

PROCEDURES AND GUIDELINES FOR ENROLMENT AT HADLOW, RATHKEALE AND ST MATTHEW'S

RATIONALE

The school roll will be managed within the maximum numbers prescribed in the School's Integration Agreement.

The School will comply with its obligation as an Integrated School to give preference of enrolment to those pupils whose family or guardians have established a particular or general connection with the Special Character of the School.

In the first instance the Principal shall determine whether or not there is a particular or general connection to the Special Character of the School. In the event of there being any dispute as to whether a connection exists, the School Board of Trustees will resolve the matter. The School Board of Trustees decision may be appealed to the Trinity Schools Trust Board and after consultation with the Bishop of Wellington, the Trinity Schools Trust Board ruling shall be final.

PRIORITY OF ENROLMENT

Applications are categorised into preference and non-preference applicants and are not ranked.

PREFERENCE APPLICANTS

To prospective pupils:

- From families who are members of the Anglican Church.
- Who are boarding pupils.
- Who have a sibling already attending the School or attending another Trinity School.
- With a parent or guardian who attended the School or another Trinity School.
- Who (at the time of enrolment) will have attended Hadlow Preparatory School for the two years immediately preceding the year they wish to start at either Rathkeale or St Matthew's.
- Who are children or dependants of staff or board members of the School or staff of another Trinity School.
- Who have completed not less than six months at Hadlow Preschool, if applying for Hadlow Preparatory School.

NON-PREFERENCE APPLICANTS

The School is legally obliged to give priority to preference applicants. However applications for enrolment will be accepted from non-preference pupils, subject to places being available.

Priority will be given to pupils whose family or guardians have established a connection with the Special Character of the School but have not satisfied the preference applicant criteria as outlined above.

No child shall be refused enrolment on the grounds of race, gender, physical disabilities or religion. With respect to religion, the terms of the Integration Agreement and the Special Character of the School to provide an education based on the Anglican interpretation of the Christian faith shall apply.

THE ENROLMENT PROCESS

All integrated Trinity Schools operate a simple four stage enrolment process for both boarders and day pupils. The tables below explain how the process works and lists the key times/dates in the year when decisions are made. Later enrolments are possible if there are places available. To potentially avoid disappointment, please make sure enrolments are with the school as outlined below.

BOARDERS' ENROLMENT PROCESS – ST MATTHEW'S AND RATHKEALE			
STAGE	PROCESS	DATE	NOTES
1	Enrolments and applications to be submitted	2 weeks before the end of Term 1	Please allow enough time for your Application for Enrolment forms to be submitted <u>and</u> acknowledged two weeks before the end of Term 1.
2	Offer of places	Last day of Term 1	We will write to you with the offer of place. ¹
3	Place accepted and confirmed	End of week 1, Term 2	You must confirm acceptance of the place within two weeks. We will acknowledge receipt of your confirmation in writing. ²
4	Late applications		Late enrolments and applications will be considered.

DAY PUPILS' ENROLMENT PROCESS – HADLOW, ST MATTHEW'S AND RATHKEALE			
STAGE	PROCESS	DATE	NOTES
1	Enrolments and applications to be submitted	2 weeks before the end of Term 2	Please allow enough time for your Application for Enrolment forms to be submitted <u>and</u> acknowledged two weeks before the end of Term 2.
2	Offer of places	Last day of Term 2	We will write to you with the offer of place. ¹
3	Place accepted and confirmed	End of week 1, Term 3	You must confirm acceptance of the place within two weeks. We will acknowledge receipt of your confirmation in writing. ²
4	Late applications		Late enrolments and applications will be considered.

¹ If we are unable to offer you a place immediately, we will hold your application and contact you in case someone withdraws.

² If you do not receive confirmation please contact the school immediately.

PRE-ENROLMENT LIST

This enables us to communicate with families that have expressed an interest in their child attending a Trinity school. This list is not prioritised and inclusion on it does not signify a greater or lesser likelihood of being offered a place.