, priority will be given according to the date of receipt of the applicants' enrolment forms.*

#### **WAITING LIST**

If the total number of applications is greater than the number of places available in any year level, unsuccessful Applicants will have their names recorded on a waiting list. Those applicants on the waiting list may be offered places at a later date if places become available. Preference applicants shall have priority above non-Preference applicants.

#### **Approved**



#### **Jill Forgie**

Education Manager Canterbury (acting)

*22/7/2014*

