

VILLA MARIA COLLEGE (326)

Proposed Enrolment Scheme Amendment

Villa Maria 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.

Villa Maria College is a Catholic State Integrated Year 7-13 secondary school for girls.

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 Villa Maria College Board is legally responsible for managing the roll within the numbers set down in the Integration Agreement.

The Board 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 Preference 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 Villa Maria 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

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.

Preference 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.

Priority of Enrolment – Year 7 - 8

Unless there are exceptional circumstances, Year 7 and 8 girls will not be accepted from Catholic primary schools with Year 7 and 8 classes.

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

- Priority 1** Preference Applicants, who, on the Closing Date attend St Albans Catholic Primary School, on the basis that the College is the most reasonably convenient provider of Year 7&8 single sex Catholic education to St Albans Catholic Primary School.
- Priority 2** Preference Applicants who, on the Closing Date reside in Selwyn Parish and have participated in a PPRE programme **OR** Preference Applicants who on the Closing Date, attend a state school residing in the Qualifying Parish because they were denied enrolment at a Catholic primary school due to enrolment restrictions and have participated in a PPRE programme.
- Priority 3** Preference Applicants who, on the Closing Date, reside within the Selwyn Parish **OR** reside in another Qualifying Parish and attend a state school because they were denied enrolment at a Catholic primary school due to enrolment restrictions.
- Priority 4** Preference Applicants who, on the Closing Date, reside in a Qualifying Parish;
- Priority 5** Preference Applicants who, on the Closing Date, have participated in a PPRE programme and reside in any Catholic parish within the Diocese other than a Qualifying Parish.
- Priority 6** Preference Applicants who, on the Closing Date, reside in any Catholic parish within the Diocese other than a Qualifying Parish.

If it is determined that there are more Preference Applicants within any of the priority categories than there are places available at the College, priority shall be allocated amongst unsuccessful Preference Applicants at each priority level that:

- a) are sisters of current students; then
- b) are sisters of former students; then
- c) are daughters of past students; then
- d) are daughters of current Employees of the College; then
- e) are daughters of current members of the College Board of Trustees (Trustees who are either elected or appointed).

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

Preference Enrolment

Priority of Enrolment – Year 9 – Year 13

All applications made pursuant to the College's conditions of enrolment, which have been received by the College by the Closing Date, shall be processed in accordance with the following order of priority.

- Priority 1** Preference Applicants who, on the Closing Date, reside in a Qualifying Parish, and attend 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
- Priority 2** Preference Applicants who, on the Closing Date, reside in a Qualifying Parish and attend a Catholic Primary School.
- Priority 3** Preference Applicants who, on the Closing Date, reside in a Qualifying Parish and have participated in a PPRE programme.
- Priority 4** Preference Applicants who, on the Closing Date, reside in a Qualifying Parish.
- Priority 5** Preference Applicants who, on the Closing Date, have participated in a PPRE programme and reside in any Catholic parish within the Diocese other than a Qualifying Parish.
- Priority 6** Preference Applicants who, on the Closing Date, reside in any Catholic parish within the Diocese other than a Qualifying Parish.

If it is determined that there are more Preference Applicants within any of the priority categories than there are places available at the College, priority shall be allocated amongst unsuccessful Preference Applicants at each priority level that:

- a) are sisters of current students; then
- b) are sisters of former students; then
- c) are daughters of past students; then
- d) are daughters of current Employees of the College; then
- e) are daughters of current members of the College Board of Trustees (Trustees who are either elected or appointed).

Additional entitlement to enrol in certain circumstances provision

Siblings of Villa Maria College students enrolled in 2022 who reside in the Catholic Parish of Waimakariri will be considered as if they reside in a Qualifying Parish.

This means that a student enrolling in 2023 and beyond, who resides in the Catholic Parish of Waimakariri, will be considered to be in a Qualifying Parish, if they have an older sibling who was enrolled at Villa Maria College in 2022.

Section 75 of the Education and Training Act 2020 states that;

“...the Secretary may authorise an enrolment scheme to permit a student to enrol at the school as if the student lived in the home zone of the school if, -

(a) in the case of an existing enrolment scheme whose home zone is amended, —

- I. the student lives outside the amended home zone; and*
- II. the student has a sibling who is enrolled at the school at the time that the amendment is implemented; and*
- III. the sibling, at the time that the amendment is implemented, lives inside the home zone as it was before the amendment; and*
- IV. the student, at the time of enrolment, lives inside the home zone as it was before the amendment:*

[Section 75 \(3\)](#) of the Education and Training Act 2020 sets out the definition of a “sibling” for these purposes.

The College will maintain a list of students enrolled at the time of the implementation of the enrolment scheme change by the Board in order to enable determination of eligibility to enrol under this provision. If applying for enrolment under this part of the enrolment scheme, the sibling’s name and evidence of a sibling relationship may be required by the school.

Note: That this is a very tightly defined definition. It would not apply to:

1. Children who move into the withdrawal area after the implementation of the enrolment scheme amendment; or
2. Children of families/whānau who move out of the old zone after the implementation of the enrolment scheme amendment.

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 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 under the College Integration Agreement, which for Villa Maria College is 5% of the total roll.

Priority of any such Non-Preference applications will be given in accordance with the following descending order of criteria.

- Priority 1** **Non-Preference Applicants** who, attended a Catholic primary school and, on the Closing Date, reside in a Qualifying Parish.
- Priority 2** **Non-Preference Applicants** who, on the Closing Date, reside in a Qualifying Parish.

Priority 3 Non-Preference Applicants who, on the Closing Date, reside in any Catholic parish within the Diocese other than a Qualifying Parish.

If it is determined that there are more Non-Preference Applicants within any of the priority categories than there are places available at the College, priority shall be allocated amongst unsuccessful Non-Preference Applicants at each priority level that:

- a) are sisters of current students; then
- b) are sisters of former students; then
- c) are daughters of past students; then
- d) are daughters of current Employees of the College; then
- e) are daughters of current members of the College Board of Trustees (Trustees who are either elected or appointed).

Pre-Enrolment Processes

If it is determined that there are more Applicants within any of the priority categories than there are places available at the College, priority shall be allocated amongst unsuccessful Applicants at each priority level on the basis of the **date of receipt** of the enrolment forms after the day they were considered to be open for the year.

Waiting List

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, which shall include the order in which the enrolment forms were received with the earliest date being that of the day enrolment opened for that given year.
- Applicants on the waiting list may be offered places at a later date if they become available.
- The waiting list will remain current and in effect until the 30 September in the year of entry.

Notifications

Each year, applications for enrolment will be sought by a date which will be publicly notified by the Board in a medium appropriate to the area served by the College. This will include the likely number of places available.

Preference / Non-Preference Applicants

There are no restrictions on who may apply for entry provided they fall within the educational cohort served by the College. That is, girls only, Year 7-13.

Consistent with the special character of the College and, as guided by the College Integration Agreement, preference is given as outlined by the NZ Catholic Bishops Conference.

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

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 on to the student roll of the College.

“*The Board*” means The Board of Trustees of Villa Maria 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 Villa Maria 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.

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

“*PPRE*” means Parish Primary Religious Education.

“*Preference Applicants*” means Applicants who hold a Preference of Enrolment Certificate. Preference criteria relating to enrolment at the School 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 defined² 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.
- 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**

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

² [Guidelines for The Granting of Preference of Enrolment in New Zealand Catholic Schools, November 2018.](#)