



To Kāroti o Ngākau Tōpe

SACRED HEART COLLEGE, NAPIER

HEARTS AND MINDS IN HARMONY

Convent Road, Napier 4110

For further information contact us on: Telephone (06) 835 3761

Facsimile (06) 835 8764

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STUDENT ENROLMENT FORM

CONGRATULATIONS on enrolling your daughter at Sacred Heart College

STUDENT'S DETAILS

Surname _____ First names _____

Address _____ Post Code: _____
(If Rural, please include Road Address with Rapid No.)

Preferred Name _____ Telephone _____

Date of birth _____ Student Cell phone _____

Birth Certificate/Passport No: _____ Student email _____

Applying to enter year level _____ in 20____ Desired starting date _____

Present school _____

Previous schools attended _____

FATHER'S DETAILS

Name _____

Occupation _____

Address _____

Telephone (Hm) _____ (Wk) _____

Work Email _____
(not compulsory)

Cell phone _____

Family Email _____

MOTHER'S DETAILS

Name _____

Occupation _____

Address _____

Telephone (Hm) _____ (Wk) _____

Work Email _____
(Not compulsory)

Cell phone _____

Family Email _____

EMERGENCY CONTACT

Name _____ Phone No. _____

If the parents are not living together, please provide the College with the following information:

- Who has custody of the student? Mother Father Share Other _____
- To whom should the accounts for attendance dues, school fees, etc be sent? _____
- Is a duplicate set of reports required? Yes No If yes, to whom should they be sent? _____

Name of doctor _____ Telephone _____

With which ethnic group/culture does the student identify ?

Pakeha/European Maori Pacific Islander Asian Other _____

Country of Citizenship _____ Date of student's arrival in NZ (if applicable) _____

Iwi Affiliation _____

Nationality _____

Please list any interests, sports or activities in which the student may be involved: _____

Does the student have any physical or medical disabilities? (Examples: asthma, allergies). Yes No

If yes, please specify _____

Does the student have any special needs which you would like to discuss with us? (Examples: special talents, difficulties, or disabilities)

Yes No

If yes, please specify _____

Further comments (if necessary) _____

PARENT/CAREGIVER AND STUDENT UNDERTAKING

We accept the following special conditions of enrolment at Sacred Heart College:

1. The student will participate as required in the Religious Education classroom programme and be actively supportive of the Special Character requirements of the College. Examples of active support include being positive towards reconciliation, taking part in hosting class Mass, and attending and participating in class retreats. The parent/caregiver recognises the need to support as best they can, what their daughter will be taught at school concerning the faith and practices of the Catholic Church.
2. The parent/caregiver shall undertake to support the school policies authorised by the school's Board of Trustees.
3. We have read and accept the rules and regulations outlined in the College Prospectus.
4. We have noted and accept the requirements of the College regarding the release of personal information to relevant agencies*
5. I give my consent for the information provided on this form to be used by the school (including the PTA) for school related purposes.

Signed _____

Parent

Parent

Caregiver

Date

Student Signature

If one or both parents are Catholic, their child has a right of **preference** to enrolment in a Catholic school.

Please answer the following questions:

Is the mother a Catholic? Yes No Is the father a Catholic? Yes No Is the student a Catholic? Yes No

Is a grandparent catholic? Yes No

Please list the names and years of attendance of any other daughters who have previously attended Sacred Heart College Napier:

Please list the names of future siblings who may be applying for enrolment: *(Please note the year for enrolment and their date of birth)*

Preference Students only- ie, students of Catholic families

Sacraments received: Baptism Confirmation Eucharist

 Parish _____ Parish _____ Parish _____

Non-Preference Students, ie, NON-CATHOLIC STUDENTS

Non-Preference students are welcome. However, by law Sacred Heart College is able to receive only a limited quota (10% of the school's maximum roll at integration) of children whose parents have no connection with a Catholic parish. *(If your daughter is a non preference student please note below any future siblings who may be also be applying and the appropriate year)*

Future **Non-Preference** Siblings: *Please note the year for enrolment and their date of birth)*

This section is to help you understand what enrolment in a Catholic School involves for you and your child, Catholic Schools conform to certain standards set by the Ministry of Education. In addition, Catholic Schools uphold a Special Character.

INTRODUCTION

The Character of a Catholic School

The Special Character of a Catholic School is defined in the Integration Agreement as follows:

The school is a Roman Catholic School in which the whole school community, through the general school programme, and its religious instruction and observances, exercises the right to live and teach the values of Jesus Christ.

These values are 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 Bishop of the Diocese.

PREFERENCE ENROLMENT INFORMATION

Criteria for Preference of Enrolment in Integrated Catholic Schools

- 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 their 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/guardian, a grandparent or other significant adult in the child's life, such as an aunt, uncle or godparent, 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.

Agents of the Bishop, who may sign the Certificate on his behalf

- 6.1.1 Parish Priest of their Parish of Residence
- 6.1.2 Assistant Priest of their Parish of Residence
- 6.1.3 Priests appointed under c. 517/1
- 6.1.4 Deacons and lay persons appointed to pastoral care under c. 517/2
- 6.1.5 Ethnic chaplains who liaise with parish priests or their delegate
- 6.1.6 Local committees appointed by the Bishop or by any of the above agents of the Bishop.

Process of Appeal

Handbook for Boards of Trustees of New Zealand Catholic Integrated Schools

- 8.3.1 If a Preference certificate has been refused and the parents, either directly or through the Principal, wish to appeal the matter, the application can be referred to the proprietors' Office (Diocesan Education Office). The Director of the Office, or whoever is the appointed appeal authority in the diocese, after making whatever investigation is necessary, including consulting the parish priest if appropriate, will make a ruling, or seek a ruling from the Bishop. The parish priest or delegated person who refused the certificate in the first instance is normally informed whenever a preference certificate is issued in virtue of this paragraph.

Please note: Diocese of Palmerston North Appointed Appeal Authority is Manager for Schools (Mrs Lynette Roberts-King) Ph: 06 354.1780 Ext. 853

If Criterion 5.4 (above) applies the parents/caregivers and significant adult completes the following:

Significant adult:

I agree to support _____ (child's name) in the formation in the faith and practices of the Catholic Church.

Mr/Mrs/Ms: _____

Address _____

Relationship to child _____ Signature _____ Date _____

Parish _____

Parents/Caregivers

I agree that my child will be supported by _____ in the formation of the faith and practices of the Catholic Church.

Signature _____ Date _____

NEW ZEALAND CATHOLIC BISHOPS CONFERENCE

PREFERENCE OF ENROLMENT CERTIFICATE

For the Diocese of Palmerston North

This is to certify that in accordance with Private Schools' Conditional Integration Act, Section 29(1), and Catholic School Integration Agreements, through a general or particular religious connection as stated in the Preference Criteria Numbers 5.1, 5.2, 5.3, 5.4, 5.5. (Please circle below, the applicable number-details overleaf)

5.1

5.2

5.3

5.4

5.5

Mr/Mrs/Ms

Address

Is/are eligible to have preference of enrolment for their child at

_____ College

In _____ Town/City

Name of child _____

If **Criterion 5.1** applies, please complete:

Baptised in _____ at _____ on _____

Certified by (Name) _____ as authorised agent of the

Roman Catholic Bishop of the Diocese of Palmerston North

Position: (see Administration of the Criteria, 6.1.1, - 6.1.6, 'Agents who may sign', listed overleaf)

Please state Criteria no. _____

Address: _____

Signature _____ Date _____