



Garin College - NAG 6

NAG 6

6.1 SCHOOL POLICY - Legal Responsibilities Policy

School procedures will meet the legislative statutes and regulations as set down in the appropriate Acts, Ministry of Education circulars and the Education Gazette.

Date:

Signed
Board Chair:

Review schedule Triennial

The following procedures will be developed for this policy:

- 6:1 Crisis management
- 6:2 Treaty of Waitangi
- 6.3 Privacy
- 6.4 International Students (Diana/John)
- 6.5 Student Leave
- 6.6 Enrolment



Crisis Management

1. The Principal is to put in place procedures and a Crisis Management Team (CMT) to handle crisis situations at the College. (The crisis management team is comprised of the College Principal and Executive Leadership team, the College Pastoral Network team and the College DRS and Chaplain. Other key staff e.g. Director of Boarding, Business Manager, Caretaker etc may be included in the team depending on the nature of the incident). The CMT will operate the college during a crisis and where needed provide support for those in need. For Crisis Management all actions will follow procedures outlined in the Crisis Management Plan ([link](#))
2. An action plan will outline the roles of the CMT and provide guidance on – relaying information to staff and students, provision of support for those affected, handling media enquiries, and minimising the adverse effects of a crisis on the college community.
3. The chair of the board is to be kept informed of all crisis situations and matters affecting the boarding school will be notified to the Chair of the SBOP.
4. CMT will decide situations where confidentiality needs to be broken, with the final decision made by Principal and/or Board Chairperson.
5. The Principal and CMT will review actions taken to handle a crisis after the event and will make a report to the Board(s).



Treaty of Waitangi

1. The College recognises the Treaty of Waitangi and will reflect New Zealand's dual cultural heritage in all aspects of the College, including policies and practices.
2. The College will provide courses in Te Reo Māori across all year levels, with Māori being compulsory at Year 9. Māori is offered at NCEA levels and Māori components are encouraged in other curriculum areas, provide for the expression of Tikānga Māori within College activities and support the development of Tikānga Māori.
3. Awareness of marae protocol and Māori cultural practices will be encouraged across the College, for both students and staff. Māori parents and whanau will be welcomed, have the opportunity of Māori Hui and included in general life of the College. A Māori cultural group is encouraged and supported. The College has the option of a Māori whanau and Māori Dean.
4. Contributing Māori communities will be consulted in Māori cultural practices and curriculum issues at the College, and Māori parents will be reported to regularly to keep them informed.
5. Budget allocations will be sensitive to the need for equitable resourcing.
6. The Board will endeavour to have Māori representation and where possible a Māori perspective.
7. The Principal will monitor and review Māori curriculum and Māori cultural development and report findings and recommendations to the Board annually.



Privacy

1. The Board will comply with the provisions of the Privacy Act 1993 in carrying out its duties and responsibilities. Individual privacy will be promoted and protected around collection and security of information, the use and disclosure of information, access of information by an individual relating to that individual held by the College.
2. Staff and student files will be kept in a secure location and information from their files is available at their request. After students and staff have left the College, their file will be kept for seven years.
3. The Principal will ensure the Board and staff adhere to the principles contained in the Privacy Act and will review this policy every three years.



International Students

1. International students must take part in the religious education and practices of the College.
2. In order to enrol at the College, international students must – demonstrate competence in English, via a test sent with the enrolment pack; preferably begin school at start of Term One and follow the NZ academic year (students admitted in Terms 3/4 will follow an alternative ESOL programme for the balance of the year); diagnostic testing will be carried out upon arrival to the College and may determine year placement.
3. Applications for enrolment must include statements that the parents - accept their son will participate in the Special Character of the College; the parent contracts to pay Attendance Dues as determined by the Proprietor and that the Proprietor has the right to recover any debt (attendance of student may be discontinued if parents defaults on payments with prior arrangement); acknowledges that personal information obtained at enrolment may be disclosed to the Catholic Schools Board Ltd or to the others at the Principal's discretion; names and photos of students and parents may be published in promotional materials, both in hardcopy and online.
4. The Principal has discretion on the number of internal students attending the College but this shall not exceed 25 without consultation with the Board.
5. International students must live in the Boarding School during term time and during shorted term holidays the College will arrange homestay (cost of which is additional to College fees), and during summer holidays students are expected to return home or arrange their own home-stay.
6. International students will pay the full term or year (as appropriate) in advance before a place is confirmed at the College. Dealings for enrolment will be directly with parents (unless MoE or EWI recommends the use of an agent). At the end of each year the Principal will recommend the next year's tuition fees to the Board, and will also put in place mechanism for refunding fees when a student returns home early.
7. The Principal will provide an information pack detailing enrolment criteria, standards of behaviour, discipline policy, personal and health insurance and immigration requirements. This will be sent to parents as part of the enrolment procedure. Students must have full medical, property and accident insurance and the Principal will hold all passports.
8. A 'Dean' will be appointed to oversee the needs of international students and will act as point of contact between College, parents and/or authorised agent.
9. The College is a signatory to the 'Code of Practice for the Pastoral Care of International Students' and any breach of the Code can be referred to the 'International Education Appeal Authority' (administered by the MoE).

10. The refund policy for international students will be based on Section 4B(7) of the Education Amendment Act 1991.

11. The College will ensure that all international students are protected in the event the College is unable to continue to offer tuition or the student is required to return home, or is transferred to another institution. Students will take out insurance guaranteeing cover in the event of the failure of the institute.

12. International students withdrawing from the College must – provide written approval form agent/parents, complete a College leaving form and give two weeks' notice to Director of Boarding.

13. The College treats international students as it does domestic students and the school's policies and procedures around attendance apply, and issues of non-attendance will follow those same procedures.

14. All policies relating to international students will be reviewed on an annual basis by the Principal, as required by the MoE for signatories to the Code of Practice for the pastoral care of international students.



Student Leave

1. Normal attendance is a statutory requirement and leave from College during term is only authorised by the Principal. The College insists students attend for the full 380 statutory half days, made clear to parents when requesting leave and upon enrolment at the College.
2. All requests for student leave are to be in writing to the Principal, at least three weeks in advance of the leave. The Principal will inform parents in writing of any decision. Relevant staff will be notified of leave if it is granted. The student taking leave is responsible for organising work missed and catching up on week upon return.
3. The Principal will keep a record of all requests for leave and report to the Board if the matter needs some directive from the Board or MoE guidelines.



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SCHOOL Policy/Procedure - 6.6 Enrolment Procedure

ENROIMENT INFORMATION FOR PARENTS SEEKING ENROLMENT AT GARIN COLLEGE

1. Introduction

Garin College is a Catholic co-educational, state integrated secondary college - the Garin College Integrated Agreement identifies the maximum roll as 670 students and states that the College may enrol a maximum of 10% of students as non-preference.

Preference enrolment is granted to applicants who have received and presented a preference enrolment certificate that has been authorised by an agent of the Roman Catholic Bishop for the Archdiocese of Wellington. [Preference Enrolment Certificate Archdiocese of Wellington](#)

Non-preference enrolment is open to students who are non-Catholic and who have not met the criteria for preference of enrolment in integrated Catholic schools as described within the [Preference Enrolment Certificate Archdiocese of Wellington](#).

Should you seek further information regarding preference and non-preference enrolment, please contact the Garin College office, or your local Catholic Parish Priest.

2. Preference Enrolment

Garin College selects preference students following the receipt of an enrolment application where the applicant has received an authorised preference enrolment certificate.

- a. On behalf of Archdiocese of Wellington Bishops John Dew and Paul Martin, the agents for determining preference are:
 - Fr Joy Thottankara - Parish of the Holy Family Nelson
 - Fr Seph Pijfers - Our Lady of the Bays Parish, Richmond
 - Fr Paul Finlayson - Our Lady of the Bays Parish, Motueka
- b. The grounds for preference are:
 - 5.1 the child has been baptised Catholic or is being prepared for baptism
 - 5.2 one or more siblings have been baptised in the Catholic faith
 - 5.3 one parent/guardian is a Catholic, and the child is not baptised, but school participation could lead to baptism
 - 5.4 a significant familial adult in the child's life, such as a grandparent or an aunt or uncle, undertakes to support the child's formation in the faith and practices of the Catholic Church
 - 5.5 one of the parents/guardians is preparing to become Catholic

3. Non-Preference Enrolment

3.1 Availability of non-preference

The number of non-preference enrolments is limited by the terms of the Garin College Integration Agreement with the Ministry of Education. Based on a maximum roll of 670, the maximum number of

non-preference places across the whole school is 67 at any one time. The actual number of non-preference places available will depend on:

- The number of preference students likely to be enrolled in the subsequent academic year
- The number of non-preference students who are currently enrolled; and who are likely to remain enrolled in the subsequent academic year

Non-preference places are likely to be available until the Garin College student roll reaches 90%.

3.2 Non-preference place conditions

Before applying for a non-preference place at Garin, applicants must accept that:

- i. they will be attending a school of special character and that their place in the school is conditional on their participation in the Catholic Special Character and Religious Education, Year 9-10 Curriculum
- ii. they will be required to pay attendance dues as set by the Proprietor and these are not voluntary

3.3 Criteria for non-preference enrolment

If non-preference places are available, they will be allocated in the following order:

- i. The siblings of non-preference students already enrolled in the school
- ii. Non-preference students coming from another integrated Catholic school with the same special character
- iii. Siblings of former students
- iv. The children of staff or Board members
- v. Children who seek to be educated at Garin College and participate in the Special Character programme

3.4 Call for non-preference applications

Each year, Garin College will place a notice on the Garin College website and in the Nelson Mail to inform the community:

- i. How many non-preference enrolment places there are likely to be available
- ii. The closing date for applications for these enrolment places
- iii. The ballot dates for non-preference places should a ballot be needed

The Garin College school office can be contacted at any time for information about non-preference enrolment and an enrolment pack, which will include important dates.

3.5 Non-preference enrolment procedure at Garin College

3.5.1 All applications received by the closing date will be assessed against the criteria for non-preference enrolment (3.3).

3.5.2 If the College receives fewer applications for non-preference places than the total number of non-preference places available, all applicants will be sent a letter of offer, then have 14 days to confirm they accept or reject the offer of a place. The offer will be conditional on the acceptance of the non-preference place conditions (3.2).

3.5.3 Where there are more applications than places available, places will be allocated in the order identified in 3.3. Where there are more applications that meet a particular criterion than there

are places available, a ballot (draw) will be held within that and each of the subsequent non-preference criteria to fill the available places, and to create a waiting list for applicants who are not successful in the ballot.

- 3.5.4 Within three school days of the ballot happening, Garin College will post letters informing applicants of the outcome of the ballot. Successful applicants then have 14 days to confirm they accept or reject the offer of a place. The offer will be conditional on the acceptance of the non-preference place conditions (3.2). If applicants do not respond within that period, or decline the offer, the place will be offered to the first person on the waiting list established by the ballot.
- 3.5.5 Where there are applications for enrolment from siblings at the same year level, they will be kept together for the purpose of the ballot, so that if one sibling's name is drawn, the other is automatically successful also. In the event there are fewer places available than the number of sibling(s), the next non-preference place(s) that becomes available will be prioritised to this/these siblings and awarded despite the non-preference criteria category they meet.

3.6 Unsuccessful applications

Garin College will write to all unsuccessful applicants, offering to put their names on a waiting list within the appropriate non-preference criteria category. Any non-preference places that become available will be offered to people on the waiting list, in the order determined by the ballot. The waiting list expires when the next year's ballot is held. All unsuccessful applicants will need to enrol at another school.

Approved:

Date: 9 February 2021

Triennial Review Date: February 2024

PREFERENCE CERTIFICATE – valid from 2018



**Archdiocese
OF Wellington**

**New Zealand Catholic Bishops Conference
Preference of Enrolment Certificate
for the Archdiocese of Wellington**

This is to certify that

In accordance with the Education Act 1989, Part 33, S442, 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 refer to Criteria details on back of form)

MR/MRS/MS

Address

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

..... School/College

in Town/City

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)/Caregivers Signature Date

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 (Name):.....as authorised agent of the
Roman Catholic Bishop of the Diocese of

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

Address:

Signature Date

This form must be completed by the Parent(s)/Caregiver(s), and the Parish Priest or other designated authorities prior to the enrolment of a student in a Catholic Integrated School.

NEW ZEALAND CATHOLIC BISHOPS CONFERENCE

Criteria for Preference of Enrolment in 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 such as a grandparent, aunt or uncle who is actively involved in the child's upbringing undertakes to support the child's formation in the faith and practices of the Catholic Church.
- 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 or by any of the above agents of the Bishop.

Process of Appeal

Handbook for Boards of Trustees of New Zealand Catholic Integrated Schools (section 5.14)

If a preference certificate has been refused and the parents, either directly or through the Principal, wish to appeal the matter, the application can be referred to the Proprietors' Office (Diocesan Education Office). The Director of the Office, or whoever is the appointed appeal authority in the diocese, after making whatever investigation is necessary, including consulting the Parish Priest if appropriate, 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 parents/caregivers and significant familial adult completes the following:

Significant familial adult:

I agree to support (child's 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.

Mr/Mrs/Ms:

Address:

Relationship to child: Email address: Phone No:

Parish

Signature Date:

Parent(s)/Caregiver(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: