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**ENROLMENT  
Procedures Document  
NAG 6**

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**BIBLICAL BASIS**

*"But you are a chosen people, a royal priesthood, a holy nation, a people belonging to God, that you may declare the praises of him who called you out of darkness into his wonderful light." (NIV)*

1 Peter 2:9

**1. GENERAL POLICY STATEMENT**

Totara College is a Christian School, which is State Integrated as a School of Special Character, serving the educational needs of Christian families in Dannevirke and the Tararua District. The nearest schools of a similar Christian Special Character are located in Hastings to the north and Palmerston North to the south. The nearest ACE schools are Taupo to the North and Blenheim to the South.

The school's roll is capped at 75. There may be limited vacancies for "non preference" enrolees; these vacancies are limited to 10% of the college roll.

The Board will comply with all regulations and legislation regarding the enrolment of students in an integrated school and is committed to upholding its preference of enrolment criteria.

**2.0 GUIDELINES**

**2.1 Conditions of enrolment**

A "preferential enrolment" at Totara College of Accelerated Learning shall be given to those students with parents/caregivers who have established a "particular or general connection" with the Special Character of the college.

**A. Preferential enrolment criteria**

1. At least one parent/caregiver of the student must be a Christian believer, uphold Christian values and beliefs, and be able to present a letter of reference from their minister or priest.
2. At least one parent/caregiver of the student must respect and support the Special Character Definition of the college, and fully support the Dannevirke Christian Fellowship as having oversight as proprietors.
3. Must be a regular attendee of a local Christian Church (at least once per month).
4. Applicants must be able to sign a College Covenant and uphold and actively support its intention and integrity.

**N.B.** It is important that those applying for preferential enrolment be able to accept and endorse the Statement of Beliefs found in the prospectus.

**B. Non preferential enrolment**

1. Parents/caregivers of the student do not need to be "members" of a local Christian Church or have Christian convictions or beliefs.

2. At least one parent/caregiver must accept the Special Character Definition of the college, and encourage their children to respect and comply with it.
3. Must fully support the Dannevirke Christian Fellowship as having oversight as proprietors.
4. Applicants must sign a College Covenant and uphold and actively support its intention and integrity.

## **2.2 Enrolment Priority**

Should the College have a waiting list due to a full roll, students will be received according to the following criteria:

1. Students from families who have a “preferential enrolment” with other students already enrolled.
2. Students from families with a “preferential enrolment” living within the Tararua District.
3. Students from families with a “preferential enrolment” not living within the Tararua District.
4. Students from families who do not have a “preferential enrolment” with other students already enrolled.
5. Students from families who do not have a “preferential enrolment”, by date of application.

An important consideration when accepting enrolments will be the need to maintain roll balance throughout all levels of the college, and to ensure the continued effectiveness of the college in delivering effective programmes to all its students.

If there are more applicants in any one-priority grouping than there are places available, then places will be allocated according to space on the roll, and date of application.

If the total number of applicants is greater than the number of places available, unsuccessful applicants will have their names recorded on a waiting list, within their relevant priority category, ranked in order of application.

Students on the waiting list may be offered places at a later date if places become available. The waiting list will remain current until the board next notifies the public that it is inviting applications for the next enrolment intake.

## **3.0 PROCEDURES**

No child under the age of 5 years will be enrolled at Totara College. Students who turn five may be requested to delay their enrolment until the beginning of a college term to minimise disruption to other students and to facilitate enrolling groups of students.

### **Pre-Enrolment**

Each year applications for enrolment will be sought by a date, which will be published in a daily, or community newspaper circulating in the area served by the school.

## **3.1 Enrolment procedures**

1. Parents/caregivers should call the office to arrange an interview with the Enrolment Panel. (The Enrolment Panel is made up of the Principal and two Board representatives, one of which may be a Proprietor’s representative.) If a parent/caregiver has not read or received a college prospectus, this will be sent prior to the interview.

Parents may be required to provide proof of residency in Dannevirke or the Tararua district.

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Parents may be required to provide proof of New Zealand residency.

2. Parents/caregivers must complete the application forms and bring the following to the interview:
  - Application Form A
  - Application Form B
  - Student Profile
  - Parent Profile
  - College Covenant
  - Copies of School Reports and any relevant information on the student
  - Copy of the student's birth certificate or passport showing N.Z. residency
  - Copy of the student immunization certificate
3. A second appointment may be arranged to interview the student.
4. The Principal processes and refers applications to the College Board.
5. The parents/caregivers are notified as to whether their application has been approved at the earliest convenience.

### 3.2 Confidentiality

Under the Privacy Act 1993 all information given by parents is to remain confidential. Parents have the right of access to personal information held about them or their children which is held at the college.

With their written consent, family and student information can be used to establish statistical records or passed on to those with proper authority which will include Health Officers, ERO and other educational personnel which from time to time is deemed to be necessary.

### 3.3 Administration Procedures

1. Within five days of enrolment all students must be entered into ENROL, the MUSAC Student Management System, the college's enrolment database and the Admission and Withdrawal Register.
2. Pre-enrolment's are to be entered on the school database and a projected list for upcoming years kept.
3. Places for pre-enrolled non-Preference students are to be kept to ensure their best chance of enrolment.
4. Enrolment forms and other relevant enrolment information are to be kept in family and student files in the office.
5. Enrolment records must be retained for seven years after students have left the school. The school must also retain for audit purposes:
  - i. copies of student reports
  - ii. attendance records
  - iii. ACE prescription cards
  - iv. copies of progress and achievement records

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6. When a new student transfers from another school, their enrolment and academic records are to be requested within seven days of the student commencing.
7. When a student leaves the school, ENROL is to be notified within five days of the leaving date.
8. Within seven days of receiving a written request from the student's new school, their progress and achievement records must be forwarded on.
9. If a student under the age of 16 years does not re-enrol in another school within 20 school days, NETS (Non-Enrolment Truancy Service) are to be advised.
10. If a student is absent without valid reason, the Principal must take all relevant steps to ensure they return to school. NETS are to be advised if the student remains absent without valid reason for 20 school days. The student is then to be removed from the roll.

#### 4. CHANGING FROM NON-PREFERENCE TO PREFERENCE STATUS

1. If a non-preference family joins a church, and now meets the criteria, their status may be changed to preference, but this must be confirmed in writing by the Proprietors.
2. If a non-preference family has been involved with the school for many years, and has proven their support of the Special Character of the school, the Proprietors reserve the right to change the status of that family to preference. This must be confirmed in writing by the Proprietors.

#### RATIFIED BY:

Pastor DCF \_\_\_\_\_ Date \_\_\_\_\_

Chairperson/  
Trustee \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_