



RANGIORA NEW LIFE SCHOOL

POLICY AND PROCEDURES MANUAL

Providing quality Christian education that equips and inspires all students to reach their life potential in order to serve God's purposes.

6.3	Legislation and Community Partnership	Enrolment of Students	
Ratification		Chairperson	
Last Review	September 2007	Chairperson	

RATIONALE

1. To identify and manage opportunities for school growth as reflected in the school's Strategic Plan.
2. To have as many students as possible benefiting from quality Christian Education.

PURPOSES

1. To ensure that the enrolment of students is in line with the school's Integration Agreement, legal/ministry requirements and laws of natural justice.
2. To ensure that the way in which enrolments are received, processed and decided upon are clearly outlined.

DELEGATIONS

The Rangiora New Life School Board of Trustees delegate authority to the Principal (who may further delegate as necessary) to make decisions regards enrolment.

GUIDELINES

1. PREFERENTIAL APPLICATIONS FOR ENROLMENT

Preference for enrolment at Rangiora New Life School shall be according to:

- Pupils whose parent/parents are members of the Rangiora New Life Fellowship
- Pupils whose parents are committed Christians and are active members of other Christian churches having a similar Biblical basis of faith as the Rangiora New Life Fellowship.

The Proprietor's representative at interviews will determine that preference requirements are met, based on –

- Church attended
- Committed, active Christians
- Pastor's recommendation

Enrolment decisions are to be based on:

- Can we accommodate within our maximum roll.
- Availability of class space
- Whether all children in the family can be accommodated
- Date of application
- Ability to meet financial commitments
- The ability of the school to meet any special needs of the students
- Currently receiving Christian education
- Commitment to Christian education

These factors will be considered collectively, and are not listed in their order of merit.

2. NON-PREFERENTIAL APPLICATIONS FOR ENROLMENT

Non-Preference pupils (those who do not fit in the above categories) are also considered, providing the family accepts the objectives laid down in the school prospectus and regulations, and their enrolment falls within the 10% limit as specified in the school's Integration Agreement. Applications for non-preference are considered primarily on the basis of date of application.

3. PROCESSES

- Enrolment evenings will be held at regular intervals where prospective parents will be informed about Christian education and the school's special character.
- All 5 year olds are able to start school on their 5th birthday as laid down by the Education Act 1989. School visits of short duration may be arranged prior to the official enrolment date.

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PROCEDURE

- a) Completion of the enrolment application form.
- b) Once an enrolment form is received the office will enter the student as a pre-enrolment onto our Database. An acknowledgement letter will be sent and an interview arranged with the Principal (or their delegated authority) and a Proprietors representative.
- c) An interview is held to determine whether the student fits the "preference" criteria of the school and to determine any needs or requirements of the student. An explanation of preference students and integrated schools should be given at this time. The interview panel will consist of the Principal, Proprietor's Representative and the Heads of Secondary/Primary.
- d) If successful in the interview a letter of confirmation is to be sent and details passed to the appropriate teacher.