



Enrolment Scheme Procedures

The Ministry of Education has required St Hilda's Collegiate School Board of Trustees to put in place an enrolment scheme for applications made for entry to the School in the year 2005 and in subsequent years. This is to ensure that the numbers of pupils enrolled at the school does not exceed the maximum roll agreed with the Ministry.

Preference Students

- Each year the Board of Proprietors will, through their Preference Committee, immediately following the closing date for applications, identify all preference students whose parents have applied to enrol them at St Hilda's in the following year. The preference criteria must comply with the relevant provisions of the Private Schools Conditional Integration Act 1975 and the Deed of Integration.

“PREFERENCE of enrolment at the school under Section 29 (1) of the Private Schools Conditional Immigration Act 1975, shall only be given to those pupils whose parents have a particular sympathy with the special character of St. Hilda's Collegiate School, or whose parents have a particular connection with the school”

- The Board of Proprietors, will pass this list of preference applicants to the Board of Trustees.
- The Board of Trustees will sort these preference students into three categories:
 1. Year 7 students;
 2. Year 9 students;
 3. students at all other year levels.
- The number of places available at each year level will be determined by the Principal at the time of enrolment.

Applications in all years will be processed in the following order of priority:

Priority in Enrolment

Applications for enrolment in all years will be processed in the following order of priority:

1. First Priority:
will be given to preference students who have been accepted as boarders at Tolcarne.
2. Second Priority:
will be given to preference students who live within the city of Dunedin that is in the areas encompassing Waikouaiti in the north, Middlemarch in the west and Lake Waiholo and Taieri Mouth in the south, (“the area of reasonable convenience”).

If the number of preference applicants from this area exceeds the number of places available at the School, the following priority will be adopted:

- (a) sisters of current students;
- (b) daughters of Board employees, including daughters of clergy who participate in the School's Christian Studies programme and chapel services;
- (c) daughters of past and present members of the Boards of Proprietors and Trustees;
- (d) sisters of former students;
- (e) other preference students.

Applicants will be offered places on the basis of the number of places available for a particular year of entry and having regard to the priority categories identified above. For example, all applicants within category (a) will be offered places ahead of any applicant in category (b). Where the number of the remaining places available is less than the number of applicants within the relevant category, the successful applicants will be determined by ballot.

3. Third Priority:

will be given to preference students who live outside the area of reasonable convenience.

If places remain for allocation to students in this priority group, selection will be by the same means as that specified for students with second priority status.

4. Fourth Priority:

will be given to non-preference students up to 5% maximum provided for in the School's Integration Agreement.

Non-preference students will be selected by ballot.

Selection

The selection process will operate at each year level, depending on the number of places deemed by the Principal to be available at each year level. In any year, however, very few places are likely to be available in Years 10 – 13.

Informing Parents

Parents will be informed about successful applications by telephone as soon as possible after the closing date for applications. This is likely to be within a week of the closing date.

Within four weeks following the closing date, unsuccessful applicants will be informed of their place on the waiting list.

Waiting List

A waiting list will be formed of preference and then non-preference students at each year level in line with the enrolment process outlined above.

If a place becomes available, it will be offered to applicants in order of their place on the waiting list. The waiting list will remain operative only until February in the year of admission. No waiting lists will be carried over to succeeding years.