



Timaru Christian School Procedures

LR1 - Enrolment

Timaru Christian School has a roll cap of 145 students up to Year 10. Up to 5% of enrolled students may be non-preference (non-Christian).

- If a parent wishes to enroll his/her child(ren) at TCS they must submit an Expression of Interest form and Church Leader Recommendation form.
- The principal will then arrange to meet with the parents and child to ensure they have a good understanding of TCS and Christian Education, to answer any questions they may have, and show them around the school.
- If there is a position available for a child, the parents will receive an enrolment form which must be completed and returned to the office with supporting documentation before the students start school.
- If there is a waiting list, they will be put onto it, at the parents' request, and it will be reviewed as places become available. The Enrolment Scheme will be followed to determine the order in which families receive an offer.
- The office administrator will enter data into MOE's ENROL database.
- Families will be sent an acceptance letter, stationery and uniform list.
- New entrants will have school visits prior to commencing school and transferring students will be offered a day visit to meet their classmates and teacher prior to starting school.