



St. Francis Xavier
Catholic School.



*To Love, to Learn and to Serve.
Kia Aroha, Kia Akona, Kia Aro Atu*

APPLICATION FOR ENROLMENT

*Inspired by the Gospel Values,
St Francis Xavier Catholic School
encourages us all to have a passion for
learning and serving.*



ST. FRANCIS XAVIER CATHOLIC SCHOOL ENROLMENT FORM

STUDENT INFORMATION

Family Name: _____ First Name(s): _____

Legal Name(s): _____ Preferred Name: _____

Date of Birth: _____ Gender: _____ Nationality: _____

Language spoken at home other than English: _____

Present School: _____ Entry Year: e.g. 2018: _____

Current Year Level: (If already attending school) _____ Previous School Level: _____

Why did you choose St. Francis Xavier Catholic School? _____

FAMILY INFORMATION

MOTHER

FATHER

Full Name: _____ Full Name: _____

First Name: _____ First Name: _____

Legal Name: _____ Legal Name: _____

Title: _____ (Ms/Miss/Mrs/Dr) Title: _____ (Mr/Rev/Dr)

Home Address: _____ Home Address: _____

Suburb: _____ Town: _____ Suburb: _____ Town: _____

Postcode: _____ Phone (Home): _____ Postcode: _____ Phone (Home): _____

Mobile: () _____ Mobile: () _____

Occupation: _____ Occupation: _____

Work Place: _____ Work Place: _____

Work Number: _____ Work Number: _____

Email address: _____ Email address: _____

Religious Affiliation: _____ Religious Affiliation: _____

Past Student Yes ☐ No ☐

Past Student ☐ Yes ☐ No ☐

Student lives with: Both Parents ☐ Mother ☐ Father ☐ Alternate weeks ☐ Other ☐



ST. FRANCIS XAVIER CATHOLIC SCHOOL ENROLMENT FORM

FAMILY INFORMATION continued (if child not living with parents)

If other applies - please complete the following information

Your relationship to the child: _____

CAREGIVER 1

CAREGIVER 2

Full Name: _____ Full Name: _____

First Name: _____ First Name: _____

Legal Name: _____ Legal Name: _____

Title: _____ (Ms/Miss/Mrs/Dr) Title: _____ (Mr/Rev/Dr)

Home Address: _____ Home Address: _____

Suburb: _____ Town: _____ Suburb: _____ Town: _____

Postcode: _____ Phone (Home): _____ Postcode: _____ Phone (Home): _____

Mobile: () _____ Mobile: () _____

Occupation: _____ Occupation: _____

Work Place: _____ Work Place: _____

Work Number: _____ Work Number: _____

Email address: _____ Email address: _____

Religious Affiliation: _____ Religious Affiliation: _____

Past Student Yes ☐ No ☐

Past Student Yes ☐ No ☐

EMERGENCY 1 (Someone other than a parent) EMERGENCY 2 (Someone other than a parent)

Full Name: _____ Full Name: _____

First Name: _____ First Name: _____

Home Address: _____ Home Address: _____

Suburb: _____ Town: _____ Suburb: _____ Town: _____

Phone (Home): _____ Phone (Home): _____

Mobile: () _____ Mobile: () _____

Relationship to child: _____ Relationship to child: _____



ST. FRANCIS XAVIER CATHOLIC SCHOOL ENROLMENT FORM

FAMILY INFORMATION continued

Does the Student have siblings attending St. Francis Xavier? Yes ☐ No ☐

If Yes, please name sibling/s: _____

If No, please name sibling/s and date of birth/s to eventually attend: _____

Is your child a NZ Citizen? ☐ Resident? ☐ (Please indicate by ticking the appropriate box)

If neither please tick here ☐ Are you awaiting a Student Visa? ☐ or ☐ Residency?

Date of Entry into New Zealand: _____ Country of Citizenship: _____

Please provide a copy of your Residency Permit and any other Immigration Documentation pertaining to your Status in New Zealand.

If your child speaks another language to English or the language stated on page 2, please advise _____
_____ (This information is vitally important for supporting your child academically.)

Ethnic Group e.g. Maori, European, Tongan, Samoan, Asian, Indian, Filipino: _____

If Maori, please state Iwi: _____

MEDICAL INFORMATION

Family Doctor: _____ Phone: _____

Is your child immunised? Yes ☐ No ☐ (Please include the immunisation certificate) Yes ☐

Does your child have any allergies, medical condition or medical requirements? Yes ☐ No ☐

If yes, please state: _____

I/We give permission to administer first aid. ☐ (Please tick)

Does your child have an up-to-date Medical Action Plan? NO ☐ Yes, please provide a copy. ☐

LEARNING / DEVELOPMENT INFORMATION

Does your child have any learning or/and development concerns? Yes ☐ No ☐

e.g (Speaks and understands English without assistance.) If yes, please state:

Has your child had intervention support from the Ministry of Education or other agency services. If so please provide details. _____



ST. FRANCIS XAVIER CATHOLIC SCHOOL ENROLMENT FORM

PRE-SCHOOL INFORMATION

Pre-school Attended: _____

Years/Month Attended: _____ (years) _____ (months) Hours per week: _____

AGREEMENT FOR INTERNET AND COMPUTER SAFETY – Kids' Pledge

1. I will not give out personal information such as my address, telephone number, school or parents' work address/telephone number, or the name and location of my school without my teacher's permission.
2. I will tell my teacher immediately if I come across anything that makes me feel uncomfortable.
3. I will never agree to get together with someone I "meet" online.
4. I will never send a person my picture or anything else without first checking with my teacher.
5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my teacher right away so that they can tell the principal.
6. I know I am only allowed to go onto the Internet at school, if an adult is in the room with me and I will not access things that I know parents and teachers would not like me seeing.
7. I will be a good online citizen and not do anything that hurts other people or is against the law.
8. I will follow the rules above.

I agree to the above. Child's Name: _____ Sign: _____

PLEASE NOTE:

Parents should discuss this pledge with your child, according to their understanding, and sign below.

I have discussed this agreement with my child and will allow them to use the St. Francis Xavier Catholic School Computer System.

Name: _____ Sign: _____
Date: / /

ST. FRANCIS XAVIER CATHOLIC SCHOOL PARENT PERMISSION FORM FOR PUBLISHING YOUR CHILD'S WORK OR PHOTO

I _____ (name of the parent/legal guardian) have read and understand St. Francis Xavier Catholic School's policy on the Internet and media publication of student images and student work and the guidelines contained in the policy, which is included in the school's procedure booklet.

As the parent or legal guardian of _____ (full name of student)
I authorise St. Francis Xavier Catholic School to publish images of the Student on the Internet, or recognised publications such as the school newsletter or local newspapers, as well as any work that he or she may create at school, in strict compliance with the school's policy for the online and media publication of student images and student work and the associated guidelines. I agree that this consent shall continue until I withdraw my consent by notice to the school or until the Student ceases to be enrolled in the school, whichever happens first.

Signature of parent or legal guardian

Date: / /



Compulsory Attendance Dues Parent and Caregiver Responsibilities

1. Attendance Dues are a compulsory payment under the terms of the Education and Training Act 2020 (Act) and are a condition of enrolment. Attendance Dues are charged for all students who attend Catholic integrated schools in New Zealand.

Attendance Dues are collected on behalf of the school's Proprietor, the Roman Catholic Bishop of Auckland. The Attendance Dues are forwarded to Auckland Common Fund Limited, a company established by the proprietors of Catholic Integrated Schools in the Diocese of Auckland responsible for the collection of Attendance Dues.

Under the Act, Attendance Dues are used for servicing and repaying loans to develop new building projects in the proprietors' schools as well as paying for building insurance and compliance costs, collection and administration.

2. By signing this agreement, you accept that you will pay the Attendance Dues and that you understand that payment of the Attendance Dues is a condition of enrolment and the continuing attendance of the above-named student at the school.
3. Payment of Attendance Dues should be made in full at the beginning of the academic year or, in agreement with the school, by instalment (weekly, fortnightly, monthly or per term) during the academic year. The Attendance Dues cannot be paid in full at the end of each academic year. Attendance Dues are not a donation, and they are not tax deductible.
4. Failure to pay the Attendance Dues may put your child's place at the school at risk.
5. Overdue accounts may be referred to a debt collection agency by the Proprietor.
6. This agreement is legally enforceable and the person who signs the agreement remains legally liable for payment of the Attendance Dues. Responsibility for payment of Attendance Dues may be transferred to another Parent/Caregiver provided that the new Parent/Caregiver first signs a novation agreement accepting responsibility for payment of Attendance Dues, on terms acceptable to the school and the Proprietor.
7. Any civil agreements between parents/caregivers do not take precedence over this signed legal agreement.
8. This agreement may not be varied or terminated by the Parent/Caregiver without the prior written consent of the Proprietor.
9. Financial assistance with Attendance Dues is available to families of preference students in cases of genuine financial difficulties. Part of the criteria for receiving this assistance is that regular payments have been made at an affordable level.



ATTENDANCE DUES AGREEMENT

This agreement is to be signed at the time of enrolment at the School / College below. Signing this agreement constitutes part of the enrolment procedure.

SCHOOL/COLLEGE: _____

ADDRESS: _____

Student's first and middle name		Family name	
Date of Birth		Telephone	
Home Address			

Baptism: Yes ☐ No ☐ Confirmation: Yes ☐ No ☐ First Communion: Yes ☐ No ☐ Reconciliation: Yes ☐ No ☐

Parent/Caregiver 1 First names		Family name	
Address			
Date of Birth		Parish	

Parent/Caregiver 2 First names		Family name	
Address			
Date of Birth		Parish	

PRIVACY ACT 2020

Our school undertakes to collect, use and store information you provide on this form according to the principles of the Privacy Act 2020. The information may be provided to the Proprietor of the school or Proprietor's agent, the Minister of Education and the Education Review Office, and for administration purposes within the school.

I/We agree that this information can be used for the above purposes.

PARTICIPATION IN SCHOOL PROGRAMME

I/We the undersigned, undertake as a condition of enrolment that the above-named student will participate in the general school programme that gives our school its Catholic Special Character.

I/We agree that this information can be used for the above purposes.

ATTENDANCE DUES

I/We the undersigned, undertake as a condition of enrolment and attendance to pay Attendance Dues at a rate determined by the Proprietor and approved by the Minister of Education. Furthermore, I/we accept that the school can discontinue attendance of the above named student in default of this undertaking. We have read and understood the Parent and Caregiver Responsibilities section on Page 2 of this document.

Both caregivers sign for above

Signed: _____
(Parent/Caregiver 1) (Parent/Caregiver 2) (Date)

PREFERENCE of ENROLMENT

I have sighted evidence that the Proprietor has stated that the above-named student should be given preference of enrolment under criteria _____.

Signed: _____
(Principal or Delegated Authority) (Date)

The applicant is non-preference: _____
(Principal or Delegated Authority) (Date)



ST. FRANCIS XAVIER CATHOLIC SCHOOL ENROLMENT FORM

Please return this completed form with the following documents:

- ☐ Copy of Preference Certificate
- ☐ Copy of Baptism Certificate (if baptised Catholic)
- ☐ Copy of Birth Certificate
- ☐ Copy of Immunisation Certificate (not the injection list)
- ☐ Copy of the latest Medical Action Plan (if one is required)

If the student is not a NZ Citizen please provide the following documents:

- ☐ Copy of Passport
- ☐ Copy of Entry stamp to NZ from the passport
- ☐ Copy of Immigration Documentation - (Student Visa, Resident Visa either Temporary or Permanent)

Please ensure you have signed the following pages:

- ☐ Page 5 – Internet and Safety
- ☐ Page 5 – Parent consent for publishing photo or work
- ☐ Page 6 – Catholic Diocese of Auckland Attendance Dues Agreement

*We thank you for your enrolment with us at
St. Francis Xavier Catholic School, Whangarei*



ENROLMENT INFORMATION FOR PARENTS SEEKING ENROLMENT AT ST. FRANCIS XAVIER CATHOLIC SCHOOL, WHANGAREI

Preference Enrolments

State Integrated Schools select Preference students on the following grounds.

The Agent for determining Preference is our local Parish Priest or his designated appointee. The School will therefore refer parents who wish to apply for a Preference Certificate to the St. Francis Xavier Parish in Whangarei. Families moving from another town or city should contact the Parish Office on 09 437 7902 to discuss the requirements for obtaining a Preference Certificate.

St. Francis Xavier Parish is now using an online form to allow parents and caregivers to apply for a Preference Certificate online. The form is available by clicking the following link

<https://www.whangareicatholic.org.nz/schools/>

Once the form is completed and submitted, you will be contacted by the Parish Secretary to arrange an appointment with the Parish Priest.

An original Preference Certificate issued by St. Francis Xavier Parish, Whangarei, in the name of St. Francis Xavier Catholic School must accompany all enrolments applying under the Preference category. PLEASE NOTE: We are unable to accept Preference Certificates issued by other Parishes.

Eligibility for Preference of Enrolment is determined by the following criteria, as set down by the New Zealand Catholic Bishops' Conference:-

- 5.1 The child has been baptised Catholic, or preparing to be baptised.
- 5.2 The child's parents/guardians has already allowed one of the siblings to be baptised in the Catholic faith.
- 5.3 At least one of the parents/guardians is a Catholic, and although their child has not been baptised, the child's participation in the life of the school could lead to the parent having the child baptised.
- 5.4 With the agreement of the child's parent/guardian, a significant familial adult undertakes to support the child's formation in the faith and practices of the Catholic Church. The significant familial adult is expected to be practising their faith in their own local parish. They may be a grandparent, aunt, or uncle, who is actively involved in the child's upbringing.
- 5.5 One or both of a child's non-Catholic parents/guardians are preparing to become a Catholic.



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Non-Preference Enrolments

State Integrated schools have places for Non- Preference students

St. Francis Xavier Catholic School has a maximum 29 places for Non-Preference students (i.e; for those who do not qualify under the Preference criteria).

Non-Preference places criteria that apply to St. Francis Xavier Catholic School:

1. Applicants accept that they will be attending a school of Special Character and that their place in the school is conditional on their participation in the programme.
2. The applicants accept that they will be required to pay Attendance Dues as set by the Proprietor, and these are not voluntary.

Places will be offered in accordance to the following order:-

1. The siblings of Non-Preference students already in the school.
2. Siblings of former Non-Preference students.
3. The children of staff or Board members who seek to enrol their children.
4. Non-Preference students coming from another integrated school with the same Special Character.
5. Children who want to participate in the Special Character programme of the school.

Note: The Principal, with the agreement of the Board of Trustees Chairperson, may prioritise students with exceptional circumstances above Criteria 4.

Non-Preference students who cannot be offered a place immediately, may choose to be placed on a waiting list. Students on this list are waitlisted by date and number, and will be contacted if places become available.

Enrolment information is also available in hard copy from our school office.



CATHOLIC DIOCESE of AUCKLAND
INFORMATION for PARENTS / CAREGIVERS
SEEKING PREFERENCE of ENROLMENT at CATHOLIC SCHOOLS

The following information is given to assist parents/caregivers seeking preference of enrolment at a Catholic school.

- In seeking preference of enrolment at a Catholic school you need to make a commitment to actively supporting your child in their faith formation and the practices of the Catholic Church.
- The diocesan Preference of Enrolment Certificate needs to be signed by a Parish Priest or other authorised agent of the Bishop. It is normal practice to make an appointment with the Priest.
- A new Preference of Enrolment Certificate is required for each child in the family.
- Preference certificates are school specific. The name of the school must be specified on the certificate. If you intend to apply for enrolment at a number of different Catholic schools you should have the required number of Preference of Enrolment Certificates and ask the Priest to sign these during the one interview.
- A new Preference of Enrolment Certificate is required for transfer to another school e.g. primary to secondary school. In some exceptional circumstances the preference status of your children could change.
- The Preference of Enrolment Certificate is valid for two years prior to enrolling. For example a new entrant's Preference of Enrolment Certificate should be obtained when they turn three years of age no earlier, or if your child is on a school waitlist for longer than two years and a place becomes available a new certificate is required.
- The school keeps the preference certificate – not the family.
- If you are applying for preference of enrolment under **Criteria 5.3** which reads *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*, it is important to recognise that one parent/guardian being Catholic is not sufficient in itself to guarantee that preference will be granted. The second part of the sentence has equal weight with the first.

- If you are applying for preference of enrolment under **Criteria 5.4** the **familial** adult must be
 - a close family member who is actively involved in your child's upbringing and live close to you
 - is practising their faith and involved in their own parish
 - is equipped and committed to the faith formation of your child and practices of the Catholic Church
- The familial adult needs to accompany you to the meeting with the Priest when seeking preference of enrolment.
- If not personally known to the person granting preference of enrolment, it is responsibility of the familial adult to provide some evidence to show they are an active member of their Catholic parish.
- Priests/Bishop's Agents grant preference and they are the only person who may do so. Schools then decide which students will be accepted for enrolment.
- Attendance at a Catholic school by non-preference students is not grounds for seeking preference of enrolment at another Catholic school.

October 2022