

## **ENROLMENT POLICY**

**Let the children come to me and do not stop them, because the Kingdom of heaven belongs to such as these Matthew 19:14**

### **Enrolment Statement:**

State integrated schools select preference students based on the connection to the special character of the school.

- a. The agent for determining preference is the school chaplain, local church pastor, or designee
- b. The grounds for preference are the specific or general connection the family has to the beliefs, values, and lifestyle of the Seventh-day Adventist Church

### **Admission Statement:**

Seventh-day Adventists value the family and our teaching promotes respect for others and for ourselves. Whether your child is a Seventh-day Adventist or follows another faith, we expect these values and principles to be upheld within our school, and so we request a high standard of conduct both within and outside the school. As a Christian organisation we devote time to worship and learning about God and the Bible. Children participate in Bible classes (the 'Encounter Curriculum'), hear regular Bible stories and are involved in daily worship services. Worship is a core component of education at Rotorua Seventh-day Adventist School and all students are encouraged to have a relationship with Jesus. The beliefs, values and lifestyle of the Seventh-day Adventist church are all promoted within our school and accepting enrolment at this school implies respect for this kaupapa. Through our worship and other programs, we aim to help the families at our schools raise responsible, mature and well-rounded children with a balance to their lives.

### **Guidelines**

1. Enrolment of students will be consistent.
2. The maximum roll of 45 as per the Integration Agreement.
3. The Board will accept for enrolment all students who are eligible for enrolment in terms of the integration agreement. Suggest re-word "the Board will only accept for enrolment students who are eligible for enrolment in terms of the integration agreement"
4. The preferential criteria for enrolment are:
  1. Siblings of children present whose parents are members of the Seventh-day Adventist Church  
(preference with a specific connection)
  2. Children who are, or whose parents are members of the Seventh-day Adventist Church  
(preference with a specific connection)
  3. Siblings of children present whose parents are members of Christian churches  
(preference with a specific connection)

4. Children who are, or whose parents are members of Christian churches.

(preference with a general connection)

5. Siblings of children present whose parents are not members of Christian churches  
(non-preference)

6. Children who are, or whose parents are not members of Christian churches.(non-preference)

5. The Board requires that the following procedures should be adhered to:

- Require each applicant to lodge a completed application form.
- Determine whether the applicant is a preferential or non-preferential student within the meaning of the Private Schools Conditional Integration Act 1975. A preferred student is one whose parents or caregivers have “established a particular or general relationship with the special character of the school.” Parents who are not members of the SDA Church but wish their child to be considered a “preferred” student are required to make application to the proprietor of the school through the principal. The percentage of non-preferenced students for this school is set within the school’s integration agreement.
- Establish that the child has reached five years of age on the day they wish to start school.
- Ensure that the parents or guardians are interviewed by the principal and that the principal makes a recommendation to the Board concerning the applicant.
- Establish whether the child has special needs and determine whether the school has the resources and teachers to meet those needs.
- Provide each applicant with written notification as to whether their application has been accepted or rejected.
- Negotiate specific intake dates during the year, (usually for new entrants at the start of each term).
- Ensure that the admissions register records the preference or non-preference status of the child.
- Pre-enrolment transmission visits can occur without the expectation of enrolment

6. Adhere to the maximum roll as specified in the integration agreement.

7. The enrolment should follow the following steps:

- Initial contact: Prospective clients receive information, which includes application material, the prospectus and / or an interview with the principal
- After the application has been received, an acknowledgement should be sent.
- Interview with preference determiner. Status as preference or non-preference as determined.
- Parents/Caregiver to sign the ‘Special Character Acceptance Statement’ acknowledging the unique SDA beliefs and lifestyle.
- Application goes to School Board
- Child’s whanau / caregiver is notified. The name of the child is put on the waiting list or informed when they can begin.

8. The Board may refuse to enrol a child at this school for the following reasons:

- The child is non-preference and the quota is full.
- The Proprietors have advised the school not to enrol further non-preferential children

- The maximum roll of the school has been reached.
  - The maximum roll of the school has not been reached, but there are confirmed enrolments for students to enter the school in the future.
  - The maximum numbers of students within a specific classroom have been reached
9. Enrolled students in any class other than New Entrants may start as soon as approval from the Board is granted.
10. The parents must present to the Principal a copy of the new student's birth certificate. The enrolment register must show that verification by a tick in the appropriate column.
11. The parents must present to the Principal a copy of the new student's previous school report. The enrolment register must show that verification by a tick in the appropriate column.
12. Financial Arrangements:
- The family is informed about the financial arrangements and obligations of the Board towards the Proprietors and the School.
- Families are made aware of the nature and requirements regarding the payment of fees.
- An automatic payment form is provided since that is the preferred way of payment.
- The families are also informed of the payment and purposes of the Special Character contribution and that it is a voluntary, tax-deductible fee but necessary to ensure that our special character is maintained.

**Checklist of Requirements for Admission:**

The following set of enrolment procedures will ensure that fairness and equity results in the processing of applications for enrolment at the school.

Parent / caregiver fills out a Pre-Enrolment Form, including Acceptance of Special Character Aspects	
Interview arranged with principal between Parent /Caregiver, pupil and Principal.	
Pastoral visit with parent, caregivers and pupils	
Determination sheets filled out and making aware of Special Character of the school.	
Approval of the Board obtained. Parents Caregivers informed of Board decision.	
If Board approved, pupil starts school and the enrolment form is filed at school.	
Preference:	
<ul style="list-style-type: none"> <li>● Siblings of children present whose parents are members of the Seventh-day Adventist Church</li> <li>● Children who are, or whose parents are members of the Seventh-day Adventist Church</li> <li>● Siblings of children present whose parents are members of Christian churches</li> </ul>	

<ul style="list-style-type: none"> <li>• Children who are, or whose parents are members of Christian churches.</li> <li>• Siblings of children present whose parents are not members of Christian churches</li> <li>• Children who are, or whose parents are not members of Christian churches.</li> </ul>	
Date of Application.	

On behalf of the Board of Trustees:	Date
Chaplain	
Principal	
Board	

SOURCES AND ASSOCIATED DOCUMENTS:

Proprietor Manual 2019  
 Preferential Determination Form  
 Application Form  
 Deeds of Integration

FORMULATED BY: Rotorua Seventh-day Adventist School Board

APPROVED & RATIFIED: Board Chair, Victoria Finch \_\_\_\_\_

BOT REVIEWED: 3 August 2021  
 4 April 2018  
 November 2012

## **ACCEPTANCE OF SPECIAL CHARACTER ASPECTS**

### **Admission Statement:**

Seventh-day Adventists value the family and our teaching promotes respect for others and for ourselves. Whether your child is a Seventh-day Adventist or follows another faith, we expect these values and principles to be upheld within our school, and so we request a high standard of conduct both within and outside the school. As a Christian organisation we devote time to worship and learning about God and the Bible. Children participate in Bible classes (the 'Encounter Curriculum'), hear regular Bible stories and are involved in daily worship services. Worship is a core component of education at Rotorua Seventh-day Adventist School and all students are encouraged to have a relationship with Jesus. The beliefs, values and lifestyle of the Seventh-day Adventist church are promoted within our school and accepting enrolment at this school implies respect for this kaupapa. Through our worship and other programs, we aim to help the families at our schools raise responsible, mature and well-rounded children with a balance to their lives.

### **Dietary Policy:**

Enrolment at Rotorua Seventh-day Adventist school includes respect for the Seventh-day Adventist lifestyle. In accordance with the guidelines for healthy living provided by the Seventh-day Adventist church (Our Proprietors), the Rotorua SDA School advocates a diet that is vegetarian but may include milk and eggs. In this regard, we advocate that all contributions to shared meals at school or school functions, or meals provided by the school follow these guidelines, as that is entirely in accordance with our responsibility as a Seventh-day Adventist school. Parents /caregivers are welcome to include clean meats (eg chicken, fish, beef and lamb) as additional snacks or lunches that they provide to their own children but in line with SDA beliefs; all unclean meats are not permitted at school. This includes ham, pork, bacon, shellfish, pork pepperoni, pork salami .

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(parent/caregiver signature)

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(date)