

## POLICY: ENROLMENTS

### Purpose

As Trinity Catholic College is the only Catholic College in Dunedin, it is important that every eligible enrolment is encouraged.

### Policy Objectives

To ensure that an enrolment procedure is in place and that the special character of the College is preserved and maintained.

### Expectations and Limitations

1. The maximum roll for the College is stated in the Integration Agreement.
2. There are clearly defined procedures to follow where there are indications that the roll will exceed the maximum.
3. A proprietor's consent form will accompany the application for enrolment form
4. The number of non-preference enrolments is stated in the Integration Agreement.
5. If non-preference applicants exceed the number of places available, acceptance of enrolment will normally be done according to the agreed priorities (sibling, current attendance at a Catholic College, affinity with the special character).
6. All applications for enrolment will be acknowledged.
7. The College will pursue an active role in promoting enrolments.
8. The College will maintain a computer record of all enrolment details.
9. The Principal may consult Parish Priests or the Catholic Education Office to determine Preference of Enrolment before confirming enrolment.

Ratified by Board: Signed for Board



Date: December 2020

Responsibility:	Board of Trinity Catholic College
Reviewed:	November 2020
Next review date:	November 2023
Policy:	Enrolments

#### Related Documentation

- Trinity Catholic College Integration Agreement
- Enrolment Scheme Policy
- New Zealand Catholic Bishops Conference *Guidelines for Granting of Preference of Enrolment in New Zealand Catholic Colleges* (available [here](#)).