

## Preference of Enrolment Certificate for the Diocese of Christchurch (Catholic **Secondary** School)

***This is to certify that*** in accordance with the Education and Training Act 2020, Schedule 6, Cl 26 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 the applicable number, referring to Criteria details on back of form)*

*This form must be completed by the parent(s)/guardian(s), and the Parish Priest or other designated authority prior to the enrolment of a student in a Catholic State-Integrated School. This certificate, for the purposes of enrolment at the school specified, is valid for two years.*

### Completed by Parent/Guardian:

Full name (parent(s)/guardian(s)): .....

Address: .....

Phone: ..... Email: .....

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

..... (School/College)

In: ..... (Town/City)

Full name of child: .....

I/We undertake to support our child in the formation of their faith and the practices of the Catholic church. I/we further agree that my/our contact details will be shared with the school and parish for the purpose of faith formation.

Parent(s)/guardian(s) Signature: ..... Date: .....

### Completed by the authorised agent:

Under which Criterion (see reverse) is the child eligible for preference? .....

If Criterion 5.1 applies please complete:

Baptised in: ..... at: ..... on: .....

*If Criterion 5.4 applies, please complete the section on the back of this form*

Certified by (full name): ..... as an authorised agent  
of the Roman Catholic Bishop of the Diocese of Christchurch

Position: .....

*(see Administration of the Criteria, 6.1.1 - 6.1.6, Agents who may sign, listed over page)*

Address: .....

Signature: ..... Date: .....

**Privacy Statement:** The information on this form (pages 1 and 2) will be used solely for confirming eligibility to enrol a student in a State-Integrated Catholic School or as otherwise describes on the form. The information in this form will only be shared as required with the School Board and management of the school and/or a Parish office and/or the Proprietor of the school and/or the Proprietors diocesan education office. This information will be stored in accordance with each entities document retention policies or schedules in accordance with the Privacy Act 2020. You have a right to access and change your information at any time. Please contact the Proprietor, parish office and/or school management to do so.

*When parent(s)/guardians(s) apply to enrol a child in a Catholic school, the principal must inform them that if they wish to claim preference and have not yet done so, **they need to obtain a preference certificate prior to the enrolment of a student in a Catholic school.** To do this they visit their parish priest, or other person designated by the Bishop (diocesan offices will let schools know who is eligible to sign this certificate). This is in accordance with the Education and Training Act 2020, Schedule 6, Clause 26.*

#### **Criteria for Preference of Enrolment in State-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 its 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 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 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 (South Canterbury or Ferrymead) or by any of the above agents of the Bishop.

**Process of Appeal:** If a preference certificate has been refused and the parent(s)/guardian(s), either directly or through the Principal, wish to appeal the matter, the application must be referred to the Manager of the Catholic Education Office, who will refer the matter on to the appointed appeal authority in the diocese – the Episcopal Vicar for Education. After making whatever investigation is necessary, including consulting the Parish Priest if appropriate, the Episcopal Vicar for Education 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.

***If Criterion 5.4 (above) applies, the parent(s)/guardian(s) and significant familial adult completes the following:***

#### **Significant familial adult:**

I, an active member of the parish of ....., agree to support:

.....'s (child's full name) formation in the faith and practices of the Catholic Church and agree to my contact details being available to the school and parish for this purpose.

Full name (familial adult): .....

Address: .....

Phone: ..... Email: .....

Relationship to child: .....

Parish: .....

Signature: ..... Date: .....

#### **Parent(s)/Guardian(s):**

I agree that my child will be supported by: ..... in the formation of the faith and practices of the Catholic Church. I/we further agree that my/our contact details will be shared with the school and parish for the purpose of faith formation.

Signature: ..... Date: .....

**As conditions of enrolment and attendance of**

.....  
(student's name)

at ..... **(Secondary) High School/College**

I/we accept that s/he will participate in the general school programme that gives the school its Catholic Special Character. I/We agree to pay the attendance dues, in full, on or before the due date, or to contact the school's Principal to enter into an arrangement for repayment. In default of such prompt payment or arrangement, I/we agree to indemnify the Proprietor and to pay all costs and expenses which may be incurred in recovering any overdue amount.

**PRIVACY OF INFORMATION**

I/We acknowledge that by signing this form the information contained herein may be held, used and disclosed to:

- the School Board for the time being of the above named school
- the Priest who signed this preference of enrolment certificate
- any other person or organisation involved with the administration of Catholic schools

for any lawful purpose arising out of the Education and Training Act (2020).

Signed: ..... Date: .....  
(Parent/Caregiver)

Signed: ..... Date: .....  
(Parent/Caregiver)

**This form must be provided to the Parent/s / Caregiver/s, by a Parish Priest, and signed by the Parent/s / Caregiver/s, prior to their application for enrolment of a student in a State-Integrated Catholic Secondary School.**

***PRINCIPAL'S CONFIRMATION OF ENROLMENT WITH PREFERENCE***

The above named student began attending school on: ..... / ..... / .....

Principal's Signature: ..... Date: .....

The official record of compliance with the legal obligations of enrolment, contained in the Education and Training Act (2020) and the school's Integration Agreement, is the preference of enrolment certificates held by the school. **The Principal is required to ensure that a copy of this form is retained and attached to the student's enrolment record/form and is retained on the student's file until the student leaves the school.**

## THE CHARACTER OF A STATE-INTEGRATED CATHOLIC **SECONDARY** SCHOOL

### A BRIEF STATEMENT FOR THE INFORMATION OF PARENTS OF **PREFERENCE** STUDENTS

*This statement is to be read prior to enrolment as a preference student in a State-Integrated Catholic School.*

#### **1. The Special Character of a State-Integrated Catholic School is defined in the school's Integration Agreement as follows:**

"The school is a Roman Catholic school in which the whole school community, through the general school programme and in its religious instructions and observances, exercises the right to live and teach the values of Jesus Christ. These values are as 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 Catholic Bishop of the Diocese."

#### **2. As a State-Integrated Catholic school it focuses on Christ, and has the following goals for your child:**

- To develop a knowledge and understanding of the holy scriptures and a sensitivity to them as the Word of God speaking in our lives.
- To develop a knowledge of Catholic doctrine understood in the light of its development and tradition under the teaching authority of the Catholic Church.
- To develop an ability to pray which can grow and deepen.
- To develop an ability to understand and to share actively and personally in the liturgy.
- To promote a sense of belonging to the Church which will lead to an active participation in its life.
- To promote a faith which gives unity and meaning to personal life, to responsibilities and events which occur.
- To promote the ability to relate to others in a way that reflects the evangelical commandment of love.
- To develop the ability to make moral judgements and decisions and to see them as a way of realising a relationship with Christ.
- To promote the ability to discern Christian values in life in this world and to act in accordance with them.

#### **3. Educational Philosophy:**

Striving for excellence in all its dimensions is at the heart of the Christian message and is the framework within which Catholic schools operate. Our philosophy of education focuses on establishing high standards and expectations of achievement for students and staff as this is the hallmark of authentic Catholic education. Providing opportunities for young people to genuinely work towards achieving their potential, whatever their talents happen to be, is fundamental to quality Catholic education.

#### **4. The Uniqueness and Value of the Individual:**

The education offered enables all students to develop their talents to the full, and to fulfil their unique role in creation. Respect and support for individuals reflect the belief in the uniqueness and dignity of the individual, made in God's image and loved by God.

#### **5. The School Curriculum:**

All aspects of the curriculum and its delivery reflect the fact that Christ is the foundation of the educational enterprise in a Catholic school. The overall purpose of the school is to prepare young people for their life as Christians in the community, and to enable them to serve as witnesses to moral and spiritual values in the wider world.

#### **6. A Catholic Integrated School:**

As an Integrated school, the school which you have chosen and requested enrolment for your child will conform to all the standards set by the State in matters such as buildings, maintenance and equipment, staffing, administration, curriculum and teaching standards.