



# 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 Selection Procedure (below) will be followed to determine the order in which families receive an offer.
- The office administrator will enter data into the School's Student Management System.
- 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.

## Enrolment Selection Procedure

### Introduction:

Timaru Christian School is a State Integrated School under the Private Schools Conditional Integration Act. Preference for enrolment at the school as defined under paragraph 21 (a) of the school's Integration Agreement;

*"A preference of enrolment at the School under Section 29(1) of the Act shall be given to those pupils whose parent(s)/guardian(s) have established a connection with the school through membership of or affiliation with a Christian Church having a Biblical basis of Faith consistent with the statement of Special Character and the **Fourth Schedule** (Statement of Faith)"*

### Maximum Roll:

Date of last review: Term 4, 2020

Date of next review: Term 4, 2021

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

## **Priority in Enrolment:**

Applications for enrolment will be processed in the following order of priority:

**First Priority:** will be given to preference applicants for whom the school is reasonably convenient. When attending the school, these applicants will live within the geographical boundaries of north of the Waitaki River, south of the Rangitata River and east of the Main Divide to the coast.

*If including all first priority Applicants would exceed the school's maximum roll then, criteria for selection will be based, in sequence, from the second priority through to the tenth.*

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**Second Priority:** will be given to children of preference applicants who are siblings of current students for whom enrolment is sought at new entrant level.

**Third Priority:** will be given to children of preference applicants who are permanent employees of the Board of Trustee, or Board of Trustees members, or members of the schools Trust board.

**Fourth Priority:** will be given to children of Pastors of local Christian churches.

**Fifth Priority:** will be given to preference applicants who are applying to enrol a child who is already attending Timaru Christian Preschool, a school which is a member of the New Zealand Association of Christian Schools or an overseas school which is part of a Christian Schools network/association or has a Statement of Faith aligned to our own, and is a domestic student.

**Sixth Priority:** will be given to children of preference applicants who are siblings of former students,

**Seventh Priority:** will be given to children of preference applicants where either, enrolment is sought at new entrant level or enrolment is sought at a year level where there is space in the class at that time.

**Eighth Priority:** will be given to children of preference applicants who are siblings of current students seeking to enrol at a level other than new entrant level.

**Ninth Priority:** will be given to children of all other preference applicants.

**Tenth Priority:** will be given to children of non-preference applicants.

Non-preference applicants will be enrolled only if:

- enrolment places remain after all children of preference applicants have been enrolled; and
- doing so will not cause the school to exceed the number of non-preference students allowed in its integration agreement.

Priority in enrolment among non-preference applicants will be given to applicants who meet one or more of the following criteria:

- who are siblings of current students;
- enrolment is sought at new entrant level;
- enrolment is sought at a year level where there is space in the class at that time.

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**Note:**

Where applicants exceed the number of available places within any of the priority Levels Two to Ten above, enrolment will be accepted in order of receipt of application.

The Board will maintain a Waiting List for each year. As applications are received, they will be dated and entered on the list for the year of intended enrolment.

Once the number of available spaces for the coming year is determined (end of Term 3/start of Term 4), places will be offered in order of the Waiting List (as per priorities listed above). When a space arises in the current year (in Terms 1-3) eg due to a child leaving, the next person on the Waiting List will be offered a place.

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